

2019

Annual Security Report & Fire Safety Report



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THE SCIENCE OF SUCCESS.

North Dakota State College of Science

ANNUAL SECURITY REPORT & FIRE SAFETY REPORT **SEPTEMBER 30, 2019**

SAFETY AND SECURITY INFORMATION

Safety is an important issue for the North Dakota State College of Science (NDSCS) community. Each member of the campus community - students, faculty, and staff - should take an active role in preventing and reporting incidents that jeopardize safety on and around campus. Please review this information carefully. NDSCS, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, has published this document to provide its students and employees with an overview of the institution's security resources, policies, and procedures. These policies and procedures are subject to change at any time.

A hard copy of this document may be obtained by contacting the NDSCS Police Department at 701-671-2233. NDSCS also reports the annual crime statistics contained in this report to the U.S. Department of Education.

A searchable database containing those statistics can be found at www.ope.ed.gov/security. Campus crime statistics included in this report are gathered from a variety of sources, including campus and local law enforcement agencies and College officials with significant responsibility for student and College activities.

This document contains general information about the College, police and public safety resources, reporting crimes, coordination between law enforcement agencies, fire and medical emergencies, crime prevention, victim support services, the law and institutional policies, College facilities, residence hall security, crime statistics, the NDSCS Sexual Misconduct and Title IX Compliance Policy, and the NDSCS Alcohol and Other Drug Policy. It also contains information about alcohol and other drug health risks, drug and alcohol laws and penalties, and College alcohol and other drug education and counseling resources.

The annual security report includes statistics on the following crimes that have been reported to the NDSCS Police: murder, non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes. The list of crimes that must be reported as hate crimes include the aforementioned offenses, as well as crimes of larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property, and any other crime involving bodily injury that was motivated by the offender's bias against race, gender, religion, sexual orientation, ethnicity/national origin or disability. The list of crimes that must be reported through the Violence Against Woman Act are domestic violence, dating violence and stalking.

The annual security report also includes statistics regarding those crimes that have been reported to College officials with significant responsibility for student and College activities.

Those College officials include but are not limited to: faculty advisors to registered student organizations, head coaches for Athletics, Director of Athletics, Executive Director of Student and Residential Life, Assistant Director of Residential Life, Student Government Advisor, Vice President for Administrative Affairs, Vice President for Student Affairs, Vice President for Academic Affairs, College Nurse, Director of Counseling Services, and Student Advocate.

NDSCS is a two-year, comprehensive, residential college with its main campus located in Wahpeton, N.D. A second location, NDSCS-Fargo, delivers workforce training and select academic programming in the Fargo, N.D. area. NDSCS offers degrees, certificates and diplomas in over 80 academic options in traditional career and technical studies as well as the liberal arts. The college also offers a variety of distance education and online courses. Approximately 98% of graduates are employed or pursuing additional college education.

A FULL COLLEGE ENVIRONMENT

For more than a century, NDSCS has maintained a unique blend of academic programs and campus life. Beyond the wide variety of career and technical education and liberal arts transfer programs, NDSCS has extensive facilities and organizations for a wide range of student activities. This blended atmosphere of instruction and extracurricular activities prepares the student for more than a specific field of study, providing lifelong learning and leadership experiences. Participation in student government, clubs, music, drama, intercollegiate and intramural athletics, professional and occupational organizations and College social events can make NDSCS an exciting experience.

NDSCS POLICE DEPARTMENT

The NDSCS Police Department is dedicated to providing the highest quality police service to students, faculty, staff and visitors. With a primary mission of protecting lives and property, and the belief that people are our most valuable resource we are dedicated to building community partnerships and applying unique and innovative policing practices to the college environment.

NDSCS Police have full arrest powers and are licensed by the State of North Dakota. The department's enforcement authority is authorized by North Dakota Century Code 15-10-17.2 and the State Board of Higher Education (SBHE Policy 619). The NDSCS Police, in conjunction with the Wahpeton Police Department provide vehicle patrol 24 hours a day year-round. NDSCS Police report violations and enforce city and state laws. Initial criminal reports, investigations and most cases are developed for prosecution. All criminal reports taken by the NDSCS Police are filed through the Wahpeton Police Department. Local law enforcement agencies regularly share information with the NDSCS Police, regarding incidents occurring in the area surrounding the campus. The NDSCS Police are armed and maintain radio contact with the Wahpeton Police department through the Richland County Communications Center.

The Fargo/NDSU Police have full arrest power and are licensed by the State of North Dakota regarding incidents occurring in the area surrounding the Fargo location. They report violations of college regulations and enforce city and state laws. The Fargo/NDSU Police are armed and maintain radio contact with the local police department.

COORDINATION WITH OTHER LAW ENFORCEMENT AGENCIES

The NDSCS Police Department maintains a cooperative relationship with other local, county, and state police agencies. This cooperation includes multi-jurisdictional investigations of alleged crimes, special events coordination, and joint training programs. Mutual Aid agreements permit the respective parties' police officers to render to each other supplemental police protection in the event of an emergent need or a special police need of a magnitude beyond the capabilities of a single police department.

The NDSCS Police Department does not formally monitor or record criminal activity by students at off-campus locations. They are notified of a situation in which a member of the College community is the victim of a crime occurring off College property that represents a threat to NDSCS students, employees, or visitors. The NDSCS Police issue a timely warning detailing the incident and providing tips to avoid similar incidents. In cases of misconduct and criminal acts, complainants are urged to contact the local police or other community agencies to help resolve disputes.

THE LAW AND COLLEGE POLICIES

To provide for the safety of members of the College community and the protection of NDSCS property, NDSCS has set minimum standards of conduct. Detailed information may be found in the ***NDSCS Guide to Student Rights and Responsibilities***. These standards of conduct do not replace, or relieve persons from complying with the requirements of civil or criminal laws.

Unlawful behavior may result in criminal prosecution as well as college disciplinary action.



REPORTING CRIMES OR OTHER EMERGENCIES

If you are a victim of a crime or a witness to one, or if you need to report a fire, medical, or other emergency, on or off campus, DIAL 911.

Criminal activity that represents a threat to students, employees, or College visitors should be reported to the NDSCS Police immediately so that the institution may issue a warning to the College community.

In a non-emergency situation, you should report suspicious people or activities, traffic accidents, or potential violations of law to the police agency serving the location where the activity occurs:

WAHPETON

NDSCS Police 701-671-2233
Wahpeton Police 701-642-7722
Breckenridge Police 218-643-5506
Richland County Sheriff 701-642-7711

NDSCS.edu/Concern

FARGO

NDSU Police 701-231-7759
Fargo Police 701-241-1310

NDSCS.edu/Concern

WAHPETON AND FARGO CITY ORDINANCES

For information on the City of Wahpeton ordinances, visit www.wahpeton.com. For information on the City of Fargo ordinances, visit www.fargond.gov.

Students may be held accountable by the municipality or county in which they reside.

ON-CAMPUS REPORTING OF CRIMES

Crimes should be reported to the NDSCS Police by the victim, any witnesses, or officials who become aware of the crime. Crimes committed by NDSCS students may also be violations of college regulations governing student conduct and may be reported to The Department of Residential Life, at 701-671-2224, or at NDSCS.edu/Concern.

CONFIDENTIAL REPORTING

The NDSCS Police encourages anyone who is the victim or witness to any crime to promptly report the incident to the police or to NDSCS.edu/Concern. Due to North Dakota open records laws, reports made to the NDSCS Police cannot be guaranteed to be kept confidential. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other NDSCS campus security authorities. Confidential reports without any individually identifying information are included in the College's annual crime statistics. Confidential access to resources, reporting options, services, and advocacy is available on campus through:

NDSCS STUDENT HEALTH AND COUNSELING SERVICES

NDSCS.edu/HealthServices
NDSCS.edu/Counseling

Riley Hall 113

Phone: 701-671-2286 | 701-671- 2319
701-298-4500 (after hours)

NOTE: Disclosure to employees of NDSCS Health and Counseling Services will **not** initiate an investigation by the College against the student's wishes. These employees are required to report that an incident occurred without revealing any of the victim's personally identifying information. In some circumstances, NDSCS Student Health Services is required by state law to report cases involving physical trauma to law enforcement.

NDSCS SEXUAL MISCONDUCT AND TITLE IX COMPLIANCE POLICY

NDSCS.edu/Title9

NDSCS encourages all individuals to report any alleged or suspected violation of this policy to the Title IX Coordinator and/or Deputy Title IX Coordinator as available and to report potential criminal conduct to law enforcement.

The NDSCS Title IX Coordinator and Deputy Coordinators' contact information is as follows:

Jane Vangsness Frisch, Ph.D.

Title IX Coordinator
Old Main 340
701-671-2627
Jane.Vangsness@ndscs.edu

Melissa Johnson

Deputy Title IX Coordinator
Riley Hall 130
701-671-2520
Melissa.J.Johnson.3@ndscs.edu

Sandi Gilbertson, M.S.

Deputy Title IX Coordinator
Haverty Hall 136
701-671-2904
Sandi.Gilbertson@ndscs.edu

If a complainant wishes to remain completely anonymous, complainant may use the NDSCS concern form at **NDSCS.edu/Concern** and not disclose any identifying information.

SAFETY EDUCATION

NDSCS is committed to providing a reasonably safe and secure campus environment in conjunction with individuals exercising reasonable personal safety and security practices. Educational programs and procedures are utilized at NDSCS to support individuals in this effort. These programs encourage students and employees to be responsible for their own security and the security of others.

In 2018, the College conducted multiple training sessions on personal safety, alcohol and sexual violence awareness, alcohol and other drug risk education and active shooter response. Members of the NDSCS Police will present programs on safety awareness, crime prevention and general security when requested by student, staff or faculty groups.

SEXUAL ASSAULT EDUCATIONAL PROGRAMS

NDSCS provides immediate crisis intervention and advocacy services to individuals who have been impacted by rape or sexual assault as well as proactive sexual assault prevention education programming for the NDSCS community. Services available include: a 24-hour hotline; advocacy and counseling. The NDSCS Personal Counselor also offers follow-up counseling services to NDSCS students.

The prevention education programming offered consists of sexual violence awareness presentations and workshops to the NDSCS community.

ALCOHOL, TOBACCO AND OTHER DRUG (ATOD) PREVENTION TEAM

NDSCS ATOD Prevention Team is committed to reducing the harm associated with alcohol and drug use, and cultivating an environment in which moderate use is perceived and practiced as the norm.

The NDSCS ATOD Prevention Team continually works to promote a better understanding of alcohol use by the NDSCS student population in order to challenge myths and misconceptions.

The ATOD specialist on staff is also available as a consultant to parents, concerned friends, mentors and staff/faculty who may have concerns about a student's use. The ATOD specialist will also provide brief consultation and referral services to students who are concerned about their own use of alcohol and drugs.

Finally, the ATOD specialist works with community groups, student groups, city officials and campus decision-makers to advise on policies related to health and safety issues associated with alcohol, tobacco and other drug use.

CAMPUS SAFETY ESCORT SERVICE

NDSCS Police will provide escort services on campus to a student's or employee's residence hall or vehicle, upon request. This service is FREE to students and employees whenever they may need it.

SAFE ZONE

All students, faculty and staff deserve to learn in an environment that's supportive and friendly, regardless of their sexual orientation or gender identity/expression.

Safe Zone is a program designed to:

- Educate people about sexual orientation and gender identity/expression issues.
- Create a visible network of Allies to provide support to the NDSCS lesbian, gay, bisexual, transgender, queer and questioning (LGBTQ) community.
- Provide accurate information about sexual orientation and gender identity/expression issues and resources within the community.

Safe Zone Allies are not personal counselors, but they offer a safe place for LGBTQ individuals to be themselves. An ally listens. An ally respects confidentiality. An ally offers support, personally and through outside resources and referrals. An ally understands!

Anyone displaying the Safe Zone symbol has committed to being an understanding, supportive and trustworthy Ally for LGBTQ members of our College community. This person can also be counted upon to provide accurate information about sexual orientation and gender identity issues.

The Safe Zone program also educates people about sexual orientation and gender identity/expression issues.

Level 1 Training: Becoming an Ally provides basic information about sexual orientation and how to become an ally for someone who identifies as lesbian, gay, bisexual, transgender or queer. For more information on Safe Zone visit NDSCS.edu/SafeZone.

NDSCS ALCOHOL AND DRUG POLICY

COLLEGE POLICY ON THE USE OF ALCOHOL AND OTHER DRUGS BY STUDENTS AND EMPLOYEES

The ND State Board of Higher Education (SBHE Policy 918) prohibits the possession, sale, service, use or consumption of alcoholic beverages upon land or in buildings owned by the board or its institutions, except as authorized by the institution's president. NDSCS complies with and supports the ND State Board of Higher Education policy governing alcohol use on campus, the Drug Free Workplace Act of 1988, Public Law 100-690 and the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and 2 CFR § 182.215.

For the complete State Board of Higher Education policy see NDUS.edu/Board/Policies, policy number 918 "Alcoholic Beverages."

NDSCS prohibits the unlawful or unauthorized use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and products, as well as any illicit drugs or drug paraphernalia on or off College property, in College buildings, any public College area, in College housing, College vehicles, or at any College affiliated event held on or off-campus, which are sponsored by students, employees and college organizations.

For NDSCS employees, compliance with this policy is a term and condition of employment. For NDSCS students and student organizations, compliance with this policy is a term and condition of continued enrollment/organizational recognition. The NDSCS Police is responsible for enforcement of underage drinking laws and the enforcement of federal and state drug laws. The College recognizes that chemical dependency and chemical abuse are concerns that can impact both academic success and work performance and there are assistance programs available to help individuals experiencing problems. When appropriate, NDSCS personnel may refer students to the NDSCS Counseling Center or to agencies outside of NDSCS for evaluation and/or treatment for alcohol or other drug-related problems. As part of their benefit package, employees may access services through the Employee Assistance Program provided by The Village. Call The Village at 1-800-627-8220. Employees also can access online resources at villageeap.com.

Additional alcohol and other drug prevention information, including information on health risks of alcohol and other drug abuse and applicable federal, state and local laws, is available through Alcohol, Tobacco and Other Drugs Prevention Programming. For the complete text of the policy see NDSCS.edu/Alcoholinfo.

SECURITY AND ACCESS OF COLLEGE FACILITIES

The Wahpeton campus of NDSCS, located at 800 6th Street North, Wahpeton, ND 58076, encompasses 132 acres. There are more than 20 buildings on the Wahpeton campus open to students, faculty, staff and the public during normal working hours. The Fargo location consists of one building located at 1305 19th Avenue North, Fargo, ND 58102. Access is limited in the evenings, on holidays and weekends at both locations. With the exception of events that are open to the general public, the College's facilities and programs are generally reserved. Visitors and non-College affiliated groups seeking to utilize College facilities are expected to make prior arrangements with the appropriate College office. NDSCS reserves the right to deny access to facilities, services and campus grounds to people or groups who do not meet/or comply with appropriate guidelines.

SECURITY AND ACCESS IN COLLEGE HOUSING

NDSCS has a number of residence halls as well as apartments. Each residence hall is staffed by a professional hall director and student resident assistants (RAs) who reside on each floor. The ratio of RAs to students is approximately one for every 35 students. College apartments are staffed with apartment managers. All College Residential Life staff receive training on security measures and emergency/crisis management. Residential Life staff inform residents of safety and security information

via floor meetings, postings, and programming in the halls. Staff members work closely with NDSCS Police in maintaining security in all residence halls and apartment units and in dealing with situations that affect the safety of residents. Residence hall outside doors are locked 24 hours a day. All guests must be escorted by a resident of the hall at all times. Staff members check the residence halls each evening to ensure the security of the buildings and residents. Key security is a high priority. Residents are encouraged to report lost or missing keys immediately so that a cylinder change can be initiated. All residence halls are equipped with NDSCS ID Card access. Residents are encouraged to report lost student ID cards immediately. A new student ID should be obtained as soon as possible.

MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. NDSCS Police Department regularly patrols the campuses and reports malfunctioning lights and other unsafe physical conditions to Facilities Management (701-671-2313) for correction. A safety walk is conducted annually with members of the NDSCS Police Department, Safety Office and Student Senate where lighting and landscape issues as well as other safety concerns are identified.

CAMPUS EMERGENCY OPERATIONS PLAN (EOP)

NDSCS is dedicated to providing a safe and secure environment. The NDSCS Police maintain comprehensive information about the general emergency management process on its website at NDSCS.edu/Police.

NDSCS has established the Emergency Operations Plan (EOP), which describes NDSCS's emergency management organization, policies and response guidelines. The EOP is based on the guidance provided by the National Incident Management System. The plan sets forth a systematic approach for managing emergencies that threaten the health and safety of the College community or disrupt its programs or activities.

The NDSCS Police Department Supervisor or their designee (acting through the Vice President for Student Affairs as delegated by the President) serves as the Operations Section Chief and is responsible for directing the emergency management operations. The EOP identifies other departments, units, and individuals responsible for providing emergency response and critical support services, and describes their respective roles and responsibilities.

The EOP describes the process the NDSCS Police use to confirm that there is a significant emergency. The NDSCS Police assess the danger and potential threat the event may pose to the safety of the College community, and determines the appropriate course of action in light of the specific circumstances. In the event of an emergency the NDSCS Safety Officer determines whom to notify, determines the content of the notification, and initiates the notification system, unless it is determined that the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

If an event occurring on NDSCS property may impact the community surrounding the area, NDSCS officials will work with local law enforcement and media to notify the larger community when deemed appropriate.

As outlined on the NDSCS Police website, NDSCS has a variety of ways of disseminating emergency information to the larger community, including the following:

- Public Media
 - Local radio and television stations are notified of any disasters or emergencies occurring on the campus.
 - The College Relations and Marketing Department coordinates connections with all major media outlets to provide emergency notifications.
- Mass Calling and Notification
 - AssuranceNM system allows authorized personnel to send a recorded voice message, e-mail, and text message simultaneously from a remote site. To receive the messages, individuals enter their phone number and e-mail address via the CampusConnection, which is a portal in PeopleSoft. When the system is activated, one or more of the following alerts are sent depending on the contact

information the recipient has provided.

- Voice Call – Individuals who have provided their phone numbers are called and a prerecorded voice message is played.
- E-mail – An e-mail about a disaster or emergency is sent to all individuals who have provided e-mail addresses.
- SMS Text Message – Individuals who have provided cell phone numbers are sent a text message about the alert.
- Warning Sirens
 - Warning sirens are strategically placed around the City of Wahpeton to sound in the event of a tornado warning. The sirens are tested on the first Wednesday of every month at noon.
 - Everbridge
 - Allows Richland County Communications to telephone all or targeted areas of the County in case of an emergency situation that requires immediate action, such as an evacuation, hazardous spill, community notification for flood preparation, missing child alerts, etc. Register your phone numbers at <https://co.richland.nd.us/everbridge>
- Building Evacuation Alarms
 - Every campus building has an evacuation alarm. Newer systems are also equipped with a voice PA system by which instructions may be given.
- Police Vehicle Public Address
 - NDSCS Police patrol cars are equipped with public address systems that can be used to give emergency action instructions.
- NDSCS Website
 - The College Relations and Marketing Department can activate a website with pertinent information and instructions in the event of a disaster or emergency.
- Email Transmission
 - A mass e-mail may be sent to the College community with pertinent disaster information or instructions.

Once an emergency or dangerous situation has been cleared, an immediate notification to all areas of the College involved in the notification will be sent by the NDSCS Safety Officer or designee as appropriate.

TIMELY WARNING POLICY STATEMENT

The NDSCS Police Department Supervisor, or designee, is responsible for determining whether criminal activity reported to the NDSCS Police or other College security authorities represents a threat to students, employees, or visitors. When it is determined that there may be a threat to the health or safety of students, employees, or visitors, NDSCS Police will provide a timely warning to the appropriate individuals and groups in a manner that is likely to aid in the prevention of similar crimes.

Timely warnings are only issued in the event that a Clery reportable crime occurs on or near NDSCS property. The particular method of communication by which the timely warning is provided varies depending on the specific circumstances of the crime and the potential threat to safety. Timely warnings may be issued by email to the all employee listserv or via the AssuranceNM system via voice message, email or text message.

NDSCS may make formal press releases to various media outlets in the surrounding area. Depending on the incident, particularly in situations that pose an immediate threat to the community, NDSCS Police will coordinate with the Executive Director of the College Relations and Marketing Department to post a notice on the NDSCS website at NDSCS.edu.

EMERGENCY RESPONSE

The NDSCS community is encouraged to notify the NDSCS Police of any situation or incident on College property that may involve a significant emergency or dangerous situation that poses an immediate or ongoing threat to the health and safety of the College community. The NDSCS Police Department is charged with responding to reported incidents in order to determine whether the incident, in fact, presents a threat to the community and requesting other resources necessary to investigate, mitigate or document the situation. NDSCS works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the College.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on College property, NDSCS will immediately notify the College community to communicate vital information as quickly and efficiently as possible in order to provide the greatest safety for our students, faculty, staff, and visitors.

In all cases, College emergency responses shall place primary emphasis on the protection of human life, and all reasonable efforts shall be made to protect and preserve College property.

EMERGENCY EVACUATION PROCEDURES

It is recommended that all employees and students review and become familiar with the emergency evacuation procedures annually, or whenever there are plan or facility design/occupancy use changes. It is recommended that departments pre-determine designated assembly points, direct occupants to those locations and prevent re-entry to the facility (prevention of re-entry to anyone except emergency personnel ensures the protection of life and property – College and personal property). Evacuation plans in residence halls are tested each semester in the form of a fire drill. The College conducts or participates in an emergency response exercise each year, such as a table top exercise or a live test, and tests the College emergency notification systems. Tests of the systems may be announced or unannounced and are designed to assess and evaluate the emergency plans and capabilities of the College.

EVACUATION PROTOCOL

- Building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel or by NDSCS Police.
- If necessary or if directed to do so by a designated emergency official, activate the building alarm. Call 911 or NDSCS Police at 671-2233.
- Do not use elevators during an emergency evacuation. Emergency response personnel may use an elevator for evacuation after review of the circumstances.
- Everyone must exit the building quickly and proceed in an orderly manner to the designated emergency assembly point as predetermined by each department. Be alert and pay attention to what is happening around you. If the first designated area of evacuation is inaccessible, proceed to a designated secondary location as predetermined by each department.
- Check doors for heat before opening. Do not open door if it is hot.
- Choose an assembly location comprised of an open space, with easy access from your building and/or capable of holding all of your department's occupants safely.
- Emergency assembly points should be at least 50 feet from the building.
- Avoid assembly locations where emergency personnel will respond, such as roadways, parking lots, near fire hydrants or obstructing fire department connections.
- Remain at the designated assembly point until someone takes roll call and further instructions are provided by emergency personnel or NDSCS Police. Do not leave the area.
- Do not re-enter an evacuated building until instructed to do so by an official or selected monitor.
- Assist individuals with disabilities:
 - Be aware of persons in the building who may need assistance. Be prepared to render assistance if necessary or as the situation warrants. If unable to directly assist a person with disabilities, ask the individual to wait at the nearest exit for assistance from official emergency personnel.
 - Individuals with disabilities are responsible for knowing how they want to be helped during an evacuation. They are asked to convey this information to their instructors within the first week of each

semester or to their work supervisors within the first week of employment.

- Guests and visitors of the College should also inform the College employee/student with whom they are dealing of their need for evacuation assistance.

SHELTER-IN-PLACE PROCEDURES

During certain emergency situations and some weather emergencies, you may be advised to “shelter-in-place” rather than evacuate or leave the building. If there is an emergency that is a risk to the public, your local officials will notify you by radio, TV or telephone. The outdoor warning sirens may be activated. If you hear the sirens, go inside and tune to a local radio or TV station. Shelter-in-place is likely to be used in circumstances in which there is not enough time for evacuation to occur, or evacuation creates an increased safety risk. Examples may include a hazardous material release or a public health issue. The safest action in these situations is to shelter-in place while listening for further instructions.

The following are guidelines to be followed:

- Listen to the local radio, television stations or AssuranceNM for detailed information and instructions. Follow the instructions carefully. Stay away from the area to minimize risk of injury or contamination.
- Stay inside the building.
- Do not go outside to investigate.
- Bring pets/animals inside if practical.
- Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.
- Turn off air conditioners and ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off (including heating and air conditioning).
- Seal the room by covering each window, door and vent using plastic sheeting and duct tape.
- Use material to fill cracks and holes in the room, such as those around pipes.
- Gather essential disaster supplies, such as nonperishable bottled water, battery powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
- If in a vehicle:
 - Close all windows and shut all manual vents.
 - Turn off ventilation system.
 - Tune in the radio for emergency information.

There may be times when there has been no notice but you still need to act. Take immediate action if you:

- Hear a strange sound like an explosion.
- See a vapor cloud.
- Smell a strange odor.
- Feel nauseous or have burning eyes.

FIRE SAFETY

Preparing for emergencies well in advance is one of the most effective ways to deal with potential disasters. In the case of a fire, knowing the steps to take can minimize problems.

STEPS TO FOLLOW IF YOU SEE A FIRE:

- Activate the nearest fire alarm.
- Alert the fire department by calling 911 from a safe phone. Give your name, address, location and the extent of the fire.
- Calmly alert people in the building and evacuate the building by following exit signs. Do not use elevators. Non-ambulatory individuals needing assistance with evacuation should wait for professional assistance at designated areas in the building (see Evacuation Protocol section).
- Remain outside the building at a safe distance.
- Meet police or fire personnel upon arrival to direct them to the fire.
- Remain at the designated assembly point until someone takes roll call and further instructions are provided by emergency personnel or NDSCS Police. Do not leave the area.

STEPS TO FOLLOW IF YOU ARE CAUGHT IN A FIRE:

- Remain calm.
- Before opening the door, feel it with the back of your hand. If it is hot:
 - Do not open the door.
 - Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower half to let fresh air in.
 - Seal cracks around the door with towels, linens or clothes. Soak these items in water if possible.
 - To attract attention, hang objects out of the window and shout for help.
 - Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six to eight inches off the floor.
- If the door is not hot, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and follow the steps above.
- If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Help direct police and fire personnel when they arrive.

MISSING STUDENT NOTIFICATION

If a member of the NDSCS community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify NDSCS Police at 701-671-2233 or local law enforcement. The NDSCS Police will initiate an investigation and generate a missing persons report. A missing student is defined as a person currently enrolled at NDSCS, whose whereabouts have

been unaccounted for by law enforcement for more than 24 hours. When a student becomes the subject of a missing persons report, NDSCS will initiate the Missing Persons Notification in accordance with the student's designation. Contact will be made no more than 24 hours after the student is determined by College Police or other appropriate law enforcement agency to be missing.

Students residing in NDSCS owned and operated facilities have the option to designate an individual to be contacted in the event the student is determined by NDSCS Police or appropriate law enforcement agency to be missing.

This contact may be the same or different than the emergency contact information provided in the student's Campus Connection account. Students may register this confidential contact information with the Department of Residential Life. In the event a student is eligible to, but has not previously identified a missing contact, NDSCS will notify the individual identified in the student's Campus Connection account as the emergency contact. If the student is under the age of 18, and is not an emancipated adult, NDSCS is required to notify a custodial parent or guardian, in addition to any contact person specifically designated by the student.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

NDSCS does not tolerate sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking, and intimate partner violence in NDSCS's educational program and activities. Also prohibited is any rule violated on the basis of the recipient of the behavior's sex and or gender, which is severe enough to cause discriminatory effect. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking.

The NDSCS Sexual Misconduct and Title IX Compliance Policy is required by federal law and implementation of this policy is guided by the U.S. Department of Education, Office of Civil Rights. NDSCS strives to create a campus community free from interpersonal abuse including sexual misconduct. In working to achieve this intent, NDSCS commits to:

- Responding to complaints or reports of prohibited conduct in a reasonably prompt timeframe;
- Taking action to stop sexual misconduct and prevent recurrences;
- Taking action to remediate any adverse effects of such conduct on campus by providing advocacy, support and appropriate referral services for recipients of the behavior; and
- Educating individuals and promoting discussions on sex or gender discrimination, sexual misconduct, and violence.

All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will result in discipline, including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of prohibited conduct, and criminal prosecution may take place independently of any disciplinary action instituted by the College.

NDSCS has an obligation to conduct a prompt and impartial investigation of all complaints or reports of sexual misconduct through fair and equitable procedures.

Once made aware, the College must conduct an investigation regardless of how the information was brought to the College's attention or the extent to which the complainant wishes to participate or be involved. All individuals have access to confidential resources that they may use for support and guidance (see page 4). In light of these commitments and in the best interest of the college, NDSCS has adopted this policy, which includes investigation and disciplinary procedures that will be followed in response to allegations of sexual misconduct, such as sexual harassment and sexual assault, intimate partner violence, stalking, and related retaliation.

NDSCS encourages all individuals to report any alleged or suspected violation of this policy to the Title IX Coordinator and/or Deputy Title IX Coordinators as available and to report potential criminal conduct to law enforcement. The NDSCS Title IX Coordinator and Deputy Coordinators' contact information is as follows:

Jane Vangness Frisch, Ph.D. *Title IX Coordinator*
Old Main, 340
701-671-2627
Jane.Vangness@ndscs.edu

Melissa Johnson *Deputy Title IX Coordinator*
Riley Hall, 130
701-671-2520
Melissa.J.Johnson.3@ndscs.edu

Sandi Gilbertson, M.S. *Deputy Title IX Coordinator*
Haverty Hall, 136
701-671-2904
Sandi.Gilbertson@ndscs.edu

EDUCATION AND PREVENTION PROGRAMS

NDSCS engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant inclusive of diverse communities and identities, sustainable, responsive to community

needs, and informed by research, or assessed for value, effectiveness, or outcome; and

- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and ongoing awareness programs for all incoming students and new employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of North Dakota and the definition of consent found in the NDSCS Sexual Misconduct and Title IX Compliance Policy.
- d. Provides a description of safe and positive options for upstander intervention. Upstander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Upstander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The College has developed an annual educational campaign consisting of presentations and distribution of educational materials to new students. NDSCS also offers online VAWA training for all new employees, and online Equal Opportunity/Title IX training. NDSCS also provides immediate crisis intervention and advocacy services to women and men who have been impacted by sexual misconduct. Services available include: a 24-hour hotline, advocacy and personal counseling.

PROCEDURES FOR REPORTING A COMPLAINT

NDSCS has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, and other services on and/or off campus as well as additional remedies to

prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to the NDSCS Police or local law enforcement.

After an incident of sexual assault or domestic violence, the complainant should consider seeking medical attention as soon as possible at the NDSCS Student Health Services, or local hospital where they offer physical evidence recovery collection and have sexual assault nurse examiners. In North Dakota, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a complainant of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if complainants do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Complainants of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing processes/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the complainant's choice whether or not to make such a report and complainants have the right to decline involvement with the police. The College will assist any complainant with notifying the NDSCS Police or the local police if they so desire. The NDSCS Police may also be reached directly by calling 701-671-2233, or in person at the NDSCS Police Department, Hektner Student Center. The Wahpeton Police Department may be reached by calling 701-642-7777, or in person at 920 3rd Ave. N., Wahpeton, ND. The Fargo Police Department may be reached by calling 701-235-4493 or in person at 222 4th St. N., Fargo, ND.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you are encouraged to report the incident promptly. Victims of sexual misconduct or people who wish to report sexual misconduct may contact Dr. Jane Vangsnæs Frisch, Title IX Coordinator, at 701-671-2627 or Jane.Vangsnæs@ndscs.edu. Please note this individual cannot guarantee confidentiality. For a list of confidential resources, please refer to the Confidential Reporting section on page 4. Victims are also encouraged to report the matter to NDSCS Police. The College will provide access to resources, on campus, off campus, or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating

violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with NDSCS Police or other law enforcement to preserve evidence in the event that the victim changes his/her mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, following are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report.

ASSISTANCE FOR VICTIMS: RIGHTS AND OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, dating violence, domestic violence, and stalking and will provide each victim with a written explanation of their rights and options.

NDSCS complies with North Dakota law in recognizing valid protection orders issued not only by the state of North Dakota, but those of any other state in the United States, the District of Columbia, Puerto Rico, the US Virgin Islands, or any territory or insular possession subject to the jurisdiction of the United States. This also includes an Indian tribe or band that has jurisdiction to issue protection orders. Any person who obtains a protection order from any of these entities should provide a copy to NDSCS Police and/or the Title IX Coordinator and meet with the NDSCS Police to develop a Safety Action Plan, which is a plan for the College and the victim to reduce risk of harm while on campus or coming and going from campus.

The College cannot apply for a legal restraining order for a victim. Three Rivers Crisis Center operates a 24-hour crisis line and offers in person-assistance, advocacy and assistance with legal, medical, social service and other systems. They can assist victims of abuse file the necessary paperwork with the Richland County District Court to obtain Domestic Violence Protection and Disorderly Conduct Restraining Orders. The contact number is 701-642-2115, or they can also be reached by phone at 800-627-3659. For more information you can visit their website at www.threeriverscrisiscenter.weebly.com.

However, you may choose to get an attorney or seek an order by yourself. This is always your right. If you choose to seek the order yourself you will need to visit the Clerk of Court Office of the Southeast Judicial District. They are located in the Richland County Courthouse at 418 2nd Ave. N., Wahpeton, ND and their phone number is 701-671-1524. In Fargo, visit the Clerk of Court Office at East Central District Court. They are located in the Cass County Courthouse at 211 9th St. S., Fargo, ND and their phone number is 701-241-5645. Forms for Domestic Violence Protection Orders and Disorderly Conduct Restraining orders can be found at nd.courts.gov/ndlshc/dcro/dcro.aspx. To see if you qualify for low/no cost legal assistance you can call Legal Services of ND at 800-634-5263 Monday, Tuesday, or Thursday 9 a.m.-3 p.m.

The College may issue an institutional no contact order if deemed appropriate or at the request of the complainant or accused. Upon the complainant's request and to the extent of the complainant's cooperation and consent, College offices will work cooperatively to assist the complainant with their health, physical safety, work and academic status, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, working or transportation situations regardless of whether the complainant chooses to report the crime to NDSCS police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student park in a different location, assisting the student with a safety escort, etc.

Additionally, personal identifiable information about the complainant will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in section 4002(a)(20) of the Violence Against Women Act of 1994 (42 USC 1395 (a) (20)) .) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the complainant to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims nor house identifiable information regarding victims in the NDSCS police departments Daily Crime Log, Timely Warnings, or online. Victims may request that directory information on file be removed from public sources by request to the Registrar, Haverty Hall 101, 701-671-2521.

COLLEGE PROCEDURES BY INCIDENT

SEXUAL ASSAULT	STALKING	DATING VIOLENCE	DOMESTIC VIOLENCE
<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will provide complainant with referrals to on and off campus mental health providers 6. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" order between both parties 7. Institution will provide a "No Trespass" order to accused party if deemed appropriate 8. Institution will provide written instructions on how to apply for a Protective Order 9. Institution will provide a written copy of the NDSCS Sexual Misconduct and Title IX Compliance Policy to complainant and inform the complainant regarding time frames for inquiry, investigation and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the antiretaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 	<ol style="list-style-type: none"> 1. Institution will assess immediate safety and well-being needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department 3. Institution will provide written instructions on how to apply for a Protective Order 4. 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EVIDENTIARY STANDARD			
Sexual assault cases are referred to the Title IX Coordinator. Adjudication processes use the preponderance of the evidence standard.	Stalking cases are referred to the Title IX Coordinator. Adjudication processes use the preponderance of the evidence standard.	Dating violence cases are referred to the Title IX Coordinator. Adjudication processes use the preponderance of the evidence standard.	Domestic violence cases are referred to the Title IX Coordinator. Adjudication processes use the preponderance of the evidence standard.

RISK REDUCTION

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
 - Try to avoid isolated areas. It is more difficult to get help if no one is around.
 - Walk with purpose. Even if you don't know where you are going, act like you do.
 - Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
 - Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
 - Make sure your cell phone is with you and charged and that you have cab money.
 - Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
 - Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
 - When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
 - If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
 - Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
 - Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
 - Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
 - If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
 - Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
 - If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
 - Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
 - If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

TYPES OF ORDERS IN THE STATE OF NORTH DAKOTA

TYPE OF ORDER	WHO CAN FILE FOR ONE	COURT	BASED ON
Domestic Violence Protection Order May be issued for one month, one year, or indefinitely	Family or household members including: <ul style="list-style-type: none"> • Spouse or former spouse • Parent • Child • Other family member • Person related by blood or marriage • A person you are dating • A person who is living with you or has lived with you before • Your child's other parent, even if you were never married or lived together • Any other person with a "sufficient relationship" to the abusing person as determined by the court. 	The ND District Court where the victim lives, where the abuser lives, or where the incident(s) occurred. In Fargo that is East Central District Court located in the Cass County Courthouse at 211 9th St. S. A list of all ND District Courts can be found at nd.court.gov/court/districts.htm	Actual or imminent domestic violence. This includes physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by force, or assault, not committed in self-defense, on the complaining family or household members.
Disorderly Conduct Restraining Order May be issued up to two years.	Anyone who is a victim of disorderly conduct can file for a disorderly conduct restraining order. You do not need to have a specific relationship with the abuser. It may be a neighbor, acquaintance, intimate partner, family member, etc.	The ND District Court where the victim lives, where the accused lives, or where the incident(s) occurred. In Fargo that is East Central District Court located in the Cass County Courthouse at 211 9th St. S. A list of all ND District Courts can be found at nd.court.gov/court/districts.htm	The order offers protection for someone who is the victim of disorderly conduct, which is defined as intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person. Disorderly conduct does not include constitutionally protected activity.
Order Prohibiting Contact May be issued up to one year	The victim of a crime of violence or threat of violence, stalking, harassment, or a sex offense, if an individual who is charged with or arrested for the crime is released from custody before arraignment or trial.	The court authorizing the release of the individual may issue, if there is no outstanding restraining or protection order prohibiting the individual from having contact with the victim, an order prohibiting contact with the victim.	Court discretion.

ADJUDICATION OF VIOLATIONS

Whether or not criminal charges are filed, the College or a person may file a complaint under the NDSCS Sexual Misconduct and Title IX Compliance policy, alleging that a student or employee violated the College's policy on discrimination, harassment, retaliation or sexual misconduct. Reports of guests, vendors, or contractors violating these policies should be reported to the Title IX Coordinator. Reports of all domestic violence, dating violence, sexual assault, and stalking made to NDSCS Police will automatically be reported to the Title IX Coordinator regardless of if the complainant chooses to pursue criminal charges. As provided in this policy, NDSCS is committed to providing a safe, healthy, and nondiscriminatory learning, living, and working environment for all members of the College community that is free from sex discrimination of any kind.

Specifically, NDSCS is committed to:

- Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual misconduct;

- Providing clear guidelines for students, employees and third parties on how to report incidents of sexual harassment, gender-based harassment and sexual misconduct and a commitment that any complaints will be handled respectfully;
- Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of complicity and retaliation;
- Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual misconduct;
- Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual misconduct, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual misconduct to College constituencies; and

- Gathering and analyzing information and data that will be reviewed in order to improve gender equity and safety, reporting, responsiveness and the resolution of incidents.

The student conduct process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the complainant and respondent. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the complainant and the respondent of the delay and the reason for the delay. See NDSCS Sexual Misconduct and Title IX Compliance Policy for procedural information. Investigators are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation that protects the safety of the complainant and promotes accountability. The *NDSCS Guide to Student Rights and Responsibilities* provides that:

- The complainant and the respondent each have the opportunity to attend a hearing before a properly trained hearing officer that protects the safety of complainants and promotes accountability;
- The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present;
- The institution will allow all parties (complainant, respondent and appropriate officials) access to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings and hearings;
- The student conduct process will be conducted by officials who do not have a conflict of interest or bias against the complainant or respondent;
- The institution provides the complainant and respondent the same opportunities to have others present during a conduct hearing. The student has the right to have a person present who may act in an advisory capacity. Hearing advisors may not serve as witnesses. Hearing advisors who do not comply with hearing procedures or the directives of the hearing officer may be cautioned by the hearing officer and if they persist, may be asked to leave.
- If a student chooses to have an attorney present as his or her hearing advisor, NDSCS may request legal representation be present as well. In cases that do not involve potential for suspension or expulsion, the role of an attorney shall be to advise his or her client, not to participate in the hearing. Attorneys who do not respect this provision may be cautioned by the hearing officer and if they persist, may be asked to leave. In cases that could result in suspension or expulsion, attorneys or non-attorney advocates may fully participate, which means they may make opening and closing statements, examine and cross-examine (through the hearing officer) witnesses present during the hearing, and provide the student with support, guidance and advice throughout the process.

- A student conduct decision is based on the preponderance of evidence standard, i.e., "more likely than not to have occurred";
- The complainant and the respondent will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
- The complainant and the respondent each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved. An appeal by the complainant may only be allowed when it is alleged that the complainant was found responsible for a Title IX violation. In some cases, a complainant's appeal could result in a different decision and/or stronger sanctions than originally imposed.
- An appeal of any conduct process decision must be made in writing within five business days following the date the sanction notice is sent to the student. In extraordinary circumstances, the Executive Director of Student and Residential life or designee may grant time extensions. The College reserves the right, however, to reduce the time allowed for a student appeal in cases that may have the potential to result in harm to persons and/or property. The reduced time for appeal will be specified in the decision letter along with the rationale for allowing reduced time for an appeal. The appeal must be written by the student and shall contain the student's name, date of the decision or action, and reason(s) for the appeal.

Any student who is suspended or expelled has the right to request a reconsideration of the case based on new or contradictory evidence that was not available at the time of the original decision, and/or evidence that the student was not afforded due process as outlined in this Code. A request for reconsideration of the case should be submitted to the Executive Director for Student and Residential Life. Information that may be considered may include police reports, transcripts of legal proceedings and the outcome of any civil or criminal proceeding directly related to the appeal. All conduct proceedings against students however will be resolved through the procedures outlined in the *NDSCS Guide to Student Rights and Responsibilities*.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the respondent, the College's ability to respond to the complaint may be limited.

REPORTING/CONFIDENTIALITY

NDSCS faculty, staff and students are encouraged to report incidents or information related to sexual misconduct as soon as possible. If criminal activity is involved, victims or witnesses are encouraged to contact NDSCS Police or local law enforcement. Victims of sexual misconduct or people who wish to report sexual misconduct may contact Dr. Jane Vangsness Frisch, Title IX Coordinator, at 701-671-2627 or Jane.Vangsness@ndscs.edu. Please

note, confidentiality cannot be guaranteed. For a list of confidential resources, please refer to the Confidential Reporting section (page 4).

The guiding principal in accepting reports of sexual misconduct is to avoid re-victimizing the complainant of the behavior by forcing them into any plan of action. NDSCS will make every attempt to safeguard the privacy of the complainant; however, it is important that complainants recognize that NDSCS cannot ensure confidentiality in all cases. NDSCS must weigh the request for confidentiality against its obligation to protect the safety and security of the entire campus. Depending on the circumstances of the offense (the severity of the offense, the number of victims involved, etc.), NDSCS may be required to respond to an incident, even if confidentiality has been requested.

CODE OF STUDENT CONDUCT RESOLUTION STEPS

The resolution of alleged code of conduct violations generally includes the following steps:

- Receipt of an incident report
- Creation of a conduct file
- Implementation of interim actions, if necessary
- Investigation of incident, if necessary
- Notice of possible violations
- Prehearing conference
- Administrative hearing
- Notice of decision
- Right of appeal
- Notice of appeal decision

ANONYMOUS COMPLAINTS

Anonymous complaints will be accepted by the College. The College's ability to investigate and resolve anonymous complaints will be limited if the information contained in the anonymous complaint cannot be verified by independent facts. Anonymous complaints may be filed by the following means:

- Student Concern Form – NDSCS.edu/Concern

SANCTIONS/CONDITIONS AND PROTECTIVE MEASURES

A sanction is a consequence placed upon any student for violations of specified College policies. Sanctions help define the student's relationship with the College in the context of current and potential future conduct, including a notice that further violations may lead to more severe conduct sanctions.

If a student is found not responsible for the alleged code violation(s), no action will be taken against the responding student; however, having been through the Code process, the student is considered knowledgeable regarding the Code's provisions and expectations, and that knowledge may be taken into consideration in the event of future Code actions.

In all cases, investigations that result in a reasonable cause finding that a violation of the Code of Student Conduct occurred will lead to an initiation of conduct procedures against the responding student. In cases in which the student is found responsible for violating one or more policies, a sanction may be imposed. The sanctions listed below are assigned based on the severity of the incident and/or past conduct history:

- **Warning:** A warning is a written notification that subsequent code violations will normally result in more severe sanctions.
- **Conduct Probation:** Conduct probation is a written notification of a specified period of review and observation during which the student must demonstrate the ability to comply with College policies; local, state and federal laws; and any other terms or conditions that have been imposed in writing. The specific terms of the probation will be determined on a case-by-case basis. Further prohibited conduct may result in additional sanctions to be assigned, including, but not limited to, suspension or expulsion.
- **Supervised Conduct Probation:** Supervised conduct probation generally requires meetings with a member of Student Affairs and/or Residential Life at regularly established intervals to monitor progress in behavioral, academic, social, vocational and other areas of the student's life necessary to strive for overall success at NDSCS. The student may be assigned educational tasks and/or projects as deemed necessary and appropriate to assist the student in personal growth. Further prohibited conduct may result in additional sanctions to be assigned, including, but not limited to, suspension or expulsion.
- **Conduct Suspension:** Conduct suspension is a written notification of the termination of status as an enrolled student or registered student organization for a specified period of time not to exceed two academic years.
 - A student may not re-enroll during the period of conduct suspension. The student's eligibility for any refund of tuition/fees will be subject to the College's normal withdrawal policy.
 - The notice of conduct suspension will include the conditions for readmission that must be met prior to application for readmission.
 - A student who has been suspended must vacate Residential Life facilities within the time frame established in the written notice of the conduct suspension.
 - In addition to being ineligible for enrollment, a student is also ineligible for employment with NDSCS.
 - There may be other restrictions placed on the suspended student including, but not limited to, restricted access to the entire campus, specified campus facilities, or portions of specified campus facilities. The student also may be required to obtain prior permission from the Executive Director for Student and Residential Life before being on any portion of the NDSCS campus during the period of suspension. Approval is generally granted only to

permit a student to conduct business related to the College.

- Conduct suspension is a matter of permanent record. A permanent record indicates that student conduct files may be retained indefinitely at the discretion of the Vice President for Student Affairs, but not less than seven years.
- Student organizations placed on suspension may have all rights and privileges revoked for the duration of their suspension. In order to regain all rights and privileges, the student organization is required to comply with and complete any and all sanctions and terms and conditions.
- Expulsion: Expulsion is a written notification that the student is permanently ineligible to return to the College. The student must leave College residences and cease all use of College owned or controlled buildings, properties and services as designated in the expulsion notice. The expulsion notice will also include any other specific restrictions and a time frame during which these restrictions apply. These may include restricted access to the entire campus, specified campus facilities, or portions of specified campus facilities. Written requests for exceptions to restrictions may be directed to the Executive Director for Student and Residential Life or designee; however, approval is generally only granted for the purpose of conducting official College business. Requests for readmission will not be approved.

Certain conditions may be assigned to the student as part of the sanction. These conditions may include:

- Alcohol and Other Drug Programming, Evaluation, and/or Testing: A student may be required to participate in alcohol and other drug programming as a result of participating in any incident involving the use or abuse of alcohol and other drugs. The College reserves the right to require alcohol/drug testing and/or evaluation as a condition of enrollment or continued enrollment when:
 - A student's conduct endangers or may endanger the safety of themselves, others, or property and/or
 - Any pattern of conduct has been demonstrated by a student
- Written Assignments: Students may be required to complete written assignments as a means of reflecting and/or learning more about a particular topic.
- Participation in a Specific Activity or Project: A student may be required to participate in a specific activity or project, such as public service; an educational class; and/or meeting with a designated College official or other assignment.
- Restricted Access: Students may have access to College facilities and grounds restricted for a specified period of time. Restricted access may include but is not limited to entry into College facilities or athletic fields, access to specific College offices, and visiting and/or living in any College housing facility. Students found in violation of restricted access directives may be issued a trespass warning by the NDSCS Police and may be subject to

further conduct action.

- Loss of Privileges: A student may be denied various privileges associated with being a student at NDSCS. Such privileges may include, but are not limited to, one or more of the following:
 - Participating in or attending events sponsored by the College or by students;
 - Participating in student leadership organizations
 - Holding office in any recognized student organizations;
 - Receiving or being a guest in Residential Life facilities;
 - Access to parts of or all College property, including eligibility to reside in College facilities;
 - Receiving financial aid;
 - Being employed by the College;
 - Representing the College, including travel on behalf of the College;
 - Sponsoring or hosting organization or campus wide functions; and
 - Using IT services.
- No Contact Order: Students may be prohibited from direct or indirect contact with another individual or group. Reasonable restrictions to protect the safety and welfare of others may also be imposed. These include, but are not limited to, any and all forms of communication, access to College owned or controlled locations, and specified minimum distances.
- Restitution: A student may be required to repair, pay the cost for repair or pay for cost of replacement of any College or state property damaged by the student. In each case, the goal will be to return the damaged property to its existing condition at the time of damage. The determination of the method used to calculate restitution shall be the responsibility of the hearing officer, taking into consideration the fair market value or cost to repair the damaged item(s). In the case of personal injury, the responsible party may be required to cover the cost of medical care for others harmed as a result of the student's actions. When available and appropriate, secondary markets may be utilized. The decision maker shall consider information and/or evidence provided by both parties to achieve a fair and just result. Failure to make timely arrangements for restitution may result in a hold placed on the student's account.
- Confiscation: In addition to items seized as evidence, goods used or possessed in violation of College policies and/or local, state or federal laws, may be confiscated and not be returned to the student.

For students, sexual assault, domestic violence, dating violence and stalking are violations of the Code of Student Conduct. NDSCS employees must, at all times, comply with all applicable laws, regulations, policies, and procedures. All conduct must meet or exceed minimum standards established by law. All employees shall report suspected violations of the employee Code of Conduct to their supervisor, some other senior manager or administrator

or legal counsel. Failure to report known or suspected violations is in itself a violation and may lead to dismissal or other disciplinary action. Alleged violations of the employee Code of Conduct involving NDUS officers or employees shall be investigated by the appropriate NDUS officer. All officers and employees shall cooperate in investigations of alleged violations. A violation of the Code of Conduct is cause for disciplinary action including verbal warning, written warning, suspension without pay, or dismissal, in addition to any criminal or other civil sanctions that may apply.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent.

Protective Measures: When warranted by the

circumstances surrounding a complaint of sexual misconduct, domestic violence, dating violence, or stalking, the College may implement protective measures. Violation of these protective measures may be considered grounds for additional complaints of code or as retaliation for the ongoing investigation of the code violation. Potential protective measures include, but are not limited to:

- Providing an escort to the complainant
- Issuing a no contact order prohibiting contact between the parties
- Housing/workplace changes
- Altering class schedules and other academic support
- Providing counseling services
- Loss of privileges for the respondent
- Temporary interim suspension of the accused

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted against the accused. If alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

CRIME INFORMATION AND STATISTICS

DAILY CRIME LOG

NDSCS Police must create, maintain and make available a daily crime log. Log entries must include all crimes reported to the NDSCS Police, not just Clery crimes. The crime log for the most recent 60-day period is open to public inspection, upon request, during normal business hours at the NDSCS Police Department, located in the Hektner Student Center. Any portion of the log that is older than 60 days must be made available within two business days of request for public inspection.

Criminal statistics are reported to the ND Bureau of Criminal Investigation for transmittal to the Federal Bureau of Investigation. The information is published in the annual publications <https://attorneygeneral.nd.gov/sites/ag/files/documents/2017-CrimeReport.pdf>

SEX OFFENDER REGISTRATION

The Adam Walsh Child Protection and Safety Act of 2006 (AWCPA) is a federal law that provides for the tracking of convicted sex offenders. The Sex Offender Registration and Notification Act which is Title I of the AWCPA requires that registered sex offenders register and keep their registration current in each jurisdiction in which they reside, work, or go to school.

The federal Campus Sex Crimes Prevention Act, enacted Oct. 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It requires sex offenders already registered in a state to provide notice, as required under state law, of each

institution of higher education in that state at which the person is employed, carries a vocation, volunteers services or is a student.

Offenders must register in North Dakota if they have pled guilty to or been convicted of certain criminal offenses. A person must also register if that person has pled guilty or "nolo contendere" to, or been found guilty of, an offense in another court in the United States, a tribal court or court of another country, which is equivalent to those offenses. The registration statute is found in N.D.C.C. §12.1-32-15. When required to register, the offender receives registration forms and instructions from the "originating agency." The originating agency is the agency that informs the offender of the need to register as a "sex offender" or "offender against children."

The registration forms contain instructions directing the offender to register in person with the law enforcement agency in the city or county where the offender will reside. The offender signs the acknowledgment portion of the registration form. The originating agency then sends copies of the registration form the offender has signed to the Bureau of Criminal Investigation (BCI). BCI enters the information into the registration database and forwards copies of the signed acknowledgement to the law enforcement agency at which the individual is expected to register.

BCI maintains a master database of all persons registered in the state and monitors that database for any violations of the registration statutes by offenders. This list can be accessed at sexoffender.nd.gov.

CHART OF STATISTICS

This section includes five charts. Chart II and Chart III show the number of crimes reported to have occurred at NDSCS and certain areas near NDSCS for the calendar years 2016, 2017 and 2018. Chart II contains statistics for all Clery reportable crimes excluding hate crimes. Chart III contains statistics only for hate crime offenses. The statistics include all reported crimes, not just those crimes determined to have actually occurred. Chart IV contains statistics on violence against women offenses for 2016, 2017 and 2018.

Chart V shows the number of arrests for liquor, drug, and illegal weapons law violations for 2016, 2017 and 2018. Crime statistics related to property within the City of Wahpeton are included in Charts II, III, IV and V of this report.

Chart VI shows the number of students and employees referred for campus disciplinary action for conduct that would constitute a liquor law violation, a drug law violation, or a weapons law violation, as well as a violation of college regulations. Not all individuals referred for campus disciplinary action were found to have committed the rules violation with which they were charged. These statistics do not include students and employees who were also arrested for such violations; that information is included in Chart V.

Each chart provides information about the location where the alleged crime, arrest, or incident resulting in disciplinary

action occurred. For purposes of all five charts below, the following definitions apply:

- “On Campus Property” refers to all statistics compiled for the College.
- “Campus Residential Facilities” refers to all on-campus NDSCS housing. This is a subset of “On Campus Property.”
- “Non-campus Building or Property” includes (1) any building or property owned or controlled by a student organization that is officially recognized by NDSCS; or (2) any building or property owned or controlled by NDSCS that is used in direct support of or in relation to NDSCS’s educational purposes, is frequently used by students, and is not within the reasonably contiguous geographic area of the main campus in Wahpeton or the NDSCS-Fargo location.
- “Public Property” includes all public property (i.e., property owned or operated by a governmental entity other than NDSCS), including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
- “Hate Crimes” are crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E)/National Origin (NO), or Disability (D).

CLERY CRIME DEFINITIONS

There are numerous terms used by NDSCS in our policy and procedures.

12.1-17-08 CONSENT: is defined in North Dakota as:

1. When conduct is an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury by all persons injured or threatened by the conduct is a defense if:
 - a. Neither the injury inflicted nor the injury threatened is such as to jeopardize life or seriously impair health;
 - b. The conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
 - c. The conduct and the injury are reasonably foreseeable hazards of an occupation or profession or of medical or scientific experimentation conducted by recognized methods, and the persons subjected to such conduct or injury, having been made aware of the risks involved, consent to the performance of the conduct or the infliction of the injury.
2. Assent does not constitute consent, within the meaning of this section, if:
 - a. It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense and such incompetence is manifest or known to the actor;
 - b. It is given by a person who by reason of youth, mental disease or defect, or intoxication is manifestly unable or

- a. known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
- c. It is induced by force, duress or deception.

SEXUAL ASSAULT: “Sexual assault” means an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

RAPE is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

FONDLING is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

INCEST is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

12.1-20-01 STATUTORY RAPE is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

The state of North Dakota defines the statutory age of consent as:

1. When the criminality of conduct depends on a child being below the age of 15, it is no defense that the actor did not know the child's age, or reasonably believed the child to be older than 14.
2. When criminality depends on the victim being a minor, it is an affirmative defense that the actor reasonably believed the victim to be an adult.
3. When criminality depends on the victim being a minor 15 years of age or older, the actor is guilty of an offense only if the actor is at least three years older than the minor.

The state of North Dakota has numerous sex offenses defined in North Dakota Century Code. They are as follows:

12.1-20-03 GROSS SEXUAL IMPOSITION:

1. A person who engages in a sexual act with another, or who causes another to engage in a sexual act, is guilty of an offense if:
 - a. That person compels the victim to submit by force or by threat of imminent death, serious bodily injury or kidnapping, to be inflicted on any human being;
 - b. That person or someone with that person's knowledge has substantially impaired the victim's power to appraise or control the victim's conduct by administering or employing without the victim's knowledge intoxicants, a controlled substance as defined in chapter 19-03.1, or other means with intent to prevent resistance;
 - c. That person knows or has reasonable cause to believe that the victim is unaware that a sexual act is being committed upon him or her;
 - d. The victim is less than 15 years old; or
 - e. That person knows or has reasonable cause to believe that the other person suffers from a mental disease or defect which renders him or her incapable of understanding the nature of his or her conduct.
2. A person who engages in sexual contact with another, or who causes another to engage in sexual contact, is guilty of an offense if:
 - a. The victim is less than 15 years old;
 - b. That person compels the victim to submit by force or by threat of imminent death, serious bodily injury or kidnapping, to be inflicted on any human being; or
 - c. That person knows or has reasonable cause to believe that the victim is unaware that sexual contact is being committed on the victim.

12.1-20-03.1 CONTINUOUS SEXUAL ABUSE OF A CHILD:

1. An individual in adult court is guilty of an offense if the individual engages in any combination of three or more sexual acts or sexual contacts with a minor under the age of 15 years during a period of three or more months. The offense is a class AA felony if the actor was at least 22 years of age at the time of the offense. Otherwise, the offense is a class A felony. The court may not defer imposition of sentence.

2. If more than three sexual acts or contacts are alleged, a jury must unanimously agree that any combination of three or more acts or contacts occurred. The jury does not need to unanimously agree which three acts or contacts occurred.
3. No other felony offense under this chapter involving the same victim may be charged in the same proceeding with a charge under this section unless the other charged offense occurred outside the time period charged under this section or the other offense is charged in the alternative. A defendant may be charged with only one count under this section, but a separate count may be charged for each victim if more than one victim is involved.

12.1-20-04 SEXUAL IMPOSITION.

A person who engages in a sexual act or sexual contact with another, or who causes another to engage in a sexual act or sexual contact, is guilty of a class B felony if the actor:

1. Compels the other person to submit by any threat or coercion that would render a person reasonably incapable of resisting; or
2. Engages in a sexual act or sexual contact with another, whether consensual or not, as part of an induction, initiation, ceremony, pledge, hazing or qualification to become a member or an associate of any criminal street gang as defined in section 12.1-06.2-01.

12.1-20-07 SEXUAL ASSAULT.

1. A person who knowingly has sexual contact with another person, or who causes another person to have sexual contact with that person, is guilty of an offense if:
 - a. That person knows or has reasonable cause to believe that the contact is offensive to the other person;
 - b. That person knows or has reasonable cause to believe that the other person suffers from a mental disease or defect which renders that other person incapable of understanding the nature of that other person's conduct;
 - c. That person or someone with that person's knowledge has substantially impaired the victim's power to appraise or control the victim's conduct, by administering or employing without the victim's knowledge intoxicants, a controlled substance as defined in chapter 19-03.1, or other means for the purpose of preventing resistance;
 - d. The other person is in official custody or detained in a hospital, prison or other institution and the actor has supervisory or disciplinary authority over that other person;
 - e. The other person is a minor, 15 years of age or older, and the actor is the other person's parent, guardian or is otherwise responsible for general supervision of the other person's welfare; or
 - f. The other person is a minor, 15 years of age or older, and the actor is an adult.

12.1-20-11 INCEST.

A person who intermarries, cohabits or engages in a sexual act with another person related to him within a degree of consanguinity within which marriages are declared incestuous and void by section 14-03-03, knowing such other person to be within said degree of relationship, is guilty of a class C felony.

14-03-03 Void marriages. The following marriages are incestuous and void:

1. Marriage between parents and children, including grandparents and grandchildren of every degree.
2. Marriage between brothers and sisters of the half as well as the whole blood.
3. Marriage between uncles and nieces of the half as well as the whole blood.
4. Marriage between aunts and nephews of the half as well as the whole blood.
5. Marriage between first cousins of the half as well as the whole blood.

(This section applies to illegitimate as well as legitimate children and relatives.)

DOMESTIC VIOLENCE: The term “domestic violence” means:

1. Felony or misdemeanor crimes of violence committed:
 - a. By a current or former spouse or intimate partner of the victim;
 - b. By a person with whom the victim shares a child in common;
 - c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - e. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
2. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The State of North Dakota Defines Domestic Violence in North Dakota Century Code 14-07.1-01 as physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense, on the complaining family or household members. The code defines family or household member as a spouse, family member, former spouse, parent, child, persons related by blood or marriage, persons who are in a dating relationship, persons who are presently residing together or who have resided together in the past, persons who have a child in common

regardless of whether they are or have been married or have lived together at any time, and, for the purpose of the issuance of a domestic violence protection order, any other person with a sufficient relationship to the abusing person as determined by the court.

DATING VIOLENCE: The term “dating violence” means violence committed by a person

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim and
2. The existence of such a relationship shall be 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.

For the purposes of this definition:

- a. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- b. Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

As the State of North Dakota includes persons who are in a dating relationship under the state’s domestic violence laws, any violence committed by dating parties would fall under domestic violence, not dating violence.

STALKING: The term “stalking” means:

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 purposes of this definition:
 - a. Course of conduct means two or more acts, including, but not limited to, acts 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 persons means a reasonable person under similar circumstances and with similar identities to the victim.
3. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The State of North Dakota Century Code 12.1-17-07.1 states that no person may intentionally stalk another person. The state defines stalk as engaging in an intentional course of conduct directed at a specific person which frightens,

intimidates or harasses that person, and that serves no legitimate purpose. The course of conduct may be directed toward that person or a member of that person's immediate family and must cause a reasonable person to experience fear, intimidation or harassment. The state defines course of conduct as a pattern of conduct consisting of two or more acts evidencing a continuity of purpose. The term does not include constitutionally protected activity. The state defines immediate family as a spouse, parent, child or sibling. The term also includes any other individual who regularly resides in the household or who within the prior six months regularly resided in the household.

ARSON: To unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device.

AGGRAVATED ASSAULT: An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

BURGLARY: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

MURDER AND NON-NEGLIGENT MANSLAUGHTER: The willful (non-negligent) killing of one human being by another.

MANSLAUGHTER BY NEGLIGENCE: The killing of another person through negligence.

MOTOR VEHICLE THEFT: The theft of a motor vehicle.

ROBBERY: The taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

HATE CRIMES: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude, actual or perceived, toward a group of persons based on their real or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or nation of origin.

For Clery purposes, hate crimes include any offense in the following categories that is motivated by bias:

- Murder and non-negligent manslaughter
- All sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

WEAPONS LAW VIOLATIONS: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons, or other weapons used in a deadly manner.

DRUG ABUSE VIOLATIONS: Violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

LIQUOR LAW VIOLATIONS: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

CRIME AND REFERRAL STATISTICS

The following crime and referral statistics in this document are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act). The annual statistics are prepared by collecting crime and referral data from NDSCS Police records, Residential Life and other Campus Security Authorities. Statistics may also be provided by the NDSCS Counseling Center, Student Advocate, and Student Health Service employees through confidential reporting for inclusion of those statistics in this document even though they are not required to provide this information. In addition to information provided by on-campus reporters, the NDSCS Police also requests crime statistics for specified geographic locations from other local law enforcement agencies. All statistics are gathered, compiled and reported to the College community via this document published by the NDSCS Police Department. NDSCS Police submits the annual crime statistics published in this Annual Security and Fire Report to the Department of Education (ED).

The NDSCS Police sends an email to every enrolled student and current employee each year on or before October 1 notifying them of the availability of this report. The email includes a summary of the contents of the Annual Security and Fire Report along with the direct URL to the document. A physical copy can be obtained at the NDSCS Police Department located in the Hektner Student Center in Wahpeton or Room 183H at the Fargo location. Information is provided to prospective students and employees with a referral to the online report.

CHART II - CRIMINAL OFFENSES (NDCS WAHPETON)

Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Murder & Non-negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Rape	2018	1	1	0	0
	2017	2	2	0	0
	2016	0	0	0	0
Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	1	0	0	1
Aggravated Assault	2018	1	0	0	0
	2017	2	1	0	1
	2016	0	0	0	1
Burglary	2018	2	2	0	0
	2017	2	2	0	0
	2016	4	3	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	1	0	0	0
	2016	0	0	0	4
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

CHART III - HATE CRIME OFFENSES (NDSCS WAHPETON)

Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Murder & Non-negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Larceny-theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Simple Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Intimidation	2018	1	0	0	0
	2017	0	0	0	0
	2016	1	1	0	0
Destruction, Damage, or Vandalism of Property	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

CHART IV - VIOLENCE AGAINST WOMEN OFFENSES (NDSCS WAHPETON)

Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Domestic Violence	2018	1	1	0	0
	2017	5	5	0	0
	2016	0	0	0	6
Dating Violence	2018	4	3	0	1
	2017	0	0	0	0
	2016	1	1	0	0
Stalking	2018	6	0	0	0
	2017	0	0	0	0
	2016	4	1	0	0

CHART V - LIQUOR, DRUG, WEAPONS LAW ARRESTS (NDSCS WAHPETON)

Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Liquor Law*	2018	11	11	0	7
	2017	26	15	0	1
	2016	30	14	0	0
Drug Law*	2018	2	2	0	0
	2017	2	0	0	0
	2016	4	3	0	2
Illegal Weapons Possession	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

CHART VI - LIQUOR, DRUG, WEAPONS LAW DISCIPLINARY REFFERALS (NDSCS WAHPETON)

Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Liquor Law*	2018	205	197	0	0
	2017	130	128	0	0
	2016	113	96	0	3
Drug Law*	2018	15	15	0	0
	2017	36	35	0	5
	2016	14	13	0	10
Illegal Weapons Possession	2018	6	6	0	0
	2017	3	3	0	0
	2016	1	1	0	0

CHART VII - UNFOUNDED CRIMES (NDSCS WAHPETON)

Year	Total Unfounded Crimes
2018	2
2017	2
2016	3

*All drug law violations arrests or non arrests are referred for disciplinary actions, therefore, they are not counted in both categories of arrest and referral. All alcohol arrests are also referred and therefore not counted in both categories.

Additional information about the first four charts may be obtained from the NDSCS Police.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

CHART II - CRIMINAL OFFENSES (NDSCS-FARGO)

Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Murder & Non-negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

CHART III - HATE CRIME OFFENSES (NDSCS-FARGO)

Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Murder & Non-negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Larceny-theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Simple Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Intimidation	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Destruction, Damage, or Vandalism of Property	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

CHART IV - VIOLENCE AGAINST WOMEN OFFENSES (NDSCS-FARGO)

Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Domestic Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Dating Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

CHART V - LIQUOR, DRUG, WEAPONS LAW ARRESTS (NDSCS-FARGO)

Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Liquor Law*	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Law*	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Illegal Weapons Possession	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

CHART VI - LIQUOR, DRUG, WEAPONS LAW DISCIPLINARY REFFERALS (NDSCS-FARGO)

Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Liquor Law*	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Law*	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Illegal Weapons Possession	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

CHART VII - UNFOUNDED CRIMES (NDSCS-FARGO)

Year	Total Unfounded Crimes
2018	0
2017	0
2016	0

*All drug law violations arrests or non arrests are referred for disciplinary actions, therefore, they are not counted in both categories of arrest and referral. All alcohol arrests are also referred and therefore not counted in both categories.

Additional information about the first four charts may be obtained from the NDSCS Police.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

CRIME PREVENTION AND SAFETY TIPS

ON CAMPUS

- Lock your doors whenever you leave your room for any length of time or when you are sleeping. Always lock all car doors.
- Never prop open any door.
- Protect all valuables in your room and your vehicle. Do not leave valuables like wallets, jewelry, credit cards, cash and computers in plain view.
- Do not loan your keys to anyone.
- Never hide your keys outside of your apartment or room. Do not put your name or address on your keys.
- Take all portable valuables home with you during vacations.
- In public places keep your valuables out of sight or in a safe place. If you leave an area for any length of time, take personal items with you.
- Itemize your possessions and record the description and serial number. Keep purchase receipts and brochures on equipment purchased.
- Park and lock all bicycles in bicycle racks. Use a high-quality lock, "U" bolt locks are the best for bicycles. If possible place the chain, cable, or lock through both wheels, the frame and around the bicycle rack. Keep a record of your bike's serial number.
- Stay sober. Many crimes against persons occur when one or both parties are under the influence of alcohol and/or other drugs.
- Never let unauthorized persons enter your room, residence hall, or apartment security doors. Report any suspicious activity to NDSCS Police (701-671-2233) immediately.
- Never dress in front of a window. Draw blinds or curtains after dark.
- If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder (you may want to pretend you are sleeping until the intruder leaves). Try to get an accurate description of the intruder and call NDSCS Police immediately.
- Avoid working or studying alone in a campus building.
- Be careful what personal information you share on the Internet.

WHEN DRIVING

- When approaching your vehicle carry your keys so you can enter quickly.
- Lock your doors and keep windows rolled up whenever possible. Always check the rear seat for intruders before entering your vehicle.
- Drive on well-traveled and well-lit streets.
- Never hitchhike and never pick up hitchhikers.
- If someone tries to enter your stopped vehicle, sound the horn and drive away.
- If your vehicle breaks down, raise the hood and wait in your locked car for help.

- Be aware that an accident may be staged to provide the other driver with an opportunity to commit a criminal act.
- Leave enough room between your car and the one ahead so you can drive around it if necessary.

WHEN WALKING OR JOGGING

- Avoid walking or jogging alone, especially after dark. If you must travel alone at night, use the NDSCS Safety Escort Service (701-671-2233) to escort you to your on-campus destination or to locations near campus.
- Avoid dark or vacant campus areas. Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys or ID card read when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body. If you see any suspicious activity or people on or near the College, it is your responsibility to immediately call NDSCS Police at 701-671-2233 and report what you have seen. Do not assume that the person is a visitor or College staff member you have not seen before. Do not assume that what you see is an innocent activity or that another individual has already called the police. Do not worry about being embarrassed; think about what could happen if you do not act. Examples of suspicious activity includes:
 - Someone loitering about unusual hours and locations.
 - Someone running, especially if something of value is being carried.
 - Someone exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs, or otherwise needing medical or psychiatric assistance.
 - Someone going from room to room or car to car trying doors.
 - Open or broken doors or windows.
 - Unusual noises-anything suggestive of foul play, danger or illegal activity.
 - People sitting in parked vehicles for extended periods of time.
 - Vehicles driving slowly in a parking lot at night.

ALCOHOL POISONING/OVERDOSE

Alcohol poisoning and/or alcohol overdose are serious conditions and can result in death unless paramedics respond in time and can get appropriate treatment for the individual. The dangers of Acute Alcohol Intoxication, more commonly known as Alcohol Poisoning or Alcohol Overdose, are real and can happen anywhere. Your awareness and knowledge about the signs and symptoms could mean life or death to a person you care about.

- Try to wake them up. Call their name, shake them, pinch them. If they do not respond get help.
- Check the person's skin. If his/her skin is pale or is cold or clammy get help.
- Listen to their breathing. If it is irregular, or too slow/shallow (less than eight breaths per minute or more than 10 seconds between breaths) get help.

If you discover any of the above symptoms call 911 or NDSCS Police at 701-671-2233. Stay with the person while waiting for help to arrive. Turn the person on his/her side to prevent choking. If their breathing stops perform CPR.

Do not hesitate to seek assistance for yourself or others for fear of criminal charges. North Dakota law (N.D.C.C. 5-01-09.2) states that an individual under 21 years of age is immune from criminal prosecution if that individual contacted law enforcement or emergency medical services and reported that another individual under 21 years of age was in need of medical assistance due to alcohol consumption, provided assistance to the individual in need of medical assistance until assistance arrived and remained on the scene and cooperated with medical assistance and law enforcement personnel on the scene, or was the individual in need of medical assistance. The maximum number of individuals who may be immune for any one occurrence is five individuals. See *NDSCS Guide to Student Rights and Responsibilities*, Section 3.7, Responsible Action Expectations, for student conduct exemptions for reporting overdoses.

TELEPHONE/EMAIL/SOCIAL MEDIA HARASSMENT

Obscene or threatening telephone calls, email messages, or other forms of electronic communication, should be reported to the police immediately. Other harassing messages should be reported if they persist. If you receive such a telephone call, remain calm and hang up. If you receive such a message by email, do not reply or delete the message, and contact NDSCS Police at 701-671-2233.

ARMED INTRUDER AND VIOLENT BEHAVIOR

The following are recommended guidelines to follow if it is possible to do so safely. Exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and follow these recommended steps:

- Notify anyone you may encounter to exit the building immediately, but do not sound the fire alarm. This may place everyone in potential harm as they try to exit the building.
- Notify NDSCS Police at 701-671-2233 or call 911 immediately and be prepared to provide the dispatcher with the following information:
 - Your name
 - Location of the incident
 - Number of shooters

- Identification or description of the shooter(s)
- Number of persons who may be involved
- Your exact location and injuries to anyone if known
- Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.
- If it is unsafe to enter a campus building, seek shelter in the safest place available.
- Obey all commands from the police for safety reasons and wait for further instructions. If you are directly involved in an incident and exiting the building is not possible, the following shelter-in-place actions are recommended:
 - Go to the nearest room or office (do not stay in an open hallway).
 - Close and lock the door.
 - Turn off the lights and the audio equipment.
 - Barricade yourself in the room with furniture or anything you can push against the door and seek protective cover.
 - Keep quiet and act as if no one is in the room.
 - Do not answer the door.
 - Notify 911 if it is safe to do so and be prepared to provide the dispatcher with the essential information.
 - If you think you can safely make it out of the building then do so.
 - Wait for the police or emergency personnel to assist you out of the building. Obey all commands from the police for safety reasons and wait for further instructions.

BOMB THREATS

All bomb threats are to be taken seriously. To provide for the safety of the faculty, staff, students and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. With that in mind, a building evacuation is not a decision for just anyone to make, but should be made by the proper authorities. If you receive a threatening telephone call, please do the following whether the bomb threat appears real or not:

- Remain calm.
- Immediately report the incident to NDSCS Police 701-671-2233.
- Follow the NDSCS Police instructions, including evacuation of the building if necessary. Alert others to evacuate the area (following building evacuation plans).
- Do not search for the bomb (unless instructed to do so by NDSCS Police).
- If a suspicious object or potential bomb is discovered, do not handle the object. Evacuate the immediate area and call 911. Be sure to include the location and appearance of the object when reporting.
- Do not re-enter the building until instructed to do so by appropriate personnel (NDSCS Police).

SUSPICIOUS MAIL OR PACKAGES

If you receive a suspicious package or piece of mail, following these recommended steps can minimize problems:

- Contact the NDSCS Police at 701-671-2233 or call 911.
- Give the dispatcher a description and location of the package.
- Follow the instructions given by the police.
- Do not open it.
- Do not shake or empty the contents of any suspicious mail.
- Do not carry the package or envelope, show it to others, or allow others to examine it.
- Treat the scene as a crime scene.
- Put the package or envelope down on a stable surface; do not sniff, touch or look closely at it, or at any contents which may have spilled.
- Alert others in the area about the suspicious envelope or package. Leave the area, close any doors and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- Wash your hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- Evacuate the building if told to do so by emergency response officials.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized, and a list of all persons who also may have handled the package or envelope. Give this list to the Safety Office, local public health authorities, or law enforcement officials. Some characteristics of suspicious packages may include the following:
 - Unexpected or from someone unfamiliar to you.
 - Has no return address, or has one that can't be verified as legitimate.
 - Marked with restrictive endorsements such as personal, confidential, or do not X-ray.
 - Has protruding wires or aluminum foil, strange odors, or stains.
 - Shows a city or state in the postmark that does not match the return address.
 - Unusual weight given the size, lopsided or oddly shaped.
 - Threatening language and inappropriate or unusual labeling.
 - Excessive postage or packaging material, such as masking tape and string.
 - Misspellings of common words, incorrect titles or titles without a name.
 - Addressed to someone no longer with your organization or are otherwise outdated.
 - Ticking sound.

- Powdery substance felt through or appearing on the package or envelope.

MEDICAL EMERGENCIES

For medical emergencies on NDSCS property please follow these steps:

- Remain calm and call 911 immediately.
- Send someone outside to escort emergency responders to the appropriate location.
- Clear the area surrounding the victim and any pathway necessary to provide emergency responders access to the individual.
- Do not attempt to move a seriously injured or ill person unless there is a life-threatening situation (for example, a fire).
- In case of seizures, do not restrain the person having the seizure or put anything in the person's mouth or between the teeth. If possible record the length of the seizure and what happens during the seizure.
- If the person is conscious, ask if they are willing to share medical information about the nature about the nature of the illness so that it can be passed on to the emergency personnel when they arrive.
- Remain with the person until emergency personnel arrive.
- Utilize any individuals who may have medical/first aid training or familiarity with the person's condition (roommate, friend, etc.).
- Faculty should use their discretion regarding continuation or cancellation of class. Factors to be considered may include: severity of the incident, mental/emotional impact on classmates or instructors, time remaining in the class period, or special circumstances regarding the class.
- Specific medical information is not to be shared under HIPPA rules, but it is safe to let someone know that the person is receiving appropriate care.
- Notify the Vice President of Student Affairs (701-671-2627) for students. The Vice President will determine if, by whom, and at what point family members should be contacted. Outside of normal College operating hours, contact NDSCS Police at 701-671-2233.
- Students may contact the Vice President for Student Affairs to request contact be made with all of his/her current faculty members and academic advisors regarding his/her absence and anticipated return.
- Complete the College Incident Report Form immediately and submit to the Safety Office within 24 hours. Form for employees can be located at: <https://intranet.ndscs.edu/uploads/2019/06/13/1560445080-NDSCS%20Incident%20Report.pdf>
- For students, routine medical assistance can be obtained at NDSCS Student Health Services in Riley Hall, Room 113, 701-671-2286.

- Employees injured on the job in need of medical care should report to employee's Designated Medical Provider and complete an incident report within 24 hours. Questions/assistance can be obtained by calling the NDSCS Safety Office at 701-671-2906 during normal business hours.

COUNSELING SERVICES

FOR STUDENTS: In an emergency, dial 911. If the situation does not require this, dial 701-671-2286 to contact NDSCS's Counseling Center.

FOR EMPLOYEES: The Village provides general counseling services. You can request their services by calling 1-800-627-8220. The EAP provides services for issues related to work, relationships, drug and alcohol use, finances and legal matters, and emotional health. Employees also can access online resources at www.villageeap.com.

ACCESSIBILITY SERVICES

Students with documented disabilities needing reasonable accommodations to access College facilities and activities should contact the Accessibility Services Office at 701-671-2623, Old Main, 203A. Students with temporary medical conditions in need of accommodations should contact the NDSCS Student Advocate located in Old Main. Employees with disabilities who need reasonable accommodations to perform job responsibilities should notify their immediate supervisor or the Office of Human Resources/Payroll at 701-671-2903. Visitors with disabilities who need reasonable accommodations to access College facilities and events should contact the department sponsoring the event with their request.

POWER FAILURE

In case of a power failure or electrical hazard, following the recommended steps can minimize problems. If the power fails during normal business hours:

- Call Facilities Management at 701-671-2313 to notify them of the outage.
- Check to see if anyone is trapped in the elevators.
- Check to see if anyone needs assistance exiting a room or the building.
- Turn off all electrical equipment and devices such as power tools, computers, monitors, copiers, printers, etc. If the power fails during evening hours or on a weekend follow the same procedures as above except call the NDSCS Police at 701-671-2233 (or 911 for an emergency situation) instead of calling Facilities Management. As power returns after an outage, people may be at risk of electrical or traumatic injuries. Power lines are re-energized and equipment is reactivated. It is recommended that you be aware of those risks and take protective steps.

TORNADO PREPAREDNESS

When the threat of a tornado is imminent, the city emergency sirens will be activated. Be familiar with the weather service alert and siren system. There is a test of the sirens the first Wednesday of each month at 1 p.m. In the event of a tornado warning follow these steps:

- Stay calm and seek an area of safety immediately and monitor local weather announcements if possible.
- If you are outside, seek shelter in a nearby sturdy building if time permits, or lie flat in a ditch or low-lying area.
- If you are inside a building, seek shelter immediately in the lower level or interior hallway or room of the building, get under something sturdy, stay away from outside windows and walls, and assume a crouched position with arms over your head.
- If you are in a vehicle in the immediate path of the tornado, get out immediately and seek an area of safety if time permits, or if unable to leave the vehicle, ensure the lap/shoulder belt is on, and cover your head with your arms and/or any other protective items available to you such as coats, blankets or cushions.
- Remain in an area of safety until the "all clear" has been provided by the weather announcements or other emergency authorities.

AFTER THE DISASTER OR EMERGENCY:

- Use extreme caution in entering or working in buildings that may have been damaged or weakened, as they may collapse without warning.
- Check for fire and be aware of the possibility of gas leaks or electrical short circuits. If detected, notify the gas company, electrical company, the police or fire department. Do not go back into the building until you have been assured it is safe by these officials.
- Do not light matches or turn on electricity.
- Stay away from fallen or damaged electrical wires.
- Stay away from disaster areas. Sightseeing will interfere with emergency operations and may be dangerous.
- Do not use the phone except for emergencies.

WINTER DRIVING ISSUES

For people coming to NDSCS from the immediate region, the periodic challenges of the North Dakota winter season will come as no surprise. For newcomers to the region, a few brief comments may be helpful. City and campus streets are plowed or sanded as required. Once you become accustomed to driving on streets that are periodically compacted with snow or ice, travel within the city is normally uneventful. In the winter months, good drivers slow down, allow more time to reach destinations, and leave more space between their vehicles and vehicles they are following. Temperatures may reach the -20° to -40° F range in midwinter. Vehicles should be winterized so they will start properly under these potentially extreme conditions. Gas tanks should be kept as full as possible, anti-freeze checked and replaced before cold weather

arrives, batteries should be maintained or replaced as needed, and a shovel kept in the trunk. There are a number of reliable service centers in the city that can be contacted to have these services performed.

Campus residents may be required to move their vehicles for snow removal.

Some tips for automobile travel in the winter months:

- Check weather reports before leaving.
- Limit driving to daylight hours and carry a car safety kit that includes blankets, matches, candles, high energy dry foods, a flashlight and spare batteries, transistor radio and a shovel.
- Check road conditions from the State Highway Department
- Inside the state of North Dakota call 511
- Inside the state of South Dakota call 511
- Minnesota call 800-542-0220
- Do not travel if blizzard conditions are expected.
- Do not pass snow plows working on highways. They can cause whiteouts due to blowing snow. Normally the plow operator will pull over every few miles to let traffic pass.
- Tell someone of your route and when to expect you. If stranded, stay with your vehicle.



ANNUAL FIRE SAFETY REPORT FOR RESIDENTIAL LIFE HOUSING FACILITIES

If a fire occurs in a NDSCS Residential Life housing facility, individuals should immediately call 911 to report the fire. The 911 call will initiate the appropriate fire response as well as other appropriate emergency services personnel that may be needed. This response also will include emergency response of the NDSCS Police as appropriate. If an individual finds evidence of a fire that has been extinguished, and the person is not sure whether NDSCS Police has already responded, they should immediately notify NDSCS Police at 701-671-2233 to investigate and document the incident.

Microwaves that are 800 watts or less, refrigerators that are four cubic feet or less in capacity, stereos, hair appliances, portable sewing machines, TV sets, coffee makers with automatic shut-off and electric blankets are permitted by the license for residence halls. For safety reasons, all cooking devices, including but not limited to, hot plates, bread makers, items with exposed heating elements, electric frying pans, toaster ovens, toasters, sandwich makers and electric grills are not allowed in residence halls. Also prohibited are halogen lamps (floor or desk), vehicle batteries, vehicle battery chargers, extension cords, space heaters, open fires, candles, incense, wax warmers and potpourri pots. The use of tobacco and e-cigarettes/vaping devices is prohibited on NDSCS property and in all College buildings. The possession of e-cigarettes/vaping devices is prohibited within NDSCS residential living facilities.

The facility fire alarms alert individuals of potential hazards, and individuals are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Individuals should familiarize themselves with the exits in each building. While there are potential administrative and legal actions for failing to adhere to the fire alarm, a more important reason for evacuating is for personal safety and security reasons.

When a facility fire alarm is activated, the elevators should not be used for evacuation. Instead, individuals should use the stairs to evacuate the facility. If you are caught in the elevator, push the emergency phone button, which typically rings into the Richland County Communications Center.

There are no immediate plans for future improvements in fire safety.

NDSCS publishes the fire safety report as part of the annual Clery Act Compliance document, via this publication, which contains information with respect to the fire safety practices and standards for NDSCS. This report also includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire.

This report is also available for review 24 hours a day at the NDSCS Police Department located in the Hektner Student Center on the Wahpeton campus.

FIRE SAFETY

Preparing for emergencies well in advance is one of the most effective ways to deal with potential disasters. In the case of a fire, knowing the steps to take can minimize problems.

STEPS TO FOLLOW IF YOU SEE A FIRE:

- Activate the nearest fire alarm.
- Alert the fire department by calling 911 from a safe phone. Give your name, address, location and the extent of the fire.
- Calmly alert people in the building and evacuate the building by following exit signs. Do not use elevators. Non-ambulatory individuals needing assistance with evacuation should wait for professional assistance at designated areas in the building.
- Remain outside the building at a safe distance.
- Meet police or fire personnel upon arrival to direct them to the fire.
- Remain at the designated assembly point until someone takes roll call and further instructions are provided by emergency personnel or NDSCS Police. Do not leave the area.

STEPS TO FOLLOW IF YOU ARE CAUGHT IN A FIRE:

- Remain calm.
- Before opening the door, feel it with the back of your hand. If it is hot:
 - Do not open the door.
 - Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower half to let fresh air in.
 - Seal cracks around the door with towels, linens or clothes. Soak these items in water if possible.
 - To attract attention, hang objects out of the window and shout for help.
 - Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six to eight inches off the floor.
- If the door is not hot, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and follow the steps above.
- If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Help direct police and fire personnel when they arrive.

Fire safety training can be provided upon request to the NDSCS Safety Officer by contacting 701-671-2906.

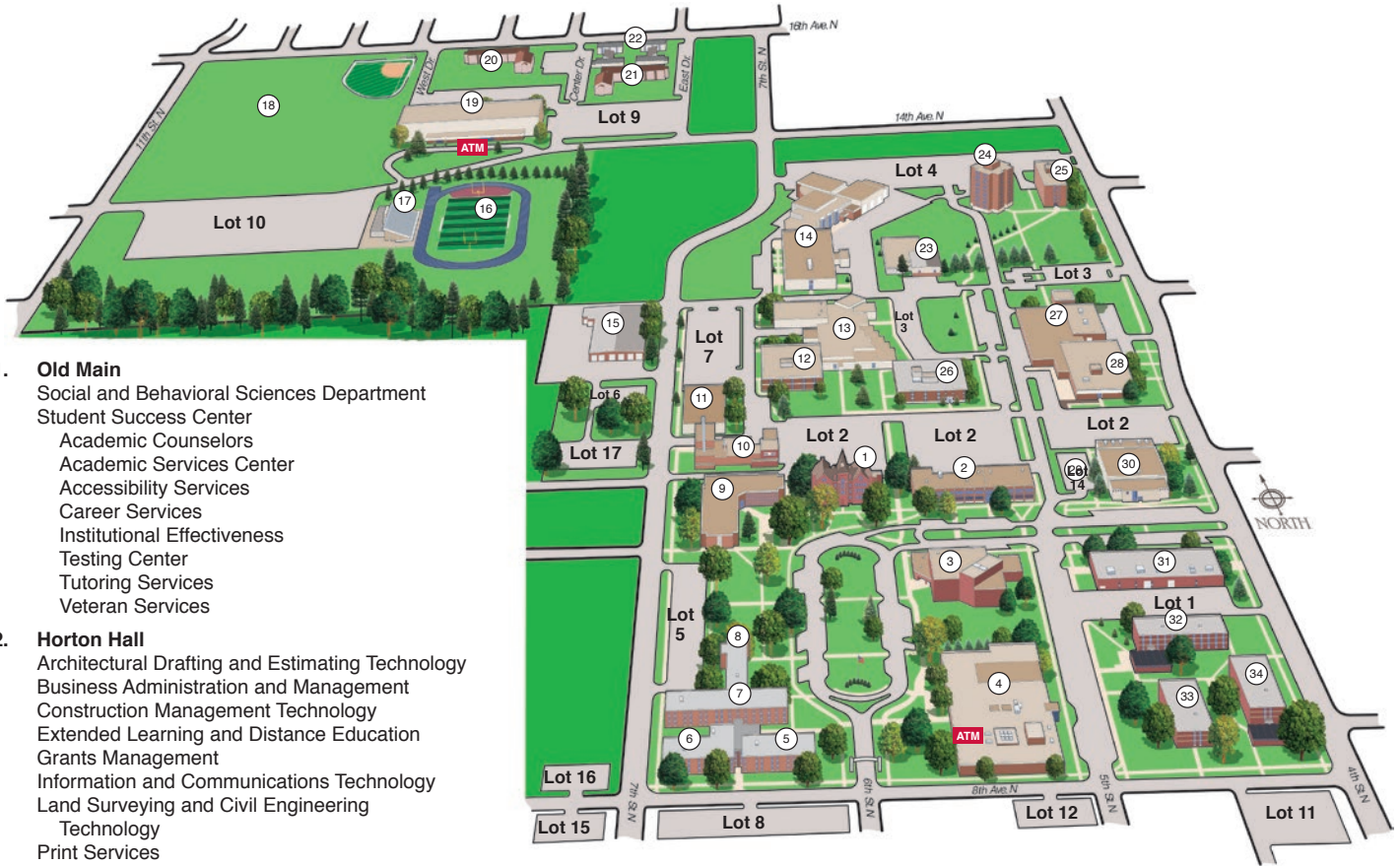
STUDENT HOUSING FIRE SAFETY SYSTEMS (NDCS WHPETON)

Residential Life Facility	Fire Alarm Monitoring Done on Site	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans	Number of Evacuation Drills Each Calendar Year
Walton Hall	x		x	x	x	2
Schulz Hall	x		x	x	x	2
Forkner Hall	x	x	x	x	x	2
Robertson Hall	x		x	x	x	2
Nordgaard Hall	x	x	x	x	x	2
Riley Hall	x	x	x	x	x	2
College Townhomes			x	x	x	0
SE College Apartments	x		x	x	x	2
NW College Apartments	x		x	x	x	2

CHART I - FIRE SUMMARY (NDCS WHPETON)

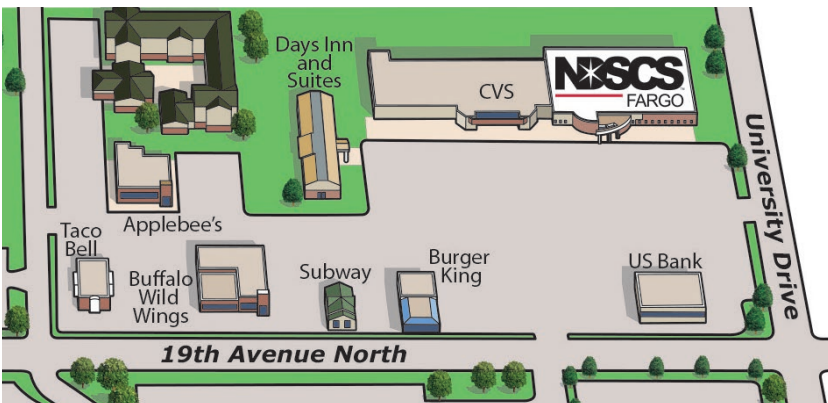
Crime Reported	Year	On Campus Property	Campus Residential Facilities	Non-Campus Building or Property	Public Property
Walton Hall	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Schulz Hall	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Forkner Hall	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robertson Hall	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Nordgaard Hall	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Riley Hall	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
College Townhomes	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
SE College Apartments	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
NW College Apartments	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

NDSCS WAHPETON



1. **Old Main**
Social and Behavioral Sciences Department
Student Success Center
Academic Counselors
Academic Services Center
Accessibility Services
Career Services
Institutional Effectiveness
Testing Center
Tutoring Services
Veteran Services
2. **Horton Hall**
Architectural Drafting and Estimating Technology
Business Administration and Management
Construction Management Technology
Extended Learning and Distance Education
Grants Management
Information and Communications Technology
Land Surveying and Civil Engineering
Technology
Print Services
3. **Harry Stern and Ella Stern Cultural Center**
Alumni/Foundation
Bremer Bank Theatre
Performing Arts
4. **Hektner Student Center**
ATM
Bookstore
Campus Police
Culinary Arts Department
Customer Service
Dining Services
Flickertail Dining Room
Information Technology Services
Student Life
The Alley/Game Room
Wild Grounds Café
5. **Walton Residence Hall**
6. **Schulz Residence Hall**
7. **Forkner Residence Hall**
8. **Riley Residence Hall**
Residential Life
Student Health and Counseling Services
9. **Haverty Hall**
Academic Affairs
Admissions and Enrollment Services
Business Affairs
College Relations and Marketing
English, Communication and Performing Arts
Department
Financial Aid
Human Resources
Mathematics and Science Department
President's Office
Safety
10. **Central Heating Plant**
11. **Mechanical Systems**
HVAC/R Technology
Plumbing
12. **Barnard Hall**
Electrical Technology
HVAC/R Technology
Robotics, Automation and Mechatronics Technology
13. **Tech Center**
Agriculture Department
Arts, Science and Business Division
John Deere Tech
Manufacturing Department
HAAS Technical Education Center
Technologies and Services Division
Workforce Training Division
TrainND Southeast
ApprenticeshipND
14. **Bisek Hall**
Case IH
Caterpillar Dealer Service Technician
Diesel Technology
Komatsu
15. **Patterson Maintenance Center**
Central Receiving
Facilities Management
Motor Pool
Purchasing
16. **Frank Vertin Athletic Field**
17. **Earl "Skip" Bute Alumni Stadium**
18. **Intramural Sports Field**
Gayle Miller Softball Complex
19. **Clair T. Blikre Activities Center**
ATM
Athletics
Ed Werre Arena
Fitness Center
Health, Physical Education and Recreation
Pool
20. **Northwest Apartments**
21. **Southeast Apartments**
22. **College Townhomes**
23. **Building Construction Technology**
24. **Nordgaard Residence Hall**
25. **Robertson Residence Hall**
26. **Mildred Johnson Library**
Instructional Technology
Library
27. **Schuett Hall**
Automotive Technology
Snap-on Innovation Center
Powersports Technology
28. **Trade Tech II**
Welding Technology
29. **Visitor Parking**
30. **Mayme Green Allied Health Center**
Allied Dental Education
Health Information
Nursing
Occupational Therapy Assistant
Pharmacy Technician
31. **Ballweber Hall**
Auto Body Repair and Refinishing
32. **Babcock Hall**
33. **McMahon Hall**
34. **Satterlee Hall**

NDSCS-FARGO



KEY

- Workforce Affairs/TrainND Offices & Classrooms
- Academic Offices & Classrooms
- Meeting Spaces
- Other
- ▲ Exit

NORTH



THE SCIENCE OF SUCCESS.

North Dakota State College of Science