



Western Nevada College

2018

Annual Security Report



Carson Campus - Joe Dini Library and Student Center

Report prepared by Campus Public Safety

This Annual Security Report, which was published October 2018, contains statistics for the three most recent full calendar years, 2015, 2016 and 2017.

Table of Contents

Preparation of and Disclosure of Crime Statistics.....	1
Campus Security Authority and Jurisdiction.....	2
Security and Access.....	4
Department of Public Safety Encourages the Accurate and Prompt Reporting of Criminal Offenses.....	5
Limited Confidential Crime Reporting	6
Confidential Reporting	7
How to Report a Crime	8
Daily Crime Log.....	9
Timely Warnings	10
Emergency Notifications	11
Emergency Response and Evacuation Procedures	13
Testing Emergency Response and Evacuation Procedures	14
Security Awareness Programs	15
Crime Prevention Programs	15
Crime Prevention and Personal Safety Tips	16
Drug-Free Schools and Communities Act.....	17
Western Nevada College Alcohol and Drug Free Workplace Policy Statement	19
Sexual Assault, Domestic Violence, Dating Violence, and Stalking.....	21
Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault or Stalking.....	30
Title IX Information	32
Employee and Faculty Disciplinary Sanctions.....	33
Sex Offender Registration	36
Crime Statistics: 2015, 2016, 2017	37

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Preparation of and Disclosure of Crime Statistics

The Western Nevada College Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with our partner local law enforcement agencies surrounding our campuses, and the Office of Student Conduct.

Campus crime, arrest and referral statistics include those reported to the Department of Public Safety, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations), and local law enforcement agencies. Statistics included in the current Annual Security Report are for all of our campuses combined. Our branch campuses Douglas, and Fallon, follow the same policies except where otherwise noted and included in their respective sections.

Western Nevada College (WNC) does not provide residential dormitories or facilities for on campus student housing. The WNC Department of Public Safety has primary responsibility for categorizing, disseminating, and publishing crime statistics collected.

An e-mail notification is made to all enrolled students that provides a web link to access this report. The full text of this report can be located on our website at <https://www.wnc.edu/public-safety/asr/>.

Anyone wishing to obtain a paper copy may do so at the Public Safety Office located on the second floor of the Bristlecone building, room 229 Monday – Friday 8:00 a.m. to 5:00 p.m. (excluding holidays on which the college offices are closed).



Douglas Campus – Bently Hall

Campus Security Authority and Jurisdiction

Department of Public Safety security officers are non-commissioned security personal who are experienced in: CPR and AED; patrol procedures; traffic control; incident report writing; interaction with the public; and enforcement of college policies and procedures. Public Safety security officers do not carry firearms and do not have arrest powers, however, they do carry a Taser, baton, and handcuffs for use only in the defense of the officer or another individual. To carry out the security patrol mission, Public Safety operates a marked campus security vehicle on the Carson campus. No security vehicles are used on the Douglas or Fallon campuses.

Western Nevada College Department of Public Safety does not maintain any formal, written memorandums of understanding with Carson City Sheriff's Office, the Douglas County Sheriff's Office, and the Fallon Police Department. However, the Department of Public Safety does maintain excellent working relationship with each of these agencies and assistance is provided in a prompt and professional manner when requested.

The WNC Department of Public Safety office is located at the Carson City campus on the second floor of the Bristlecone building, room 229, near the information desk and can be reached anywhere on campus by dialing 775-230-1952. For on campus emergencies, dial 3308 from a regular college telephone or 775-230-1952 from a cellular phone. For emergencies needing an immediate police, fire, or EMS response, please call 9-1-1.

Campus security on the Douglas campus is provided by the Department of Public Safety, which sends officers from the main Carson City campus to patrol the Douglas campus. To reach the security officer on duty for the Douglas campus for an on campus emergency call 775-291-4475. This is a cellular telephone so there is no direct 4 digit code from a phone on the Douglas campus that will have a direct connection, therefore, the whole number must be dialed from any on campus phone along with a 9 at the beginning to dial out. For emergencies needing an immediate police, fire, or EMS response, please call 9-1-1. The hours for the Douglas campus security officer are Monday-Thursday from 5:30pm-10:00pm. These hours can vary depending on circumstances such as campus events, state and federal holidays, classes, staffing, etc... Also, this campus is shared with the Douglas County School District ASPIRE Academy High School. No college classes take place at this campus until the High School completes its day which is from 6:30am-3:00pm. The security officer maintains a visible security presence and patrols the campus roadways, walkways, parking areas, and buildings. Specific elements of the Campus Security mission include: security of all persons and property on college property; reporting of all criminal and suspicious behavior on college property to law enforcement; traffic control and enforcement; visitor assistance; lost and found services; loss prevention and reporting; and identification of safety hazards.

Campus security on the Fallon campus is provided by the office of the Fallon Campus and Rural Outreach Director with assistance provided as needed by the Public Safety Department. The Fallon campus has facility attendants on duty. To reach the facility attendant on duty at the Fallon campus for an on campus emergency call 775-427-6212. For emergencies needing an immediate police, fire, or EMS response, please call 9-1-1. The hours are Monday-Friday 7:30am-11:30am/5:30pm-10:00pm and Saturday 7:30am-12pm. These hours can vary depending on circumstances such as

campus events, state and federal holidays, classes, staffing, etc. If there is not enough staffing the night shift will take priority over the morning shift. Three part-time facility attendants maintain a visible security presence and patrol the campus roadways, walkways, parking areas, and buildings. Specific elements of the Campus Security mission include: security of all persons and property on college property; reporting of all criminal and suspicious behavior on college property to law enforcement; visitor assistance; lost and found services; loss prevention and reporting; and identification of safety hazards.



Security and Access

For security purposes, campus buildings are secured when classes and activities have finished each day. Facilities are kept secured during periods when college sanctioned functions are not being conducted. All persons required to be on campus when facilities are closed are requested to contact Public Safety in Bristlecone 229, (ext. 3308) or 775-230-1952.

College facilities on the Carson City Campus are generally open from 7am-10pm, Monday through Friday, and from 7:30a-5pm on Saturdays. College is closed on Sunday. Persons requesting access to college facilities after hours will be required to show appropriate identification and state the reason for being on campus. On a need basis, and with proper authorization, students, faculty, and staff may be provided with access to those facilities which are operated with manual or electronic lock access controls. There is no student housing located on any of the WNC campuses. Students desiring to be on campus after hours are to be in the company of a faculty or staff member or provide written permission from an appropriate College official.

College Facilities on the Douglas campus are shared with Aspire Academy. WNC does not operate classes on the Douglas Campus until 3pm. The hours for WNC at the Douglas campus are generally M-TH 3pm-10pm during school semesters. The Douglas campus during semesters is closed on Friday, Saturdays, and Sundays barring a class or special event. During the off-semesters the WNC Douglas campus is closed except for specialized hours a week or two before the semester begins. Persons requesting access to college facilities after hours will be required to show appropriate identification and state the reason for being on campus. On a need basis, and with proper authorization, students, faculty, and staff may be provided with access to those facilities which are operated with manual or electronic lock access controls. There is no student housing located on any of the WNC campuses. Students desiring to be on campus after hours are to be in the company of a faculty or staff member or provide written permission from an appropriate College official. Notify the Department of Public Safety before access is needed by calling 775-230-1952.

College Facilities on the Fallon campus are generally available during semester M-F 8am-10pm and Saturdays 8am-12pm. During the off-semesters the WNC Fallon campus is open generally M-F 8am-5pm with times adjusted for classes or events. Persons requesting access to college facilities after hours will be required to show appropriate identification and state the reason for being on campus. On a need basis, and with proper authorization, students, faculty, and staff may be provided with access to those facilities which are operated with manual or electronic lock access controls. There is no student housing located on any of the WNC campuses. Students desiring to be on campus after hours are to be in the company of a faculty or staff member or provide written permission from an appropriate College official. Notify the Public Safety Department before access is needed by calling 775-230-1952 or the Fallon Campus and Rural Outreach Director, Holly O'Toole, at 775-423-7565.

Department of Public Safety Encourages the Accurate and Prompt Reporting of Criminal Offenses

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the WNC Public Safety department as soon as possible. Faculty and staff are required to report crimes they become aware of through contact with other members of the campus community.

Crimes should be reported to the WNC Public Safety department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community when appropriate.

WNC encourages students and employees to promptly report crimes on the Carson City, Douglas, or Fallon campuses to Public Safety officers, facility attendants, and local law enforcement agencies on a voluntary basis. Normally, crimes should be reported to the Department of Public Safety (Carson City 775-230-1952) (Douglas 775-291-4475), Facility Attendants at Fallon (Fallon 775-427-6212), or by dialing 9-1-1 from a cellular phone or campus phone to make contact with the local law enforcement authority having jurisdiction. Carson City Sheriff's Office has primary jurisdiction for investigation of crimes at the Carson City campus. Douglas County Sheriff's Office has jurisdiction for the Douglas campus. Fallon Police Department has jurisdiction for the Fallon campus. Report crimes in person by coming to the Carson City campus Public Safety office located in the Bristlecone building room 229 or by calling extension 3308 from a campus phone, or 775-230-1952 via cell phone. To report crimes in progress at the other campuses, simply dial 9-1-1.

Furnish all pertinent information when reporting an incident. The Public Safety Department working in conjunction with the local law enforcement agency will conduct the appropriate investigation and file the necessary reports. Follow-up pursuits will include efforts to identify all parties involved and pursue any additional action with the Dean of Students.

The Department of Public Safety maintains an excellent working relationship with the Carson City Sheriff's Office, the Douglas County Sheriff's Office, and the Fallon Police Department. Assistance is provided in a prompt and professional manner when requested. The law enforcement organizations regularly provide current information and data concerning criminal activity in and around the WNC campuses and any WNC off campus event where such crimes may present an ongoing threat to the health and safety of our campus community members. WNC encourages accurate and prompt reporting of all crimes to the Department of Public Safety and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

Limited Confidential Crime Reporting

Western Nevada College Public Safety encourages anyone who is the victim of, or witness to, any crime to promptly report the incident to the WNC Public Safety Department (775) 230-1952, their local police department by dialing 911, or talk to someone about what happened in order for them to receive the support they need and so the college can respond appropriately. Different employees on campus have different abilities to maintain a reporting student's confidentiality.

If a reporting student discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College will weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the reporting student.

If the College honors the request for confidentiality, a reporting student will be informed that the College's ability to investigate the incident and pursue disciplinary action against the identified student may be limited.

There are times when, in order to provide a safe, non-discriminatory environment for all students, the College may not be able to honor a reporting student's request for confidentiality. The College has designated the following individual to evaluate requests for confidentiality made by a reporting student:

Title IX Coordinator
(775) 445-3219

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Confidential Reporting

Western Nevada College has counselors on staff who can provide limited counseling services regarding sensitive information. However, WNC does not employ counselors whose office responsibilities include providing psychological counseling to members of the campus community and who function within the scope of his or her license or certification.

If you are uncomfortable reporting an incident to the Department of Public Safety, you may contact any Campus Security Authority.

Campus Security Authorities (CSA) are individuals who are employed at, do business on, or volunteer at any College campus or sponsored event. Crime reports can be made to any CSA in confidence. CSA's will only report to the Department of Public Safety for statistical purposes, that an incident occurred without revealing any personally identifying information. Disclosures by any CSA may not trigger an investigation into an incident against the reporting student's wishes, except in certain circumstances that pose an immediate or ongoing threat to campus safety.

How to Report a Crime

When reporting an emergency, crime or suspicious activity at the college, follow these steps:

For Emergencies:

- Dial 911- (from a campus phone, you must dial 9-911)
- Give your name and location (state specifically that you are at the college)
- Briefly describe the activity you are reporting
- Request medical attention if needed
- Remain calm and speak slowly
- Stay on the phone until the dispatcher ends the call
- If possible, give a description of the person (s) and vehicle involved, location or direction of travel and presence of weapons if known

For non-emergency situations:

Carson City: (775) 887-COPS (2677)

Douglas: (775) 782-5126

Fallon: (775) 423-2111

Department of Public Safety:

Non-Emergency: (775) 230-1952

Daily Crime Log

A daily log of reported crimes is maintained by the Department of Public Safety in accordance with the Clery Act. The crime log includes the type of incident, reported date and time of occurrence and general location as well as the disposition of the incident, if this information is known.

The crime log can also be viewed by the public at the Department of Public Safety Office in the Bristlecone Building Monday - Friday 8:00 am to 5:00 pm (excluding holidays on which college offices are closed).

Please contact our office if you have an immediate need to view the log.

Important Numbers to Know

Campus Security

Bristlecone Building Room 229
Department Extension 3308
On Call Phone Number 775-230-1952

Disability Services

Department Extension 4470/ 775 (445-3281)

Counseling

Department Extension 3267/ 775 (445-3267)

Dean of Students

Department Extension 3271/ 775 (445-3271)

Timely Warnings

A Timely Warning is an alert that is issued to the entire campus community whenever a crime covered by the Clery Act poses a serious or continuing threat to the students, employees, or visitors to any Western Nevada College locations. Timely warnings are issued as soon as enough pertinent information is available and extends to all College properties covered by the Clery Act.

PROCEDURE

Any crime or situation which may present a potential threat to the campus community is reported to the campus community as soon as possible. Examples may include, but are not limited to: shootings, sexual assaults, armed suspects possibly on campus or near campus, hostage situations, shots fired calls, hazardous chemical spills, etc. Reporting is to include campus buildings and facilities, non-campus buildings, property, and public property within or immediately adjacent to, and accessible from, the main campus. Properties may include buildings and/or property owned or controlled by student organizations that are officially recognized by the institutions or any building or property owned or controlled by the institution and used in direct support of, or in relation to, the institution's educational purposes. Reporting requirements include properties which are frequently used by students which may or may not be within contiguous geographic proximity to the main campus.

The Director of Public Safety or his/her designee may make the final determination of when a timely warning will be issued and disseminated, on a case by case basis.

When a timely warning is issued, it is the responsibility of the Director of Public Safety or in his absence by his/her designee, to cause immediate notification to the representatives of the College President's Office, Vice President of Finance and Administration, and the Student Services office.

Determining whether to issue a timely warning will be evaluated on a case-by-case, taking into account both the frequency of the offense and the likelihood of additional occurrence.

Timely warnings will contain the phrase "Timely Warning Notification", in the subject line. The body of the alert may include a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), and suspect vehicle (if any) and method of operation (MO) used to facilitate the crime. The alert may also include personal safety information to aid members of the college community in protecting themselves from becoming victims of a similar crime and promote overall safety.

Methods of dissemination may include, but are not limited to, electronic distribution through mass email, text messaging, posting of hard copies in public areas, posting on WNC and WNC Public Safety web sites, voice mail recordings, and dissemination via local media outlets.

If appropriate, status updates as to the resolution and/or unfounded status of the crime or emergency situation will be similarly disseminated and updated as soon as possible.

Emergency Notifications

An Emergency Notification is an alert that may be issued whenever any significant emergency or dangerous situation poses an immediate threat to the health or safety of students or employees on the campus. This could overlap and include a Clery crime such as a shooting, but it also covers crimes not reportable under Clery as well as non-criminal incidents, such as an outbreak of a communicable illness, an impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency and may be tailored exclusively to the segment of the campus at risk.

PROCEDURE

Any crime or situation which may present a potential threat to the campus community is reported to the campus community as soon as possible. Examples may include, but are not limited to: shootings, armed suspects possibly on campus or near campus, hostage situations, shots fired calls, hazardous chemical spills, etc. Reporting is to include campus buildings and facilities, non-campus buildings, property, and public property within or immediately adjacent to, and accessible from, the main campus. Properties may include buildings and/or property owned or controlled by student organizations that are officially recognized by the institutions or any building or property owned or controlled by the institution and used in direct support of, or in relation to, the institution's educational purposes. Reporting requirements include properties which are frequently used by students which may or may not be within contiguous geographic proximity to the main campus.

The Director of Public Safety or his/her designee may make the final determination of when a Timely Warning or an emergency notification will be issued and disseminated, on a case by case basis.

When an emergency notification is issued, it is the responsibility of the Director of Public Safety or his/her designee, to cause immediate notification to the representatives of the College President's Office, Vice President of Finance and Administration, and the Student Services office.

Determining whether to issue an Emergency Notification for non-Clery Act crimes will be evaluated on a case-by-case, taking into account both the frequency of the offense and the likelihood of additional occurrence.

Emergency notifications may contain the phrase "Crime Alert" or "Emergency Notification", in the subject line. The body of the alert may include a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), and suspect vehicle (if any) and method of operation (MO) used to facilitate the crime. The alert may also include personal safety information to aid members of the college community in protecting themselves from becoming victims of a similar crime and promote overall safety.

Methods of dissemination may include, but are not limited to, electronic distribution through mass email, text messaging, posting of hard copies in public areas, posting on WNC and WNC Public Safety web sites, voice mail recordings, and dissemination via local media outlets.

If appropriate, status updates as to the resolution and/or unfounded status of the crime or emergency situation will be similarly disseminated and updated as soon as possible.

Emergency Response and Evacuation Procedures

WNC has implemented a comprehensive Emergency Notification System that can alert and inform campus community members in the event of an imminent threat to health and safety (e.g. tornado, active shooter, hazardous material spill, fire, earthquake, etc.). The system used is a siren system in coordination with Code Red messaging on the Carson City campus.

Upon confirmation from a Public Safety officer or College official regarding a significant emergency or dangerous situation involving an immediate threat to the health and safety of the campus community members, emergency notifications will be disseminated without delay to campus community members via text message and email alerts, internal public address system and an internal/external siren (where applicable). The Director of Public Safety, working in conjunction with other College officials will determine the content of the emergency notification, select the most appropriate method(s) for disseminating the information as quickly as possible, and initiate the notification system. The Director of Public Safety, Public Safety officers, and authorized College personnel have responsibility for issuing notifications via the College's Emergency Notification System. The content of the notification will be determined by the person who is starting the emergency notification system and based on the situation. Some examples are given in the WNC emergency notification booklet near each station as well as pre-programmed messages in the Code Red System. The text message system WNC Alerts (Code Red) is a free service that students, faculty, and staff are automatically subscribed into in order to receive information directly to their text enabled mobile phone in the event of an emergency or campus closure. The system is an opt-out system. To sign up for the service if one is a student who is not getting the text messages they can sign-up through admissions and records at (775-445-3277). If an employee or faculty is not getting the text messages they can contact the HR department at (775-445-4237). The external/internal siren is capable of producing audible and voice commands to the campus community in the event of an emergency. When you hear the audible alert tone and blue emergency lights flashing be prepared to enact emergency procedures such as run, hide, or fight. Voice commands can be given in certain situations, but may not be given for every situation. Other emergency notification methods the College employs can include fliers posted at entryways, the College's homepage (www.wnc.edu), digital displays, broadcast radio, and television alerts. Calling the College's main number 775-445-3000 during a special emergency will give emergency information to the larger community. Additional information can also be found on the College's website as well as local radio and television stations.

Emergency evacuation routes are conspicuously posted in each classroom on our campuses. College officials will conduct annual tests and exercises of emergency response and evacuation procedures in order to ensure an orderly response to incidents necessitating such measures and to continuously assess the readiness of our emergency response and recovery capabilities. Tests will be announced in advance via email, the College's homepage, and other available methods.

Testing Emergency Response and Evacuation Procedures

Western Nevada College participates in emergency tests and evacuation drills throughout the year and conducts follow-through activities to assess and evaluate emergency procedures. Drills are conducted to prepare building occupants for an evacuation in the case of an actual emergency. The Department of Public Safety coordinates announced and unannounced drills to test various procedural operations. Methods of dissemination may include, but are not limited to, electronic distribution through mass email, text messaging, posting of hard copies in public areas, posting on WNC and WNC Public Safety web sites, voice mail recordings, and dissemination via local media outlets. The Department of Public Safety monitors these drills in order to evaluate the response and prepare an after action report with information on systems that worked as assigned, systems that encountered problems and recommendations for improvement.



Fallon Campus – Getto Hall

Security Awareness Programs

Each semester, the Department of Public Safety office informs new employees of campus policies and security awareness tips. Public Safety Officers conduct presentations relating to crime prevention and safety policies during orientations and at other times, when requested by staff or students. Security awareness materials are distributed to all incoming students and they are expected to help take part in campus safety by being active participants in their personal safety.

Crime Prevention Programs

Department of Public Safety offers various personal safety, and crime prevention programs on a continual basis throughout the year. Public Safety personnel facilitate programs for students, faculty and new employees, and student organizations, providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. Available programs include:

- Workplace Violence prevention and Active Shooter
 - Classes are offered by Public Safety officers regarding warning signs, prevention methods, and steps that should be taken if employees find themselves in any of these types of situations. These classes are offered on an ongoing basis through the calendar year.
- Personal Safety
 - E-alarms are available from the Associated Student of Western Nevada for students and staff who wish to carry one with them.
- Workplace Security Site Assessments
 - Public Safety will walk through a department office space or building to identify vulnerabilities, assist in creating an active threat plan, and discuss best practices for safety and security of the workplace.

Crime Prevention and Personal Safety Tips

Effective crime prevention begins with personal involvement and responsibility. By taking a few moments before acting, we can all make ourselves less likely to become a victim or a statistic. The following is a list of DOs and DON'Ts to help you in protecting your personal property and yourself.

Do lock your car at all times-when parked and when driving;

DO use the lighted walkways going to and from the parking lots;

DO report all crimes and/or suspicious activities to Public Safety promptly;

DO mark your valuable possessions (books, calculators, phones, recorders etc.) i.e. with your driver's license number;

DO call Public Safety (230-1952) if you desire an escort;

DO treat all personal property as you do cash;

DO ask a friend to walk with you to the parking lot;

DON'T leave valuables in plain sight in your vehicle (iPods, GPS devices, books, etc.).

DON'T leave books, handbags, book bags, wallets, purses, etc. unattended in the library, cafeteria, restrooms or study areas;

DON'T leave your purse or other valuables in an unlocked desk or file cabinet;

DON'T walkthrough dark areas without an escort;

DON'T leave cash or checks in your unlocked desk or file cabinet. Crime prevention is everyone's job. With some effort and forethought we can maintain a safe campus environment.

Drug-Free Schools and Communities Act

Western Nevada College has joined other colleges and universities across the nation in encouraging the elimination of alcohol and other drug abuse on our campus and in our community. The college believes that the unlawful possession or use of drugs, including alcohol, and the abuse of alcohol and any drug by students constitutes a grave threat to their physical and mental well-being, and significantly impedes the process of learning and personal development.

SUBSTANCE ABUSE POLICY

The policy adopted by the college prohibits the use or possession of alcoholic beverages without authorization; use or possession of illegal and/or unauthorized drugs and drug paraphernalia; and providing alcoholic beverages to minors while on college property or at college-sponsored activities, and (2) being under the influence of a controlled substance, including alcohol, while on college property or at a college-sponsored activity and the exhibiting of offensive behavior while under the influence of alcohol or other controlled substances. The complete policy can be located on the WNC website at <http://lr.wnc.edu/policymanual/1-10-1.php>.

CAMPUS DISCIPLINARY SANCTIONS

A student involved in violations of college standards of conduct related to alcohol and other drugs may be required to participate in a disciplinary intervention process which may include referral to educational programs and/or an individual needs assessment as a condition of continued association with the institution. Violations of the law or NSHE regulations may result in expulsion of students and/or termination of employment pursuant to the WNC Student Code of Conduct and the NSHE Code, and referral for criminal prosecution. Guests of the college will be subject to denial of permission to come onto a WNC campus, educational site or center, and for future use of its facilities. These violations are serious matters and can significantly impact education and employment.

LEGAL STANDARDS

In addition to college student conduct standards, a student will be subjected to all local, state, and federal laws related to substance abuse or the possession/use of alcohol. The following state laws apply to any student conduct on or off campus. In these instances, the student is being regarded as a resident of the state of Nevada.

NRS 202.020

Purchase, consumption or possession of alcoholic beverage by a minor: Any person under 21 years of age who, for any reason, possesses any alcoholic beverage in public is guilty of a misdemeanor.

NRS 202.040

False representation by a minor to obtain intoxicating liquor. Every minor who shall falsely represent him/herself to be 21 years of age in order to obtain any intoxicating liquor shall be guilty of a misdemeanor.

NRS 202.055

Sale or furnishing of alcoholic beverage to a minor: aiding a minor to purchase or procure alcoholic beverage. Every person who knowingly sells, gives, or otherwise furnishes an alcoholic beverage to any person under 21 years of age...is guilty of a misdemeanor.

NRS 205.460

Preparation, transfer, or use of false identification regarding persons under 21 years of age; (1) Every person who counterfeits, forges, alters, erases, or obliterates, or...(2) Every person under the age of 21 years who uses or attempts to use or proffers any counterfeited, forged, erased or obliterated card, writing paper, document, or any photocopy print, photostat, or other replica thereof...for the purpose and with the intention of purchasing alcoholic liquor or being served alcoholic liquor...or entering gambling establishments...shall be guilty of a misdemeanor.

LEGAL SANCTIONS

Legal action provides for sanctions ranging from the imposition of fines to incarceration. Legal sanctions are governed by the Nevada Revised Statutes (NRS) and applicable federal law. Such penalties result from the referral of an alcohol or other drug violation which comes to the attention of local law enforcement, and is referred to the District Attorney's Office. Legal action may take place concurrently with campus disciplinary action.

Western Nevada College Alcohol and Drug Free Workplace Policy Statement

Alcohol and drug abuse and the use of alcohol and drugs in the workplace are of concern to the State of Nevada and to the northern institutions of the Nevada System of Higher Education (NSHE). These institutions comply with the Omnibus Anti-Drug Abuse Act of 1988 and the Drug-Free Schools and Communities Act of 1989. It is the policy of this State and of NSHE to ensure that its employees do not report for work in an impaired condition resulting from the use of alcohol or drugs; consume alcohol while on duty; or unlawfully possess or consume any drugs while on duty, at a work site or on State or NSHE property, or while driving an NSHE vehicle. Any employee who violates this policy is subject to disciplinary action.

1. As provided by statute, any employee who **(a)** exhibits signs and symptoms consistent with alcohol and/or drug intoxication; **(b)** is involved in a workplace vehicle accident in accordance with NAC 284.888; **(c)** is involved in a workplace accident for which they seek medical treatment in accordance with NAC 284.888 or who **(d)** applies for a position approved by the Personnel Commission as affecting public safety, is subject to a screening test for alcohol, drugs, or both
2. Employees found to be under the influence of drugs or alcohol while on duty will be referred to the Employee Assistance Program. Nevada Administrative Code 284.884 defines the maximum concentration of alcohol in blood or breath as greater than .02 gram. The Appointing Authority shall take into consideration the circumstances and actions of the employee in determining whether disciplinary action is appropriate.
3. Each employee is required to inform their supervisor as soon as possible after consuming any drug which could interfere with the safe and efficient performance of the employee's duties (NRS 284.4063).
4. Any employee who is convicted of violating a federal or state law prohibiting the sale of a controlled substance must be terminated as required by NRS 193.105, regardless of where the incident occurred.
5. Any employee who is convicted of driving under the influence in violation of NRS 484.379 or of any other offense for which driving under the influence is an element of the offense is subject to discipline up to and including termination if the offense occurred while he was driving a State vehicle or a privately owned vehicle on State business.
6. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is prohibited. Any employee who is convicted of unlawfully giving or transferring a controlled substance to another person or who is convicted of unlawfully manufacturing or using a controlled substance while on duty or on the premises of State/NSHE property will be subject to discipline up to and including dismissal.
7. The term, "controlled substance" means any drug defined as such under the regulations adopted pursuant to NRS 453.146. Many of these drugs have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack". They also include "legal drugs" which are not prescribed by a licensed physician.
8. Each employee is required to inform his or her employer in writing within five days after he or she is convicted for violation of any federal or state criminal drug statute when such violation occurred while on duty or on the employer's premises.
9. All of the NSHE health insurance plans include coverage for chemical dependency treatment programs. Coverage differs so please contact your health care provider to find out what benefits are specific to your plan.

10. The NSHE Employee Assistance Program (EAP) also provides help to Nevada System of Higher Education employees and their families with alcohol and/or drug problems. The EAP can be reached by calling 1-877-234-5151. (Español 1-888-732-9020). This assistance is provided by off-campus resources and is completely confidential. Administrative leave may be granted for two visits to the EAP.
11. Faculty and Staff of these institutions may refer students for assistance through the appropriate Student Services office.

This policy is applicable to all employees. Specific federal guidelines, statutory provisions and regulations applicable to this policy are set down in the Drug Free Workplace Act and Chapter 284 of the Nevada Revised Statutes and Nevada Administrative Code.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Western Nevada College is a diverse community committed to creating and maintaining a safe campus where all persons who participate in college programs and activities can work and learn together in an atmosphere free of all forms of harassment, discrimination, or intimidation. Sexual harassment, sexual assault/sexual misconduct, domestic violence, dating violence, and stalking are violations of College policy.

Western Nevada College will respond promptly to reports of sexual harassment, sexual assault/sexual misconduct, domestic violence, dating violence and stalking. The College will take appropriate action to prevent, correct, and when necessary, to discipline conduct that violates Nevada System of Higher Education (NSHE) policy.

The policy in its entirety may be found in the Board of Regents Handbook (Title 4, Chapter 8, Section 13): Policy Against Discrimination of Sexual Harassment: Complaint Procedure.

Definition of Terms

Sexual Assault

Sexual Assault means a person subjects another person to sexual penetration, or forces another person to make a sexual penetration on himself or herself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his or her conduct.

Dating Violence

Dating Violence is an act committed by a person who is or has been in a “dating relationship” with the reporting party:

1. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. “Dating relationship” means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement. The term does not include a casual relationship or an ordinary association between persons in a business or social context; and

2. For the purpose of this definition:

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party.

Dating violence includes, but is not limited to, mental, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

For the purpose of complying with the requirements of this Section and 34 CFR 668.41, any incident meeting this definition is considered a crime for the purpose of Clery Act reporting.

Domestic Violence

Domestic Violence is an act that includes but is not limited to violence that occurs when a person commits one of the following acts against or upon the person's spouse or former spouse, any other person to whom the person is related by blood or marriage, any other person with whom the person is or was actually residing, any other person with whom the person has had or is having a dating relationship, any other person with whom the person has a child in common, the minor child of any of those persons, the person's minor child or any other person who has been appointed the custodian or legal guardian for the person's minor child:

1. A battery
2. An assault
3. Compelling the other person by force or threat of force to perform an act from which the other person has the right to refrain or to refrain from an act which the other person has the right to perform
4. A sexual assault
5. A knowing, purposeful or reckless course of conduct intended to harass the other person. Such conduct may include, but is not limited to:
 - a. Stalking
 - b. Arson
 - c. Trespassing
 - d. Larceny
 - e. Destruction of private property
 - f. Carrying a concealed weapon without a permit
 - g. Injuring or killing an animal
6. A false imprisonment
7. Unlawful entry of the other person's residence, or forcible entry against the other person's will if there is a reasonably foreseeable risk of harm to the other person from the entry.

Stalking

Stalking is defined to be when a person who, without lawful authority, willfully or maliciously engages in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member, and that actually causes the victim to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member. Stalking includes but is not limited to:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress
2. For the purpose of this definition:
 - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens or communicates to or about, a person, or interferes with a person's property.
 - b. Substantial emotional distress means significant mental suffering or anguish that may, but

does not necessarily, require medical or other professional treatment or counseling.

c. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Coercion

Coercion is:

- a. the use of violence or threats of violence against a person or the person's family or property;
- b. depriving or hindering a person in the use of any tool, implement or clothing;
- c. attempting to intimidate a person by threats or force, or
- d. when committed with the intent to compel a person to do or abstain from doing an act that the person has the right to do or abstain from doing.

In the context of sexual misconduct, coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

Consent

Consent is defined as:

- a. An affirmative, clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- b. The existence of a dating relationship or past sexual relations between the participants does not constitute consent to any other sexual act.
- c. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.
- d. Affirmative consent must be ongoing throughout the sexual activity and may be withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop.
- e. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary); inability to communicate due to a mental or physical condition; the lack of consciousness or being asleep; being involuntarily restrained; if any of the parties are under the age of 16; or if an individual otherwise cannot consent.
- f. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Complaint and Investigation Procedure

This section provides the complaint and investigation procedure for complaints of discrimination or sexual harassment, including sexual violence (except that complaints against students may be

referred to student disciplinary processes)². The Chancellor (for the System Office) and each president shall designate no fewer than two administrators to receive complaints. The administrators designated to receive the complaints may include the following: (1) the Title IX coordinator; (2) the affirmative action officer; (3) the human resources officer; or (4) any other officer designated by the president. The president shall also designate a primary investigating officer (primary officer) to process all complaints. The primary officer may be any of the individuals identified in this paragraph. All complaints, whether received by the affirmative action officer, human resources officer or other designated officer, must immediately be forwarded to the primary officer. All Title IX complaints must be immediately forwarded to the Title IX coordinator.

An individual filing a complaint of alleged discrimination or sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the primary officer, or the primary officer's designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the complainant. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

An individual against whom a complaint of alleged discrimination or sexual harassment is filed shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the primary officer, or by the primary officer's designee. It shall be the choice of the individual against whom the complaint is filed to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the respondent. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

The individual filing a complaint of sexual harassment and the individual against whom a complaint is filed must be provided with a written explanation of their rights and options, including the available interim measures, and written notification of services available to victims on campus and in the community.

If anyone in a supervisory, managerial, administrative or executive role or position, such as a supervisor, department chair, or director of a unit, receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the person must immediately contact one of the individuals identified in this section above to forward the complaint, to discuss it and/or to report the action taken. Title IX complaints must be immediately provided to the Title IX coordinator.

Complaints of discrimination or sexual harassment should be filed as soon as possible with the supervisor, department chair, dean, or one of the administrators listed in this section above and/or designated by the president to receive complaints of alleged sexual harassment or discrimination.

Employees

a. An employee who believes that he or she has been subjected to discrimination or sexual harassment by anyone is encouraged—but it is neither necessary nor required, particularly if it

may be confrontational—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. An employee is not required to do this before filing a complaint. A person who receives such a request must immediately comply with it and must not retaliate against the employee.

b. The employee may file a discrimination or sexual harassment complaint with his or her immediate supervisor, who will in turn immediately contact one of the officials listed in Section D above.

c. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with one of the other listed officials or with any other supervisor.

d. After receiving any employee's complaint of an incident of alleged discrimination or sexual harassment, the supervisor will immediately contact any of the individuals listed in Section D above to forward the complaint, to discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved do not report the complaint to that supervisor.

Students

a. A student who believes that he or she has been subjected to discrimination or sexual harassment by anyone is encouraged—but it is neither necessary nor required particularly if it may be confrontational—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A student is not required to do this before filing a complaint. A person who receives such a request must immediately comply with it and must not retaliate against the student.

b. The student may file a complaint with his or her major department chair or director of an administrative unit, who will in turn immediately contact one of the officials listed in Section D above.

c. If the student feels uncomfortable about discussing the incident with the department chair or director of an administrative unit, the student should feel free to bypass the person and file a complaint with one of the above officials in Section D or to any chair, dean, or director of an administrative unit who will in turn immediately contact one of the officials listed above in Section D to forward the complaint, to discuss it and/or to report the action taken. The chair, dean or director of an administrative unit has a responsibility to act even if the individuals involved do not report to that person.

Non-Employees and Non-Students

Individuals who are neither NSHE employees nor NSHE students and who believe they have been subjected to discrimination or sexual harassment by a NSHE employee during the employee's work hours or by a NSHE student on campus or at a NSHE-sponsored event may utilize any of the complaint processes set forth above in this Section D.

Training, Investigation and Resolution

a. General Requirements: The Title IX coordinator, executives, administrators designated to receive complaints, primary officer or designee, and appropriate management with decision-making authority shall have training or experience in handling discrimination and sexual misconduct complaints, and in the operation of the NSHE and *Nevada Administrative Code* disciplinary procedures.

b. Primary Prevention and Awareness Training: Institutions must offer new students and new

employees primary prevention and awareness training that promotes awareness of rape, domestic violence, dating violence, sexual assault and stalking as defined in this policy. The training must address safe and positive options for bystander intervention to prevent harm or intervene in risky situations and the recognition of abusive behavior and how to avoid potential attacks.

c. Special Training With Regard to Sexual Violence: The training for each of the individuals identified, should include annual training on how to investigate and conduct hearings in a manner that protects the safety of complainants and promotes accountability; information on working with and interviewing persons subjected to sexual violence; information on particular types of conduct that would constitute sexual violence, including stalking and same-sex sexual violence; the proper standard of review for sexual violence complaints (preponderance of the evidence); information on risk reduction; information on consent and the role drugs or alcohol can play in the ability to consent; the importance of accountability for individuals found to have committed sexual violence; the need for remedial actions for the respondent, complainant, and institution community; how to determine credibility; how to evaluate evidence and weigh it in an impartial manner; how to conduct investigations; confidentiality; the effects of trauma, including neurobiological change; and cultural awareness training regarding how sexual violence may impact students differently depending on their cultural backgrounds.

d. Investigation: After receiving a complaint of the incident or behavior, the primary officer, or designee, will initiate an investigation to gather information about the incident. If the primary officer is unable to initiate an investigation, due to a conflict or for any other reason, the president shall designate another individual to act as primary officer for the matter. Each institution may set guidelines for the manner in which an investigation shall be conducted. The guidelines shall provide for the prompt, thorough, impartial, and equitable investigation and resolution of complaints, and shall identify the appropriate management level with final decision-making authority. The guidelines shall, at a minimum, provide the person subject to the complaint with information as to the nature of the complaint, and shall further provide that the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses and provide documentation pertaining to the complaint. In most cases, an investigation should be completed within 45 calendar days of receipt of the complaint.

e. Standard of Review: The standard for evaluating complaints shall be a preponderance of the evidence (i.e., the evidence establishes that it is more likely than not that the prohibited conduct occurred). At the completion of the investigation, findings and a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.

f. Management Determination: After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken, as applicable, in accordance with NSHE Code Chapter 6, Chapter 8 or Chapter 10 (or applicable Student Code of Conduct), or, in the case of classified employees, *Nevada Administrative Code* (NAC) Chapter 284, or in the case of DRI technologists, the Technologists Manual. Other appropriate actions will be taken to correct problems and remedy effects, if any, caused by the conduct, if appropriate. If proceedings are initiated under Title 2, Chapter 6, Chapter 8 or Chapter 10, the applicable Student Code of Conduct, the NAC Chapter 284, or Technologists Manual, the investigation conducted pursuant to this policy may be used as part of such investigations. The administrative officer, in his or her discretion, may also supplement the investigation with additional investigation. In any disciplinary hearings conducted

pursuant to a Student Code of Conduct or under Title 2, Chapter 6, Chapter 8, Chapter 10, the NAC Chapter 284, or Technologists Manual, the standard of evidence shall be by a preponderance of the evidence, (i.e., the evidence establishes that it is more likely than not that the prohibited conduct occurred).

In connection with any such disciplinary hearings, the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses, and provide and receive documentation and witness lists pertaining to the complaint, and if an appeal is provided, to appeal the decision.

g. Parties to be Informed: After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed concurrently of the resolution (see subparagraph i below).

h. Confidentiality of Actions: Taken. In the event actions are taken against an individual under NSHE Code Title 2, Chapter 6, Chapter 8 or Chapter 10 (or applicable Student Code of Conduct) or NAC Chapter 284, or the Technologists Manual, such matters generally remain confidential under those sections, except that final decisions following hearings or appeals of professional employees and State of Nevada personnel hearings involving classified employees are public records. Student matters generally remain confidential under the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, 34 CFR Part 99 (FERPA).

i. Crime of Violence Exception to the Family Educational Rights and Privacy Act (FERPA): When discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sexual offense, FERPA permits the institution to disclose to the complainant the final results (limited to the name of the respondent, any violation found to have been committed, and any sanction imposed) of a disciplinary proceeding against the respondent, regardless of whether the institution concluded that a violation was committed. With respect to an institutional disciplinary proceeding alleging sexual violence, domestic violence, dating violence or stalking offense, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092 (f). 34 CFR 668.46 (Clery Act) requires that the accuser and the accused must be simultaneously informed of the outcome.

j. Disclosure of Sanction Imposed: In the event a student is found to have engaged in sexual harassment of another student, the institution shall disclose to the student who was harassed, information about the sanction imposed on the student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

k. Resignation of Employee or Withdrawal of Student: If a student respondent withdraws from the institution or an employee respondent ends employment (e.g., resigns, retires) while an investigation of a complaint involving gender discrimination or sexual harassment is pending under this policy, the Title IX coordinator shall take appropriate action, which may include completing the investigation to the extent reasonably practicable, in order to prevent the reoccurrence of and to remedy the effects of the alleged misconduct.

l. Title IX Coordinator Monitoring: The institution Title IX coordinator has primary responsibility

for coordinating the institution's efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator is responsible for monitoring all aspects of the investigation and any disciplinary process to help ensure that:

1. the process is fair and equitable to both the complainant and the respondent;
2. the applicable policies and procedures of NSHE and of the institution are followed; and
3. the interim measures and final remedies are followed.

Remedies and Interim Measures

It may be necessary or advisable to take actions (as determined by the institution) designed to minimize the chance that the respondent will either continue to harass or retaliate against the complainant and to provide additional support to the complainant. Such actions (as determined by the institution) may also be necessary or advisable on behalf of a respondent. The measures themselves must not amount to retaliation against the complainant or the respondent. Depending on the specific nature of the problem, interim measures and final remedies may include, but are not limited to:

For Students:

- Issuing a no contact directive;
- Providing an effective escort to ensure safe movement between classes and activities;
- Not sharing classes or extracurricular activities;
- Moving to a different residence hall (complainants should only be moved upon their request);
- Providing written information regarding institution and community services including but not limited to medical, counseling and academic support services, such as tutoring;
- Providing extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty;
- Restricting to online classes;
- Providing information regarding campus transportation options;
- Reviewing any disciplinary actions taken against the complainant to see if there is a connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined¹; and
- Requiring the parties to report any violations of these restrictions.

For Employees:

- Provide an effective escort to ensure safe movement between work area and/or parking lots/other campus locations;
- Issuing a no contact directive;
- Placement on paid leave (not sick or annual leave);
- Placement on administrative leave;
- Transfer to a different area/department or shift in order to eliminate or reduce further business/social contact;
- Providing information regarding campus transportation options;
- Instructions to stop the conduct;
- Providing information regarding institution and community services including medical, counseling and Employee Assistance Program;
- Reassignment of duties;
- Changing the supervisory authority; and
- Directing the parties to report any violations of these restrictions.

Interim measures and final remedies may include restraining orders, or similar lawful orders issued by the institution, criminal, civil or tribal courts. Interim measures and final remedies will be confidential to the extent that such confidentiality will not impair the effectiveness of such measures or remedies.

Final remedies may also include review and revision of institution sexual misconduct policies, increased monitoring, supervision or security at locations where incidents have been reported; and increased and/or targeted education and prevention efforts.

Any interim measures or final remedies shall be monitored by the Title IX coordinator throughout the entire process to assess whether the interim measures or final remedies meet the goals of preventing ongoing harassment or discrimination, protecting the safety of the parties and preventing retaliatory conduct.

Bystander Intervention

You have the power to make a difference! If we all intervene as bystanders, we can stop sexual assault, sexual misconduct, domestic violence, dating violence and stalking. It is important to note that staying safe is of the utmost importance. Only intervene if it is safe to do so. The following provides examples of how to intervene as a bystander:

Direct

Confront (without placing yourself in danger) either the potential target or the person who you think is about to engage in inappropriate behavior. Tell the person to stop, or tell them what they are doing is not acceptable behavior or it is not an acceptable activity.

Delegate

When you do not feel safe to approach the situation alone, look to involve others. Involve friends to assist you in getting the person at risk to a safe place. Reporting the behavior or activity to the police or others in authority is also delegation.

Distract

This technique involves causing some form of distraction that will interrupt the flow of potential misconduct. You may want to tell the person his/her car is being towed or that you recognize him/her from class to distract him/her so you and/or friends can take the person at risk to a safe place.

Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault or Stalking

If you have been sexually assaulted, get help immediately.

Get to a safe place and call a friend or family member for support. Call the police at 911.

You should go to a hospital emergency room for medical treatment and evidence collection. The hospital will call the Crisis Call's Sexual Assault Support Team representative who will meet you at the hospital to provide you with support and answer questions about the investigation process and your rights as the survivor of a sexual assault. Remember that you do not have to decide at this point whether or not to report the incident, but it is important for you to get medical attention.

In order to better preserve evidence, you should try to fight the urge to shower, bathe, douche, change clothes or straighten up the area since these activities will destroy evidence that you may need.

All reports will be investigated by the college. Violations of the law will be referred to local law enforcement, the Department of Public Safety, and when appropriate, to the staff of the Office of Student Conduct for investigation and resolution through the student conduct system, when the alleged violator is an enrolled student.

Off-Campus Counselors and Advocates:

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the college unless the reporting student requests the disclosure and signs a consent or waiver form.

Following is contact information for these off-campus resources:

Crisis Call Center: 775-754-8090

24 hour statewide Help Hotline: (800) 992-5757 or info@crisiscallcenter.org

Advocates to End Domestic Violence- Carson City-775-883-7654

Rape Crisis Intervention-Sexual Assault Response Advocates

Domestic Violence 24-Hour Hotline

Family Support Council of Douglas County-775-782-8692

Peer Counseling and Crisis Intervention

Womens Support Group

24 hour Crisis Hotline

Sexual Assault Victim Support and Advocacy

Douglas County Social Services-775-782-9825

Victims of Sexual Assault

Sexual Assault Victim's Advocacy and Support Group-775-427-1500

Services for Victims of Sexual Assault Support

Sexual Assault Support Group-775-423-1313

Sexual Assault Survivor's Group

NOTE: While these off-campus counselors and advocates may maintain a reporting student's confidentiality with regard to the college, they may have reporting or other obligations under state law. For example, there may be an obligation to report child abuse, an immediate threat of harm to self or others, or

to report in the case of hospitalization for mental illness; for the exceptions to confidentiality, see NRS 49.213, NRS 49.245, and NRS 432B.220 in Appendix 2.

If you have questions as to whether a specific incident should be reported, please contact the Department of Public Safety at (775) 230-1952.

Title IX Information

If you believe you have been subjected to sex or gender-based discrimination and/or unwelcome sexual advances, sexual coercion, requests for sexual favors, and/or sexually motivated physical, verbal, or nonverbal conduct, other conduct of a sexual nature, or interpersonal violence, there are campus resources and services available to you. Western Nevada College will also implement interim measures to ensure the safety and well-being of those who have been subjected to this behavior. Please immediately contact:

Title IX Coordinator
(775) 445-3219

If you have been sexually assaulted or someone has attempted to sexually assault you, immediately contact your local law enforcement by dialing 911.

Western Nevada College, strictly prohibits sexual harassment and discrimination. Sexual harassment in educational institutions is a form of sex-based discrimination prohibited by Titles VII and IX. Sexual harassment involves conduct of a sexual nature that is unwelcome and offensive to both the recipient and a reasonable person. Sexual harassment can interfere with a student's academic performance, an employee's work performance and their emotional and physical well-being.

Students and staff at Western Nevada College have a right to an environment free of sexual harassment. Sexual harassment constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual harassment is not only a clear violation of College policy, but it is a form of discrimination and is illegal. If an individual is the victim of sexual harassment, if a student, they should report it to the Dean of Student Services (775-445-3271). For a college employee report it to your supervisor or Human Resources (775-445-4237).

Employee and Faculty Disciplinary Sanctions

The following sanctions are applicable to faculty and staff of Western Nevada College for prohibited conduct. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order.

Faculty Sanctions:

The following sanctions are applicable to faculty of the Nevada System of Higher Education for conduct prohibited by Section 6.2 of the Nevada System of Higher Education Code. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order.

Warning: Notice, oral or written, that continuation or repetition of prohibited conduct may be the cause for more severe disciplinary action.

Reprimand: A formal censure or severe reproof administered in writing to a person engaging in prohibited conduct.

Restitution: The requirement to reimburse the legal owners for a loss due to defacement, damage, fraud, theft or misappropriation of property. The failure to make restitution shall be the cause for more severe disciplinary action.

Reduction in Pay: A reduction in pay may be imposed at any time during the term of an employment contract upon compliance with the procedures established in this chapter.

Suspension: Exclusion from assigned duties for one or more workweeks without pay, as set forth in a written notice to the employee. The phrase "workweek" has the meaning ascribed to it in the Fair Labor Standards Act; 29

U.S.C. § 207(a).

Termination: Termination of employment for cause. A hearing held under the procedures established in Section 6.11 and other applicable provisions of this chapter shall be required before the employment of an employee may be terminated for cause.

Revocation of a Degree

(a) The Board and its institutions reserve the right to withdraw academic degrees in the event that a case is brought after graduation for material academic misconduct that impacts the reputation of the institution, including misrepresentation of academic credentials or material falsification in an application, if the act occurred before graduation and during the time the student applied to, or was enrolled at an NSHE institution, but a complaint had not been filed prior to graduation. Institutions who are investigating acts of misconduct prior to a student graduating may postpone the awarding of a degree pending the outcome of the investigation and imposing of appropriate disciplinary sanctions.

(b) Upon receipt of a complaint that a degree was conferred to a student accused of academic misconduct under Subsection (a), the institution shall commence an investigation under Section 6.8. The purpose of the investigation is for the administrative officer to make a recommendation to the president whether the charges are warranted, and if so, whether the violation is of such severity to warrant revocation of degree.

(c) If the president determines that the charges are warranted and the violation, if proven, is of sufficient severity to warrant revocation of degree, then a special hearing committee and special hearing officer shall be appointed in accordance with Section 6.11.

(d) The charged party shall receive all due process required by this Chapter in the investigation and hearing.

- (e) The president may consider alternatives to revocation of degree, depending on the severity of the offense.
- (f) After receiving the recommendation of the special hearing officer and special hearing committee, if it is determined that revocation of the degree is warranted, the president may revoke the degree. The charged party shall have an opportunity to appeal to the Board of Regents based on the procedure and grounds for appeal specified in Section 6.13.
- (g) On appeal, the Board may take such action as specified in Section 6.13.2(d).
- (h) The fact of degree revocation will appear permanently on the student's transcript.
- (i) Events of misconduct discovered more than 7 years following graduation from an NSHE institution are not subject to the provisions of this section.
- (j) NSHE institutions shall appropriately inform students of the Board's degree revocation policy.

Classified Staff Sanction:

The guidelines and the NSHE Prohibitions and Penalties have been developed as a supplement to Chapter 284 of the Nevada Administrative Code to provide supervisors and classified employees with information about those specific activities which will be considered inconsistent, incompatible, or in conflict with their duties, as classified employees as well as to advise all parties of the kinds of penalties that may be imposed. It is not intended to provide an all inclusive list of all infractions or violations that could conceivably develop. Action taken in each case will depend upon the seriousness of the offense and on the facts of each incident, realizing that problems which call for disciplinary action are too individual and complex to permit the complete application of standardized procedures.

Verbal Warning: A verbal warning should be followed up with a letter of instruction summarizing the verbal warning. A "letter of instruction" is not placed in an employee's official personnel file.

Written Reprimand (NPD-52): A written reprimand is the next step in the progressive disciplinary process. This is a more formal disciplinary action taken against an employee for violating any of the rules and regulations set forth in NAC 284.650 and the NSHE Prohibitions and Penalties. Typically, a written reprimand is given to an employee where a verbal counseling has not been effective. A copy of the written reprimand must be sent to BCN Human Resources to be placed in the employee's official personnel file.

Suspension Without Pay: When the severity of the offense warrants it or when warnings or written reprimands have not been effective, an appointing authority may suspend a classified employee for a period not to exceed 30 calendar days. The director of BCN Human Resources must be consulted when considering this action, which must be reported on a Personnel Action Form (PAF) and NPD-41 specificity of charges. The pre-disciplinary hearing procedure must be followed for permanent employees.

Demotion (including reduction of pay within rate range): There is some question as to advisability of using demotions as a disciplinary measure because it sometimes creates additional problems. However, in a particular case this may be the best available disciplinary method and may be considered. The director of BCN Human Resources must be consulted when considering this action, which must be reported on a PAF and NPD-41 specificity of charges. The pre-disciplinary hearing procedure must be followed for permanent employees.

Dismissal: This is the severest disciplinary measure that can be taken and should be used only after corrective efforts have proved ineffective or when the offense is so serious that there is no other alternative. The director of BCN Human Resources must be consulted before any formal

action is taken, which must comply with the pre-disciplinary hearing procedure. This action must be reported on a PAF and, for permanent employees, on a NPD-41 specificity of charges.

Sex Offender Registration

Western Nevada College Public Safety is in charge of registering sex offenders on campus. Individuals needing to register must make an appointment with the Security Officer Supervisor at 775-230-2588 or stop by the Public Safety Office located on the Carson City campus in Bristlecone Room 229.

Once registered the information will be kept with WNC Public Safety, but shared with the Dean of Students. Students, faculty, and staff wishing to know this information can contact WNC Public Safety Department with any issues they have or they can contact the Carson City Sheriff's Office for information of registered sex offenders in the area.

Crime Statistics: 2015, 2016, 2017

Western Nevada College Carson City Campus

Crime Category	On Campus			Non-Campus Property			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offense									
Murder/Non-negligent	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Drug law violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Drug law violations	0	0	0	0	0	0	0	0	0
Liquor law violations	1	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0

Data is reported by calendar year. There are no residential facilities on the Carson City Campus.

Hate Crimes

2015: No Hate Crimes reported.

2016: No Hate Crimes reported.

2017: No Hate Crimes reported.

Unfounded Crimes

2015: Zero unfounded crimes.

2016: Zero unfounded crimes.

2017: Zero unfounded crimes.

Crime Statistics: 2015, 2016, 2017

Western Nevada College Douglas Campus

Crime Category	On Campus			Non-Campus Property			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offense									
Murder/Non-negligent	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Drug law violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Drug law violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Data is reported by calendar year. There are no residential facilities on the Douglas Campus.

Hate Crimes

2015: No Hate Crimes reported.

2016: No Hate Crimes reported.

2017: No Hate Crimes reported.

Unfounded Crimes

2015: Zero unfounded crimes.

2016: Zero unfounded crimes.

2017: Zero unfounded crimes.

Crime Statistics: 2015, 2016, 2017

Western Nevada College Fallon Campus

Crime Category	On Campus			Non-Campus Property			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offense									
Murder/Non-negligent	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Drug law violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Drug law violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Data is reported by calendar year. There are no residential facilities at the Fallon Campus.

Hate Crimes

2015: No Hate Crimes reported.

2016: No Hate Crimes reported.

2017: No Hate Crimes reported.

Unfounded Crimes

2015: Zero unfounded crimes.

2016: Zero unfounded crimes.

2017: Zero unfounded crimes.