Annual Security Report

NAU Statewide Campuses
NAU-Yuma
On the campus of Arizona Western College
2020 South Avenue 8E
Yuma, AZ 85365

NAU Statewide Campuses occupies administrative space for full-time staff and rents classroom space as needed. **Office Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.**
**Phone Number: 928-317-6400**

**OVERVIEW**

NAU-Yuma share facilities on the Arizona Western College campus and have established an innovative educational partnership which allows students to either begin or complete lower-division courses while concurrently taking upper-division courses at NAU-Yuma. NAU staff is available for questions about or assistance with any of the information the following information. **All NAU students, as well as faculty and staff employed by the University, must follow the policies and procedures as outlined in this document.**

**PREPARING THE ANNUAL SECURITY REPORT**

The Clery Act requires that crime data is collected, reported and disseminated to the campus community and also submitted to the U.S. Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so they can make informed decisions.

The Director of Clery Compliance at **NAU Police Department (NAU PD)** prepares and publishes the Clery Annual Security Report (ASR) in collaboration with AWC and numerous University departments. The purpose of the report is to provide information about safety and security on campus to include information on: crime statistics, policies and procedures, and personal safety. Information on security and crime prevention and awareness programs and some of the resources that are available is also listed. The programs and resources provided at the Flagstaff mountain campus are available to students and employees as applicable. Reporting options for victims of crime are provided within this report along with information on victim assistance services. Members of the campus community are
encouraged to use this ASR as a guide to safe practices on and off campus as well as a resource.

Prior to October 1st of each year, notification of the availability of the Annual Security Report is sent to all students, faculty and staff along with a direct link to the report. The report can also be found on the NAU PD's website at: www.nau.edu/police. Printed copies of the report can be requested by contacting the NAU PD Records Division at 928-523-8884, or by visiting the NAU PD at 525 East Pine Knoll Drive, Flagstaff, AZ.

CRIMINAL ACTIVITY OFF CAMPUS

Northern Arizona University / AWC do not have any officially recognized student organizations with off-campus locations at this site. Campus police do not provide law enforcement services to activities off-campus.

CAMPUS LAW ENFORCEMENT AUTHORITY

Arizona Western College Police Department (AWC PD) is located on the Yuma Main Campus, 2020 S Ave 8E, Yuma, AZ 85365 in the District Services (Facilities Management) Building. The AWC PD is vested with the authority and responsibility to enforce all applicable local, state, and federal laws.

AWC police officers have the authority and duty to conduct criminal investigations, arrest violators, and suppress campus crime. AWC police officers are duly sworn peace officers under state law A.R.S. title 13-3871, are authorized to carry firearms, and have the same authority as municipal police officers to use police powers of arrest. AWC PD has the primary jurisdiction of all AWC owned and operated properties. AWC Police Officers are certified by the Arizona Peace Officer Standards and Training Board. AWC Police provides law enforcement services 24 hours a day, 365 days a year.

The AWC PD also employs unarmed security officers to assist with security around campus. Security Officers are part-time department employees who serve as the “eyes and ears” of AWC PD. They may take reports for minor incidents, provide basic emergency services, and assist police officers as needed. The college's mission of education, research, and community service is supported by the law enforcement services and educational programs offered by the AWC PD.

Through mutual aid agreements, AWC Police works closely with the surrounding law enforcement agencies including Yuma County, City of Yuma, Somerton, San Luis, Wellton, La Paz County, Parker, Quartzsite, and Arizona DPS. These agreements enable all agencies to assist each other when and where needed. Primary law enforcement for the Yuma Entrepreneurial Center is provided by the Yuma PD and AWC Campuses in Somerton, San Luis and Wellton are provided by the Somerton PD, San Luis PD and the Town of Wellton PD respectively.
AWC POLICE RECORDS REQUESTS

AWC PD is responsible for collecting, retaining and disseminating all police records generated by the Department. Included in these records are reports on crimes, arrest, informational, accident, warrant files, and traffic contacts. The Department provides service to, and cooperates with, the public and other criminal justice organizations. More information on how to obtain a copy of a police report, including associated forms and fees, can be obtained by calling (928) 314-9500. If you filed a police report with another police agency, you will need to contact their records department in regards to their report request procedures.

MISSING STUDENTS

NAU does not contract housing at this campus. Should a student need to report a missing person, please contact the Arizona Western College police or the police jurisdiction where the student is missing.

EMERGENCIES AND CRIMES IN PROGRESS

Northern Arizona University encourages accurate and prompt reporting of all crimes occurring on this campus to the Arizona Western College Police Department (AWC PD). If a crime occurs off campus, it should be reported to the appropriate law enforcement agency with jurisdiction. When the victim of a crime elects to, they are strongly encouraged to promptly and accurately report all criminal incidents. Knowledgeable parties are encouraged to report crimes against victims who are incapable of doing so themselves.

Emergencies 911 (Goes off-campus to Yuma Dispatch)

AWC PD 928-314-9500 and 928 344-5555

To report a crime, an emergency, non-emergency security issue, or public safety related matter on the AWC campus or other campus center, call AWC PD at extension 49500 or, from outside the College phone system, (928) 314-9500. Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, AWC PD will take the required action, dispatching an officer or asking the victim to report to AWC PD to file an incident report. If assistance is required from the Yuma Police Department, the Yuma County Sheriff's Department, or Yuma Fire Department, AWC PD will contact the appropriate unit.

When calling to report a crime or incident, please be ready to give information such as: a brief description of the occurrence, when and where the incident occurred, weapons the suspect(s) carried, where and when the suspect(s) was last seen, description of the suspect(s) (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars), and any other relevant information. In addition to the importance of reporting, timely information assists responders in developing warnings for the University community.
AWC PD is responsible for the investigation of all crimes occurring on the property owned or controlled by Arizona Western College. Without these reports, crime trends on campus and problem areas cannot be identified.

When a crime is reported to AWC PD, a Police Officer will respond to take a police report, provide assistance, and summon additional personnel/assistance if necessary. For some crimes, the Officer may take a telephone report, if the victim/reporting party is not able to meet with the Officer. We prefer to meet with individuals in person whenever possible.

The police report will be completed by the Officer and approved prior to being processed by the records unit. Cases will be assigned for follow-up based upon criteria determined by the Department to be most effective in case management.

**REPORTING CRIME TO CAMPUS SECURITY AUTHORITIES**

Northern Arizona University recognizes that although the University would like all criminal incidents to be reported to law enforcement, victims sometimes tell someone other than the police. For instance, a victim may turn to a coach or an advisor following an incident. Individuals with significant responsibility for student and campus activities are considered Campus Security Authorities (CSAs). Under the Clery Act, crimes are considered reported when they are brought to the attention of a CSA.

When a CSA receives information about a Clery reportable crime that is believed to have been provided in good faith, the CSA should document the incident and submit a report to the NAU Police Department. The role of the CSA is not to apprehend alleged perpetrators or conduct investigations. CSAs also are not responsible for trying to convince a victim to contact the police if the victim does not choose to do so. CSAs, however, do have a reporting responsibility. The reports enable any ongoing threats to the community to be assessed and for the incidents to be included in the reported crimes for the University.

The NAU PD has an on-line reporting option specifically for Campus Security Authorities through the NAU PD website at [www.nau.edu/police](http://www.nau.edu/police).

**Professional and pastoral counselors** functioning within the scope of their license or certification are exempt from CSA reporting even though they have significant responsibility for student and campus activities. It should be noted, however, that there are a few exceptions to confidentiality when speaking to a counselor. If a victim is under the age of 18, the counselor is mandated to report certain offenses such as a sexual assault. If individuals are seen as a potential harm to themselves or another person, the counselor must also break confidentiality. These factors are considered on a case-by-case basis. Counselors are encouraged, when they deem appropriate, to inform persons being counseled of the procedures.

University community members are strongly encouraged to report all criminal incidents, suspicious activities and emergency situations to the campus law enforcement authority.
AWC does have professional counselors on the main Yuma Campus.

CONFIDENTIAL OR ANONYMOUS REPORTING

If you are the victim of a crime and do not want to pursue action within the college disciplinary system or the criminal justice system, you may want to consider making a confidential report. An AWC Police Officer can file a report on the incident without revealing the identity of the victim. The purpose of the report is to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep accurate records of the number of incidents involving students, employees and visitors; determine where there may be a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential dangers. Reports filed in this manner are disclosed in the Annual Security Report for the institution for statistical purposes. When the report involves allegations of sexual harassment (including sexual violence), it is made available to the EAC / NAU Title IX Coordinator.

DAILY CRIME LOG

A daily police log documenting reported crimes is kept in accordance with the Higher Education Opportunity Act by the AWC Police Department. The logs can be accessed electronically at Police Blotter: Crime Log. Logs are available at the police station, during normal business hours, located at: Yuma Main Campus, 2020 S Ave 8E, Yuma, AZ 85365 in the District Services (Facilities Management) Building.

TIMELY WARNINGS

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or off campus, Arizona Western College will immediately notify the campus community using a systemized emergency communication procedure (the Arizona Western College Emergency Alert Notification System). AWC has developed an integrated and comprehensive procedure which may include the following emergency alert systems: cell phone text messages; priority emails; Internet notifications at AWC home page, AWC emergency information web site; broadcast using AWC PD patrol cars, campus phone trees, and local radio and television stations. In addition to the notification of the on-campus community, AWC will also report any significant emergency or dangerous situation to the local community.

The initial report will be executed by the AWC PD or Public Information Officer, as appropriate. All follow-up reports and all communications to local and regional media will be managed by the Public Information Office. This will insure AWC sends consistent information to those off campus. AWC will, without delay, and taking into account the safety of the community, determine the content of the
notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which then sets into motion the following actions:

- Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification.
- Compilation of the content of the emergency alert message
- Activation of the Arizona Western College Emergency Alert Notification System and the redundant communications capabilities listed above.
- Potential activation of the campus Emergency Operations Center (EOC)

The following individuals, at a minimum, will routinely be involved in making these determinations/decisions:

- College President
- College Vice Presidents
- College Police Chief or designee
- Dean of Public Relations and Marketing
- Facilities Director

Arizona Western College Emergency Alert Notification System equipment is tested at least once annually to ensure it is working properly. At least once per calendar year the College will conduct a full activation of the Emergency Alert Notification System which will be advertised to AWC and local communities beforehand. For more information or to register, please go to the AWC Alert System web page.

There is also an available group within NAU Alert for students, staff, and faculty working or attending the Yuma Campus. Additional information can be found at https://nau.edu/emergency-management/alert/.

SECURITY AND ACCESS TO CAMPUS BUILDINGS AND GROUNDS

The shared AWC/NAU campus in Yuma is open to the public. The 24th and 16th street entrances are accessible 24 hours a day and should be used in accordance with the policies established by the College District Governing Board. The campus is patrolled 24 hours per day by the AWC PD. Campus buildings are secured during the evening hours unless opened for scheduled classes. The schedules for campus buildings fluctuate and are available from the AWC PD. The Library hours fluctuates
throughout the year so it is best to check the library schedule to determine the operating hours. The Academic Complex Computer Lab is located in the first floor foyer of the building. While the students have access to the lab at extended hours, the remainder of the AC Building is not accessible after the posted business hours. For information about the access for a specific building, contact AWC PD at 928-344-5555.

Facilities Management is committed to enhancing environmental awareness, responsibility, and sustainability throughout the College community. The principles of environmental sustainability are central to all FM activities, and by integrating these principles into all aspects of its operations, planning, and policy, AWC enhances its role as a leader within the greater community. FM will set an example of responsible environmental stewardship through its ongoing commitment to incorporate sustainable practices into its daily decision-making processes and support resource conservation, reduction of waste and pollution, recycling, minimizing our environmental footprint, and investing in the local community.

Regular Office Hours Monday-Thursday 7am-5pm; Friday 7am - 3:30pm.

Trouble calls after Regular Office Hours should be directed to Campus Police at (928) 314-9500. During a normal work week (Mon - Fri).

FM provides onsite coverage from 7:00 AM until 3:30 PM. After 3:30 PM, and on weekends, call out is available for emergencies only.

ALCOHOL, ILLEGAL DRUGS, AND SUBSTANCE ABUSE

Northern Arizona University is committed to providing a healthy educational environment, consistent with University policies and free from unlawful acts. In addition, NAU and AWC must certify compliance with The Drug-Free Workplace Act (41 USCA 701), The Safe and Drug-Free Schools and Communities Act (20 USCA 7101), and The Drug and Alcohol Abuse Prevention Regulations (34 CFR 86).

The health and safety of students and employees is a concern to Northern Arizona University. Not only can the abuse of alcohol and controlled substances seriously affect health, it can impact the ability to work and study and may also put the safety and well-being of others at risk. The prevention of substance abuse is sought in several ways at Northern Arizona University, to include encouraging the healthy use of leisure time through recreation and other activities.
Additionally, a variety of workshops on topics such as healthy eating and stress management are offered through Health Promotions. Wellness programs and workshops are regularly offered for employees through the Employee Assistance and Wellness Office and include similar topics.

Information regarding the prevention/intervention programs, health risks, University policies, and University and legal sanctions associated with alcohol and other drug abuse can be found in Appendix N of the Student Handbook and on the Human Resources web page. All students and employees are encouraged to review these materials in order to make educated and informed decisions related to alcohol and drugs.

### UNIVERSITY POLICIES ON ALCOHOL AND DRUGS

NAU employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug- and alcohol-free, healthful, safe and secure work environment.

NAU and AWC prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on College premises by employees while conducting college business, or at any time which would interfere with the effective conduct of the employee's work for the college.

The Northern Arizona University Student Code of Conduct states that the following conduct is not acceptable on any campus:

- Violation of Arizona Board of Regents or University rules governing alcohol, including consumption, distribution, unauthorized sale or possession of alcoholic beverages.

According to the Office of Housing & Residence Life Standards of Residence, on-campus possession or consumption of alcoholic beverages by those of legal age (the State of Arizona has established the legal age for consumption of alcohol to be 21) is allowed only in the private living quarters of certain residence halls and other campus living units as well as certain other designated areas. Consumption of alcoholic beverages in public areas other than those designated is prohibited. Some residence halls are designated as substance-free, prohibiting even those of legal age from consuming alcohol in their living quarters.

With regard to drugs, the NAU Student Code of Conduct states that the following conduct is not acceptable on any campus:

- Unauthorized use, sale, possession or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law. The Standards of Residence state that “the possession, use, sale, manufacture/cultivation or provision of any types of illegal drugs (Barbiturates, opiates, marijuana, amphetamines, hallucinogens, etc.) or aiding in the use of such are not permitted in residence halls and are violations of the statutes of the State of Arizona.”

Northern Arizona University personnel policies require that University employees report to work in a condition to perform their duties safely and efficiently in the interest of their co-workers and students, as well as themselves. The use of alcohol and illegal drugs is prohibited during work hours at the University workplace, while
occupying University vehicles, while on University business, during class time, on field trips and during other educational activities, except where permitted by the Arizona Board of Regents (ABOR) and/or the President or designee.

**LEGAL SANCTIONS AND UNIVERSITY DISCIPLINARY ACTION ASSOCIATED WITH ALCOHOL AND DRUG USE**

Violations of University policies regarding alcohol and other drug use will be subject to legal sanctions and/or University disciplinary action (regardless of where NAU students take classes). The Northern Arizona University Student Code of Conduct details the sanctions that may be imposed by the institution for violations of these policies. Sanctions include expulsion from the University, suspension from the University, University probation, warnings, restricted access to University properties and other educational sanctions. Further, the University may refer a student to appropriate authorities for prosecution for alcohol and other drug abuse violations. Sanctions also may be imposed under the Standards of Residence for those students living in University residence halls. In addition to sanctions, federal law (specifically the Family Educational Rights and Privacy Act) permits the University to notify parents of any alcohol and other drug violation occurring on-campus for students under the age of (21). NAU views parents as important partners in the education of students, thus the University may notify parents when their student has been involved in a serious or repeated alcohol or other drug violation.

University employees must abide by the applicable policies and laws pertaining to alcohol and drug use while at work. University employees who violate University policies regarding alcohol and other drug use will be subject to legal sanctions and/or University disciplinary action, up to and including termination.

**CRIMINAL OFFENSES AND ASSOCIATED PENALTIES INVOLVING ILLEGAL DRUGS**

**ARIZONA OFFENSES AND PENALTIES**

Criminal offenses and associated penalties involving illegal drugs can be found in Chapters 34 and 34.1 of Title 13 of the Arizona Revised Statutes (ARS): [https://www.azleg.gov/arsDetail/?title=13](https://www.azleg.gov/arsDetail/?title=13).

The definitions associated with these drug statutes can be found at [ARS 13-3401](https://www.azleg.gov/arsDetail/?title=13) and [ARS 13-3451](https://www.azleg.gov/arsDetail/?title=13). Each specific statute will list the corresponding penalty for that offense.
FEDERAL PENALTIES

Information regarding federal offenses and penalties can be found on the Drug Enforcement Administration’s web page: https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html

MEDICAL MARIJUANA

NAU and AWC prohibit the possession and use of marijuana on all of its campuses, including University housing.

Growing and using marijuana remains a crime under federal law, and federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana. The University continues to enforce its current policies regarding controlled substances and any students or employees who violate University policy prohibiting the use or possession of illegal drugs on campus will be subject to disciplinary and criminal action.

EMERGENCY NOTIFICATION, RESPONSE, AND EVACUATION PROCEDURES

AWC Emergency Alerts:

To learn more about the College’s emergency notification and advisory service, please go to our secure website at: AWC Emergency Alerts.

It is the policy of the College to notify, without delay, the campus community of any confirmed significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees. The content of the notification will be determined and the notification system will be initiated by the Chief of Police or his designee unless, in the professional judgment of responsible authorities, the release of such notification at that time would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

AWC PD has the authority to issue emergency messages as they deem necessary to maximize public safety. A determination regarding what segment of the campus community will receive the notification shall be based on the nature, severity and location of the emergency. The same procedures will be used to notify the larger community.

Non-Emergency Procedures: For non-emergency assistance on the Yuma Main Campus campuses, please call the AWC PD at (928) 314-9500 or (928) 344-5555. Our communications center is centralized and handles both emergency and non-emergency calls for services on the Main Campus.

Note: AWC PD will assist in coordinating public safety response for all AWC facilities/locations. For non-emergency assistance at other AWC campuses and facilities should contact the local police agency. Students, faculty, staff, and visitors are encouraged AWC will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of
responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Depending on the nature of the emergency, methods that may be deployed include: door-to-door notifications; AWC PD patrol vehicle public address system; crime alerts; text messages; AWC Police media notification system; AWC home page messages; media alert (TV, print, radio, Internet); Facebook postings; Twitter messages; and AWC Web page alerts.

Because each situation will present individual challenges, some or all of these communication methods will be used in an emergency. Follow-up messages to the University and to broader audiences such as parents and alumni will be sent as needed. Depending on the severity of the incident, the AWC PD has the authority to send emergency notification without prior approval. If the incident is determined, by the incident commander, to be a large-scale emergency, (typically the top fire or police official at the scene), the incident commander will be responsible for making these decisions.

For messages other than those sent by the AWC PD, it is the responsibility of the Dean of Public Relations and Marketing to determine the content of the notification. Public Relations and Marketing will coordinate with the AWC Emergency Policy executive, AWC Web masters, college communicators, Student Services personnel, and other responsible parties to ensure proper implementation of the methods determined to be appropriate for the incident at hand. The communication method and message are approved by the AWC policy executive or designee in consultation with the Dean of Public Relations and Marketing or designee. The notification system’s purpose is to provide brief and immediate instructions to the campus community and identify other resources where additional information can be obtained.

During an emergency, detailed information about an incident would be provided in other forms of communication, such as: text messages, email, notification on the official AWC website, electronic media, voice mail, hotline and emergency bulletins issued through the media. AWC Police work closely with surrounding law enforcement agencies to help facilitate the sharing of incidents reported to them which might constitute the issuance of an emergency notification. A test of the procedures shall be conducted at least once each calendar year. An actual incident in which the emergency notification system was activated shall not qualify as a test under this policy. Each test/incident shall be documented, to include: a description of the exercise/emergency, date, time and whether announced or unannounced. Residence halls will have evacuation procedures tests/drills at least semi-annually.

**SHELTER IN PLACE/HIDE OUT**

If an incident occurs and the buildings or areas around you become unstable or the air outdoors becomes dangerous due to smoke or toxic or irritating substances, it may be safer to stay indoors rather than be exposed to the danger by attempting to leave. The term “shelter in place” means to stay in the building you are in until you are advised it is safe to come out. If your building is damaged, seek shelter in the nearest University building. When sheltering in place, shut and close all exterior
doors and close and lock windows; try to find an interior room without windows, preferably above ground; turn off all air conditions, heaters, and fans; close vents to ventilations systems; make yourself comfortable. When approached by responding emergency personnel, follow their directions. In the event of a hostile event on campus (e.g. an active shooter), community members may be advised to shelter in place or “hide out”. Should the need ever arise, unless instructed otherwise; hide from view, lock and barricade doors, cover windows, turn off lights, silence cell phones, if with others spread out throughout the room, make an action plan, and call 911. Believe you will survive. When approached by emergency personnel, keep hands raised and fingers spread and follow all directions.

CAMPUS SECURITY AND CRIME PREVENTION PROGRAMS

Northern Arizona University believes that it is better to act early to prevent crime rather than react to it after it has been committed. Ultimately, we are all responsible for our own safety/security and the safety/security of those around us. Members of the statewide campuses are encouraged to participate in and be aware of the crime prevention programs that are available to them at their host sites. Additionally, the following program is available on-line for all students and employees:

360° Stay Safe™; Strategies to Enhance Safety and Security: Provides a series of video lessons for students and employees offering safety strategies that relate to a University environment. Topics include: Protecting your Possessions and Identity; Sexual Assault; Controlling Behavior; Stalking; Every Day Safety; Common-Sense Defense; and Safe Travel. The videos can be viewed by individuals and accessed at any time with a valid NAU computer network login through the Campus Safety webpage at www.nau.edu/campus-safety. These videos are also used in conjunction with guided discussion sessions or as a supplement to community presentations on enhancing personal safety and security.

Throughout the year, AWC PD presents a number of crime prevention programs to a wide variety of groups, both on and off campus. Topics range from personal safety, sexual assault prevention (including rape awareness, acquaintance rape, and other forcible and non-forcible sex offenses), to safety and security when spending time in Mexico.

UTILIZE THE AWC PD ESCORT SERVICE, at night on campus, if you feel apprehensive. To request a police escort call 928-914-9500.

WALK FACING TRAFFIC, whenever possible. This increases awareness of potential traffic hazards and also reduces the possibility of being followed by someone in a vehicle. Avoid walking by the curb or near buildings or shrubbery. Walk in the middle of the sidewalk with confidence.

IF YOU FEEL THREATENED or suspect that you are being followed, walk toward lighted areas where there are people. Look over your shoulder frequently-
this lets the follower know that you are aware of both his/her presence and your surroundings.

**EMERGENCY LIGHT PHONES** give you direct access to AWC PD and sets off an emergency blue blinking light. There are (14) of these emergency phones throughout the AWC campus and they are placed in well-lit and accessible locations. If in an emergency you are unable to talk to the dispatcher, just knock the receiver off the cradle. A police officer will respond to that location.

**EMERGENCY WHISTLES** can be utilized as another method of drawing attention in the event of an emergency. If you feel threatened, or are injured and need to summon help, and you cannot call for help via a cell phone or regular phone, blow a whistle if you carry one.

If you hear a whistle, please call 9-1-1 and report that you are hearing a whistle being blown, and the location from where the sound is coming. If you are comfortable going over to the area to see what's occurring, you may be able to help someone in distress. **DO NOT** put yourself in danger by approaching a situation.

**IF ANYTHING MAKES YOU LOOK TWICE OR FEEL UNCOMFORTABLE, CALL THE POLICE. REPORT ANY UNUSUAL OR SUSPICIOUS ACTIVITY IMMEDIATELY.**

**THE COLLEGE'S INSURANCE** does not cover belongings or possessions of students that might be lost or stolen, but covers only the institution's property only. The College is not responsible for theft or damage of student's belongings or possessions.

**DO NOT PICK UP HITCHIKERS** and do not hitchhike.

**LOCK YOUR CAR** and take the keys with you. Many car burglaries and car thefts occur because the owner did not take time to secure the car. Don't make your car a target of opportunity by leaving it unlocked.

**DO NOT PARK** in isolated, dark places if these areas can be avoided. Park where there are people about and where the car will be lighted.

**DO NOT LEAVE VALUABLE** items unattended in your car. Place expensive items such as cameras, packages and even textbooks in the locked trunk.
DO NOT LEAVE PERSONAL PROPERTY UNATTENDED. In public areas, such as the Library, Student Union, and classrooms, do not leave your personal effects unattended even for just a minute. Textbook theft is a major problem on many college campuses.

LOCK IT IF YOU CARE. Never leave your bicycle or moped unlocked and unattended. AWC PD recommends that bicycles and mopeds be secured with an oversized "U" shaped bicycle lock, or with a lock-and-chain/cable combination that has at least 5/8-inch diameter chain or steel cable and that is secured by a padlock.

ENGRAVE your bicycle/moped with your name or driver's license number and keep a record of it with a description of the bike and serial number. AWC PD is committed to meeting the needs of the campus community by presenting these programs around the clock.

To schedule a crime prevention program contact the AWC PD at 928-314-9500.
The Arizona Western College Campus Police web site contains additional information about Campus Safety.

GENDER BASED VIOLENCE POLICIES

Northern Arizona University is committed to creating and maintaining a University environment free from gender discrimination and violence. Throughout this document the term gender violence is defined to include sexual assault, domestic violence, dating violence and stalking. NAU prohibits these offenses and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the University community. As a result, NAU issues this statement of policy to inform the community of our comprehensive efforts to educate, inform and respond to gender violence. Please utilize the below links to review NAU’s policies governing gender based discrimination and violence:

NAU policy regarding Prohibited Discrimination, Harassment, and Other Inappropriate Behaviors: Safe Working and Learning Environment (SWALE).

NAU Student Code of Conduct:
NAU Code of Conduct
Student Disciplinary Procedures
Student Sexual or Gender-Based Harassment and Sexual Misconduct Policy
Student Sexual or Gender-Based Harassment and Sexual Misconduct Procedures
NAU has a variety of educational programs to promote the awareness of domestic violence, dating violence, sexual assault, and stalking, with a number of departments and groups teaching community members about sexual assault and relationship violence, encouraging healthy relationships and advocating safe dating and social behaviors. The University engages in programming and awareness campaigns intended to prevent dating violence, domestic violence, sexual assault and stalking. Primary prevention and awareness programs are offered for all incoming students and new employees, and ongoing prevention and awareness campaigns are also offered to the entire University community. Educational programs and campaigns are responsive to community needs, and assessed for value, effectiveness, or outcome.

The University’s programs and campaigns:

- Identify domestic violence, dating violence, sexual assault and stalking as prohibited offenses by the University;
- Define domestic violence, dating violence, sexual assault, and stalking under Arizona Revised Statutes;
- Define “without consent” in reference to sexual activity in the State of Arizona;
- Provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual;
- Provide information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and

Programs to prevent domestic violence, dating violence, sexual assault, and stalking are a result of the collaborative work of many departments throughout the University. While it is nearly impossible to separate alcohol prevention activities from sexual assault prevention efforts, the two are separated as much as possible in this document for ease of reporting. An overview of the University’s primary and on-going prevention and awareness programs and campaigns are shown below.

**The following programs are available on-line and thus accessible to all NAU students and employees regardless of their campus location:**

**My Student Body:** All incoming freshmen were asked to complete the online prevention education program My Student Body Essentials. This online program provides comprehensive education about sexual violence and specifically addresses: healthy relationships, consent, dating violence, stalking, ways to prevent sexual assault, bystander intervention strategies and information for survivors of sexual assault. This online module also includes links to the student
code of conduct as well as campus resources. The benefits of the course, and how it will help the students help themselves and each other, are discussed in a welcome letter that is sent to each incoming student from the Dean of Students.

**Employee Education:** All new employees are required to complete an online training program on discrimination and harassment matters, including specific training on Title IX within the first 30 days of employment. In addition, all employees receive regular education on these topics. In 2019 updated education will be required of all individuals with an employment relationship to the university which covers discrimination and harassment education (including gender and gender violence topics), retaliation and reporting obligations.

**Written and Web Information:** Employees are reminded of their reporting options and obligations via various electronic and web based resources. The Title IX webpage contains a variety of resources including a page entitled “Faculty and Staff Resources,” and an annual letter reminds them of appropriate offices to address conflict on campus. Campus resources, such as the Faculty Handbook, have also been updated to include information regarding the Title IX Coordinator. In addition to online resources, the university has a Title IX brochure which describes resources and related processes which can be distributed to impacted individuals. Resource letters are distributed electronically by the Office of the Dean of Students and Office of Housing and Residence Life when a report is received. Information on dating and domestic violence is also available on the Health Promotion Webpage and “Jacks Cares” information cards.

**The following programs are available on the Flagstaff Mountain Campus. All students and employees regardless of campus location are welcome to come and participate. Students and employees on our statewide campuses are encouraged to contact their host site for similar or additional programming that may be offered at their specific location.**

**Sex Signals:** A large scale, theater based presentation about gender violence, consent and sexual violence prevention. Reached 602 students, mostly athletes and members of the Greek Community.

**Relationship Workshops:** Healthy relationship workshops are offered by request. One workshop, called “Creepy or Cute,” is based on a program developed at San Diego State University and explores the important components of healthy relationships such as communication, independence and healthy boundaries.

**Orientation:** During new student orientation students participate in a theatrical presentation (True Life: I’m a Lumberjack) of sexual assault scenarios. Both parents and students also participate in a processing session following these
educational presentations that include local resources, reporting options and University policies.

**My Student Body:** This online course is required of all new students. Over 5,000 students completed the module addressing healthy relationships, sexual violence, and reporting resources.

**Safe Zone Training:** Safe Zone training was offered throughout the year through a collaborative effort between Housing and Residence Life and Office of LGBTQA Resources. This training was incorporated into training for Resident Assistants and is also available upon request from other interested groups. This training takes place during two sequential two hour sessions with a greater emphasis on transgender climate issues.

**Sexual Health Education Fair:** The Sexual Health Education fair reaches freshmen with information about situations in which consent cannot be given including incapacitation, coercion and being under the influence of alcohol or drugs. This is an assignment for all students in the NAU 100 courses coordinated through the University College. Co-sponsored by Freshman Year Experience and Health Promotion.

**Take a Stand! Bystander training:** Two hour bystander training offered by Health Promotion reached nearly 1,000 students with information about effective bystander strategies to prevent sexual violence.

**Media Campaigns:** A variety of media campaigns addressed sexual violence, domestic violence, stalking awareness, and rape myths throughout the year.

**Educational Campaigns:** Both Sex Week and Safe Spring Break programs promoted healthy relationships and personal safety tips.

**Awareness Activities:** National Stalking Awareness, Sexual Assault Awareness, and Domestic Violence Months are all recognized across campus and include a variety of educational strategies.

**Bystander Intervention Options**

**Bystander 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 against a person other
than such individual. Active bystander intervention plays a critical role in the prevention of sexual assault and harassment and is therefore an important component of University educational efforts. The following information summarizes the content of bystander intervention training:

A bystander is, “an individual who observes violence or witnesses the conditions that perpetuate violence. They are not directly involved, but have the choice to intervene, speak up, or do something about it.” We want to create a culture in our community of accountability where bystanders are actively engaged in the prevention of violence, without causing further harm.

In order to achieve this, we have to know how to intervene. Sometimes we witness or hear situations where we want to intervene, but are not sure how to do so. The following is a list of direct and indirect methods of active bystander intervention.

**Direct:**
- Say something directly to the person “Are you okay?” “Can I call you a cab?” “Who did you come here with? Let’s find your friends.”
- Say something to the perpetrator. Let them know you recognize what is happening, and you won’t stand for it.
- “Is everything okay here?”
- “He/she is pretty drunk; you should probably just get their number and call them tomorrow.”
- “I don’t like what you just did/said
- “What you just said is not cool.”
- Remove the person from the situation
- If you suspect you or a friend has been drugged, call law enforcement immediately and let someone in charge know like a bouncer, bartender, manager, etc.
- Always make sure you are safe before intervening
- Talk to a campus official in a non-emergency situation

**Indirect:**
- *If you ever feel uncomfortable or unsafe intervening, then don’t.*
- However you can enlist others to help you – the bouncer, bartender, other friends or bystanders, etc. Don’t be afraid to call the police if you feel like anyone is in immediate danger.
- Distract the perpetrator- “Hey man I think your car is being towed!”
- “Someone called the cops we need to get out of here!”
- Distract the person “Hey will you come to the bathroom with me?”
- “Can you help me find (enter mutual friend’s name).
“I think your friend is looking for you.”

Have a code word/text with your friends or family if you feel uncomfortable saying something directly

**RISK REDUCTION INFORMATION**

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. The following information summarizes the content of risk reduction education:

Risk reduction is always a good practice; unfortunately it is not always effective. On average, 74% of assaults are committed by someone the person knows. This number is even higher on college campuses ranging from 80% - 90% of assaults being perpetrated by someone the victim knows beforehand. These assaults are typically happening in closed areas like dorm rooms, apartment buildings, etc. where risk reduction methods may not always be applicable. When discussing risk reduction, it is important to remember that rapists cause rape. Risk reduction methods are meant to reduce risk, but cannot prevent the risk altogether.

A victim is never at fault for an assault, and should never be blamed for how the assault happened. For this reason, active bystander interventions are the most effective methods for preventing sexual assault and harassment.

The following are some strategies to help reduce risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)).

- **Be aware of your surroundings.** It’s always a good idea to know where you are and how to get home safely if you need to.

- **Try to avoid isolating yourself.** If you go out with friends, communicate. Let each other know where you are, if you’re leaving, etc.

- **Trust your instincts.** If you feel like a situation, location, or person is unsafe, it probably is. Don’t be afraid to speak up. Chances are others are feeling the same way.

- **If someone is trying to isolate you and you feel uncomfortable, say something.** Have a code word or text with friends. Let someone know where you’re going. Make it clear you are uncomfortable with what is happening. Look for an escape route if necessary.

- **Watch your drink.** Don’t leave your drink unattended, take it with you when you dance, go to the bathroom, etc. If someone you don’t know or trust offers you a drink, say no. If you choose to accept it, order it yourself from the bar. This
way you can see the bartender make it, and it will be handed directly to you. Try to avoid drinking from punch bowls or other communal drink containers.

- **Arrive together and leave together.** Make a pact with your friends that you will arrive and leave together. Don’t let a friend go home alone or with someone else, especially if they have been drinking.

### Additional Resources:

Sexual Assault Information: [https://www.rainn.org/](https://www.rainn.org/)
NAU Information and reporting: [https://nau.edu/safe](https://nau.edu/safe)
One Love Healthy Relationship App: [http://www.joinonelove.org](http://www.joinonelove.org)

### PROCEDURES TO FOLLOW IF AN INCIDENT OCCURS

**First and Foremost: Get to Safety and Seek Medical Attention**

After an incident of sexual assault and domestic violence, your safety is the number one priority. Find a safe environment, anywhere away from the perpetrator. If you are at immediate risk, **call 9-1-1.** You can give the police as much or as little information as you wish, or request that the officer contact a victim/witness advocate, who will help you understand the process and provide support.

- If you have sustained serious physical injury, go immediately to a hospital emergency room to be examined. Nurses and doctors are required to notify police of a material injury resulting from an illegal act; however, you are not required to talk with the police unless you choose to. You may request that the responding officer contact a victim advocate to respond and talk to you about options and what to expect. Unless there is a reason for you to remain at the hospital, the victim advocate may escort you to a medical facility where medical forensic examinations are conducted by Sexual Assault Nurse Examiners (SANEs). The SANE will ask you questions about the incident and conduct a thorough head to toe examination during which all physical injuries will be documented and biological evidence collected that later may be sent to the crime lab. If someone has been a victim of sexual assault, he/she is not required to make a report to law enforcement in order to get the above described forensic exam.

Other Community Sexual Assault and Violence Support Services:

- **CASA (Center Against Sexual Abuse) (602) 254-6400**
- **Empact: 24 hours crisis intervention (480) 921-1006**
- For additional resources throughout the state, please visit [https://www.azag.gov/criminal/victim-services/victim-referral-and-resources](https://www.azag.gov/criminal/victim-services/victim-referral-and-resources)
EVIDENCE PRESERVATION CONSIDERATIONS

It is important that a victim 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 120 hours. This is so evidence may be preserved that may assist in proving that the alleged criminal offense occurred, or it may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims 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. Victims of gender 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 document they may have that would be useful to University hearing boards/investigators or police.

REPORTING OPTIONS

A victim can choose to pursue one or more of these reporting options. Where to file a report on campus:

- AWC PD Office on each campus
- Dean of Students (either system)
- Title IX Office (either system)
- Any AWC / NAU Police Officer

AWC / NAU has procedures in place that serve to be sensitive to those who report, including informing individuals about their right to file criminal charges, the University processes that are available to them, as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus.

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to notify proper law enforcement authorities, including on-campus and local police and victims have the right to decline involvement with the police. The University will assist any victim with notifying law enforcement authorities if the victim so desires.

Reporting options include the following:

- **Criminal complaint**: Victims may pursue criminal charges by calling the AWC PD at: 928-314-9500. If the incident occurred in another jurisdiction, the University will assist in contacting the correct law enforcement agency.

- **Student Code of Conduct**: Victims may pursue administrative complaints alone or in conjunction with a criminal complaint through the Student Code of Conduct by contacting the Office of the Dean of Students at 928-523-5181 or by visiting their office at University Union, Room 105, P.O. 6015, Flagstaff, AZ.
Title IX Report: Sexual assault and sexual harassment are forms of gender discrimination covered by Title IX and other discrimination laws/policies. Contact the Equity and Access Office for more information about filing a complaint under the University's Safe Working and Learning Environment Policy. The Title IX Coordinator, Pam Heinonen, Director of the Equity and Access Office, may be contacted at 928-523-3312, pamela.heinonen@nau.edu, or Old Main –Room 111, PO Box 4083, Flagstaff, AZ.

Campus Inclusion Team: At NAU, we are committed to creating and maintaining an environment free of discrimination based on race, color, ethnicity, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

The Campus Inclusion Team (CIT) is committed to fostering a campus community that honors diversity, freedom of expression, and inclusiveness through individual support, campus trainings, and resource referrals. CIT does not investigate or adjudicate specific incidents of conduct or advise on disciplinary matters.

CIT welcomes open, courageous, and challenging discussions across the full spectrum of human issues and intersections in our campus communities. CIT encourages the exchange of ideas through academic inquiry, civil discourse, and respect for individuals. CIT recognizes the value of free speech and also that some speech may be hurtful and even disparaging. CIT can provide support for students, faculty, and staff impacted by such speech by listening, discussing, and connecting individuals with resources.

University community members may report concerns related to diversity and inclusion to CIT; if a reported concern appears to involve a legal or policy violation, the CIT will refer the impacted individuals or communities to the appropriate resource.

We encourage anyone who has experienced or witnessed an act of bias to report it and to access available resources. Together, we can work to make NAU a more welcoming community for all.

For more information and on-line reporting options, please visit: www.CampusInclusionTeam.com or email the team at campusinclusionteam@nau.edu

Anonymous Sexual Assault Report Form: If a student does not wish to pursue any of the options listed above, they may fill out this form to give anonymous information about what happened. The form can be found at: https://nau-advocate.symplicity.com/public_report/

A student or employee who reports to the University that they have been the victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, will be provided with a written notification of their rights and options to include:
Possible sanctions or protective measures that the University may impose following a final determination of the University’s disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking;

- Procedures victims should follow if any of the above listed offenses has occurred;
- Procedures for the University’s disciplinary action in cases of the alleged offenses;
- Information about how the University will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law; and
- Options for, and available assistance in, changing academic, living, transportation, and working situations if so requested and if such accommodations are reasonably available. These options are available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

In Arizona victims of crime have the opportunity to participate in the criminal justice system and are extended certain protections of the law during their involvement in the process as a result of the Victim’s Rights Amendment to the Arizona Constitution.

For more information on Victim’s Rights in Arizona call the Office of the Victims Services at 602-542-4911 or visit the Victim Services website at: [http://www.azag.gov](http://www.azag.gov)

**COURT ORDERS, NO CONTACT ORDERS AND ACCESS RESTRICTIONS**

Northern Arizona University complies with Arizona law in recognizing a valid protection order that is related to domestic or family violence and that is issued by a court in another state, a court of a United States territory or a tribal court for the purpose of preventing violent or threatening acts or harassment against, contact or communication with or physical proximity to another person for as long as the order is effective in the issuing jurisdiction. Victims who have obtained an Order of Protection are encouraged to provide a copy to AWC PD and the Office of the Title IX Coordinator or the Office of the Dean of Students as appropriate.

In most instances, the University cannot apply for an order of protection or injunction prohibiting harassment on behalf of a victim. The victim is required to file a petition for an Order of Protection or Injunction against Harassment with a Justice of the Peace, Municipal or Superior Court Judge. In the event a victim is either temporarily or permanently unable to request the order or injunction, a third party may request the order or injunction on behalf of the victim.
The victim may also seek assistance from Victim Witness Services of Yuma County at: https://www.yumacountyaz.gov/government/county-attorney/divisions-a-quick-look/victim-services

Yuma:
- Yuma Municipal Court, 1515 S. 2nd Ave, Yuma, AZ, 928-373-4800
- Yuma County Superior Court, 250 W. 2nd Street, Yuma, AZ, 928-817-4083
- Yuma County Justice Court, 928-314-5100 (San Luis), 928-785-3321 (Wellton), or 928-817-4100 (Yuma)

Flagstaff:
- Flagstaff Municipal Court, 15 N. Beaver, Flagstaff, AZ, 928-774-1401
- Coconino County Superior Court, 200 N. San Francisco Street, Flagstaff, AZ, 928-679-7600
- Flagstaff Justice Court, 200 N. San Francisco Street, Flagstaff, AZ, 928-679-7650

In the case of Injunctions Prohibiting Workplace Harassment, which are used to help prevent violence in the workplace, an employer, or authorized agent of an employer, may file a petition for the injunction.

The University may issue an institutional no contact order if deemed appropriate. If reasonably available, a complainant may be offered changes to academic, living, transportation, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the complainant will be treated as confidential to the extent possible 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). 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 University does not publish the name of crime victims nor house identifiable information regarding victims in the AWC Police Daily Crime log. Additionally, all timely warning reports to the campus community on crimes considered to be a threat withhold the names of victims as confidential.

Students may edit their FERPA/Directory Restrictions in their LOUIE Student Service. Instructions are provided in the following link: https://in.nau.edu/ferpa/ferpa-faq/.

**OTHER CONSIDERATIONS IN REPORTING**

A victim who does not wish to file an administrative complaint through one of the University processes or pursue action within the criminal justice system may still file a report with the law enforcement agency of jurisdiction. Without these reports, crime
trends and other issues of concern may not be identified. As such, prompt and accurate reporting of all criminal incidents to the Police is strongly encouraged. It should be noted that Arizona Revised Statutes allow for victimless prosecution in certain instances. All information available to the University may be used to comply with our obligations to take steps to maximize the safety of campus for all individuals and comply with other laws and regulations.

NAU does have an anonymous reporting process for victims of sexual assault. If a victim does not wish to file a police report or report the incident through the Office of the Dean of Students or the Title IX Coordinator, they may fill out this form to give anonymous information about what happened: https://nau-advocate symplicity.com/public_report/

The purpose of the anonymous sexual assault report is to assess the danger the incident may present to the community at large as well document it for inclusion in the annual crime statistics. No names are used, nor is any information included that might identify the victim. If a victim chooses to go this route, it is the victim’s choice how much information is shared and all efforts are made to maintain the victim’s anonymity. Support options and resources are listed within the form. More information on Northern Arizona University’s Sexual Assault Protocol and anonymous reporting process can be viewed by visiting: http://nau.edu/Health-Services/Health-Promotions/Violence-Prevention/Sexual-Assault/Reporting

If you are a victim of sexual assault, it is important for you to receive services such as medical attention and counseling regardless of your decision to report the incident. When you talk to a counselor, the information you provide will remain confidential and the counseling relationship provides a safe space for you to talk about the incident and how it has affected your life. There are, however, a few exceptions to confidentiality. If you are under the age of 18, the counselor is mandated to report certain offenses such as a sexual assault. If you are seen as a potential harm to yourself or another person, the counselor must also break confidentiality. These factors are considered on a case-by-case basis. Counselors are encouraged, when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

**RESOURCES FOR VICTIMS**

A variety of resources are available both on campus and in the community for students and employees who have been victims. As an NAU student or employee, you have access to the same resources as students on the main campus. These resources will assist you directly or coordinate support with resources on your local campus.

**Yuma and surrounding area resources:**
- **Amberly's Place:** 928-373-0849
- **Arizona Western College Police/ Crisis Referral:** 928- 314-9500
On-Campus/Flagstaff Mountain Campus:

- **Campus Health Medical Services** provides a wide array of medical services and resources to the University community. 928-523-2131

- **NAU Counseling Services** provides counseling to adult students of the University community whose lives have been disrupted by criminal activities or other incidents that affect their progress at this University. 24-hour contact with on-call counselors is available at 928-523-2261.

- **Employee Assistance and Wellness Office** assists employees and their families with personal and professional issues in a comfortable, accessible office. 928-523-1552

- **The Office of the Dean of Students** is responsible for ensuring that the conduct of each student attending the University contributes to an environment conducive to the University’s academic objectives. Student Life may take disciplinary action ranging from a warning to expulsion. 928-523-5181

- **The Equity and Access Office (EAO)** is responsible for overseeing the Safe Working and Learning Environment Policy which prohibits illegal discrimination and harassment. Pam Heinonen, Director of EAO is also designated as NAU’s Title IX Coordinator. 928-523-3312

- **NAU Human Resources Department**: plays an important role on campus and is involved in so many ways in the health and management of our employees. 928-523-2223

- **Student Legal Counsel Office** assists NAU students with issues of a legal nature and can provide advice and referrals to outside attorneys. 928-523-4971

- **Disability Resources** cooperates with students, faculty, staff, and the campus community to promote a universally-designed environment for the full inclusion of people with disabilities. 928-523-8773

- **Center for International Education** (Visa and Immigration issues); 928-523-2409

- **Collegiate Recovery Program** 928 523 2131

State and Federal:

- **Native Americans for Community Action (NACA)**; Website has links to statewide resources.
- **The Arizona Child & Family Advocacy Network**
- **Rape, Abuse and Incest National Network**; 1-800-656-HOPE
- **US Department of Justice, Office of Violence Against Women**
- **US Government Not Alone resource website**
SANCTIONS AND PROTECTIVE MEASURES

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. In all cases, investigations that result in a finding of more likely than not that a violation of the Student Code of Conduct occurred will lead to the initiation of disciplinary procedures against the accused individual. University sanctions may include expulsion, suspension (There is no min or max on suspension – sometimes they are multiple years), degree revocation, probation, warning, administrative hold, restricted access to University property, organizational sanctions, educational response, interim action, academic conduct, restitution, notation on transcript, or other sanctions permissible under existing University rules. The University may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions; administrative no-contact orders, denial of access to University property, including classrooms, residence halls, workplace, University transportation options, restriction of personally identifiable information available through University networks/systems, and other appropriate interim action. The University prohibits retaliation for reporting any gender discrimination or violence or for participating in any University investigation or administrative procedure.

Employees who violate the Safe Working and Learning Environment (SWALE) Policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator or their designee will be consulted to determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Northern Arizona University.

ADMINISTRATIVE COMPLAINTS AND UNIVERSITY DISCIPLINARY PROCEDURES

A complaint may be made under the Student Code of Conduct, the Standards of Residence or the Safe Working and Learning Environment Policy (SWALE) whether or not criminal charges are filed. If there is concurrent jurisdiction over a particular incident the University may determine, in consultation with the victim, the most appropriate option for addressing the complaint.

The University disciplinary processes will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. The resolution of complaints of sexual misconduct are completed in a timely manner, usually within 60 days of the report. Investigators and hearing board members will be trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation
and hearing process that protects the safety of the victim and promotes accountability.

- The accuser and the accused will have timely notice for meetings/hearings at which the accuser or accused, or both, may be present;
- The institutional investigation and disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The University provides the accuser and accused the same opportunities to have an adviser present during a University investigation and disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. The Student Code of Conduct defines an adviser as “... an individual selected by the student to advise him/her. The adviser may be a faculty or staff member, student, attorney, or other representative of the student.” The accuser and accused student may be assisted throughout the proceedings by their adviser. Throughout the report resolution process, each Party may be assisted by an advisor, who may be an attorney, but who is not otherwise a Party or witness. Advisors may simply provide support in a manner that does not disrupt or unduly delay at any disciplinary proceeding, or may present the student’s case at a disciplinary appeal hearing.
- A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the University’s Student Conduct Code”.
- The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, any changes to those results prior to the time that such results become final, and when such results become final (If the alleged victim is deceased as a 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); and
- The complainant and/or respondent may appeal the outcome of an investigation and related disciplinary proceeding (a finding of responsibility or no responsibility and/or a finding of responsibility or no responsibility as insufficient or excessive by filing a written notice with the Office of the Dean of Students within five (5) business days of the date of the written outcome the Memorandum of Findings and Sanction.
- If there is no appeal by either the complainant or respondent within the proscribed timeframe, the decision of the Dean of Students or designee will become final and effective immediately. Filing a timely notice of appeal will suspend the imposition of disciplinary sanctions (except for interim suspension) pending the outcome of the disciplinary process. If the sanction is suspension or expulsion and the decision of the Dean of Students or designee is appealed, the respondent will not be permitted to graduate until the disciplinary process has concluded.
- Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Education Rights and Privacy Act of 1974 (FERPA).
For more detailed information on these procedures see:

NAU Code of Conduct

Student Disciplinary Procedures

Student Sexual or Gender-Based Harassment and Sexual Misconduct Policy

Student Sexual or Gender-Based Harassment and Sexual Misconduct Procedures

THE SAFE WORKING AND LEARNING ENVIRONMENT POLICY (SWALE)

An individual alleging gender discrimination, including sexual assault or other gender violence, against a member of the University community, has the option to file a discrimination complaint under the (SWALE). Generally complaints alleging violations by employees will be handled through this process and will be investigated by the Equity and Access Office who will consult with other University resources as appropriate. Recommended sanctions for employees who are found to be in violation of the policy will be made to the chain of command of the responsible employee and include actions up to and including termination. Parties will have equal rights with regard to the process including the opportunity to provide relevant testimony and evidence for consideration. The parties are entitled to the same opportunity to be accompanied to an investigatory meeting or interview by a party of their choosing. Both the accuser and accused will be simultaneously informed, in writing, of the outcome of the investigation. Findings made under this process are not subject to appeal by either party.

Employees who violate (SWALE) will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law. The Title IX Coordinator or their designee will be consulted to determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Northern Arizona University.

For more information on the SWALE policy and procedures see: Safe Working and Learning Environment (SWALE)

T.I.P.S. LINE-STATEMENT REGARDING CONFIDENTIALITY

A Taking Interest in your Personal Safety phone line (x-49500) is created to allow members of the Campus community to anonymously report incidents that
affect the quality of life on Campus. The T.I.P.S. line, an on-Campus extension only, is confidential. Information that helps to identify the date, time, location and individuals involved in an incident that you may have witnessed would be appreciated. You can remain anonymous, or if you wish leave your name and phone number so that a representative of the AWC PD contact you. You may utilize our e-mail system to make confidential reports at: campus.police@azwestern.edu

The purpose of the report is to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep accurate records of the number of incidents involving students, employees and visitors; determine where there may be a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential dangers. Reports filed in this manner are disclosed in the Annual Security Report for the institution for statistical purposes. When the report involves allegations of sexual harassment (including sexual violence), it is made available to the campus Title IX Coordinator.

Victims who wish to seek assistance regarding an incident of sexual assault or other gender violence with the maximum confidentiality protections are encouraged to contact Counseling Services or Victim-Witness Services. When University employees who are not subject to a legally recognized privilege receive or become aware of an incident, the University will consider the request of a victim for privacy to the extent consistent with its obligation to provide a safe and nondiscriminatory environment for all students. It will also seek to limit information sharing to those with a role in evaluating that obligation or handling the University’s response, such as the provision of interim measures. Additionally, confidentiality cannot be ensured under circumstances where University members have a Duty to Report as outlined in A.R.S. 13-3620 relating to minors.

Campus Security Authorities can meet their Clery obligation to report the crime statistic while maintaining the confidentiality of the victim by utilizing the CSA Crime Statistic Report form located on the NAU PD’s web page. This form is submitted to the NAU PD for inclusion in the year’s Clery statistics; however it does not include any personally identifiable information. A victim’s personally identifying information is not included in any Clery Act reporting and disclosures such as the Daily Crime Log, Annual Security Report or Timely Warnings.

**Because police reports are public record under state law, the AWC Police and / or NAU Police cannot hold reports of crime in confidence.**

**SEX OFFENDER REGISTRATION**

The Campus Sex Crimes Prevention Act mandates that convicted sex offenders, required to register under state law, must also disclose their association with institutions of higher education when applicable. Specifically affected are those registered sex offenders who attend as students, are employed by or employed at, or volunteer at institutions of higher education. The Arizona DPS has established the Arizona Sex Offender Information Center according to the requirements of ARS 13-3827. DPS is responsible for the maintaining the site and annually verifying the
addresses of all registered sex offenders. For more information go to: http://www.azdps.gov/Services/Sex_Offender/. AWC Police may notify the campus community of a registered sex offender as required by law.

WEAPONS POLICY

AWC seeks to maintain public order and to protect the safety of individuals on campus. This procedure is adopted pursuant to A.R.S. § 13-291, which give the College the authority to adopt rules to maintain public order. It is the intention of Arizona Western College to prohibit the use of weapons or dangerous items on land and in all buildings owned or controlled by the College (“the College Campus”). An individual shall not possess or use firearms, weapons, explosives, fireworks, dangerous chemicals or any other instrument capable of harming any person or property or that reasonably would create the impression of being able to induce such harm, except as set out in this Procedure. A concealed carry permit does not exempt a person from this Procedure: Weapons Prohibited on Campus Procedure 285.8.

CRIME STATISTICS

Crime statistics are gathered in accordance with the guidelines established under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. In addition to publishing this Annual Security Report, the NAU Police Department submits the annual crime statistics published in this report to the U.S. Department of Education.

The campus crime, arrest and referral statistics contained in this report include reports made to the NAU / AWC PD, reports made to University officials who include campus security authorities, and reports made to other law enforcement agencies. It should be noted that not all law enforcement agencies queried either responded to the request for statistics and/or were able to provide statistics for NAU’s Clery reportable geography.

The crime statistics are provided on the following pages. A basic overview of how Clery Act crimes are classified can be found below, along with information regarding Hate Crimes.

The following are Arizona definitions (Violence against Women Act - VAWA) crimes- include dating violence, domestic violence, sexual assault and stalking:

Domestic Violence: means any act that is a dangerous crime against children as defined in section 13-705 or an offense prescribed in section 13-1102, 13-1103, 13-1104, 13-1105, 13-1201, 13-1202, 13-1203, 13-1204, 13-1302, 13-1303, 13-1304, 13-1406, 13-1425, 13-1502, 13-1503, 13-1504, 13-1602 or 13-2810, section 13-2904, subsection A, paragraph 1, 2, 3 or 6, section 13-2910, subsection A, paragraph 8 or 9,
1. The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.

2. The victim and the defendant have a child in common.

3. The victim or the defendant is pregnant by the other party.

4. The victim is related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law.

5. The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.

6. The relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship. In Arizona, this includes housing roommates.

**Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of domestic violence. Please note that Arizona's domestic violence laws encompass the definition of dating violence.

**Stalking**: A person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct either:

1. Would cause a reasonable person to fear for the person's safety or the safety of that person's immediate family member and that person in fact fears for the person's safety or the safety of that person's immediate family member.

2. Would cause a reasonable person to fear death of that person or that person's immediate family member and that person in fact fears death of that person or that person's immediate family member.
**Sexual assault:** A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

**Sexual abuse:** A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person who is fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.

**Sexual conduct with a minor (Statutory Rape)** A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.

**Incest:** Persons who are eighteen or more years of age and are within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who knowingly intermarry with each other, or who knowingly commit fornication or adultery with each other are guilty of a class 4 felony.

Additional information on definitions for Arizona Revised Statute Sex Offenses may be found in Chapter 14 at [https://www.azleg.gov/arsDetail/?title=13](https://www.azleg.gov/arsDetail/?title=13).

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**CLERY CRIME DEFINITIONS**

**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 gross negligence.

**Rape:** 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:** The touching of the private body parts of another person for the purpose 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:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
**Robbery**: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault**: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious personal injury if the crime were successfully completed.

**Burglary**: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned - including joyriding.)

**Arson**: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

**Arrests and Disciplinary Referrals for Violations of Weapons, Drugs and Liquor Laws**

An arrest for Clery Act purposes is when a person is processed by arrest, citation or summons.

**Referred for disciplinary action** is the referral of any person to any University official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Weapon 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.

**Drug Abuse Violations**: The 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 ordinance prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**CLERY GEOGRAPHIC CATEGORIES**

**On Campus:** Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**On-Campus Residential:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Non-campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property (other than a branch campus) owned or controlled by the institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**HATE CRIMES**

Northern Arizona University is also required to report statistics for hate (bias) related crimes by the type of bias. A hate or bias related crime is not a separate, distinct crime; it is 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 pre-formed negative opinion or attitude toward a group of persons based on their race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim’s race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.
For Clery purposes, Hate Crimes include the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson (previously defined under Clery Act Crime Definitions) and larceny, vandalism, intimidation, and simple assault (defined below).

**Larceny**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism**: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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.

**Reported Hate Crimes**:

**2018**: No Hate Crimes reported

**2017**: No Hate Crimes reported

**2016**: No Hate Crimes reported
### NAU-Yuma: Arizona Western College Campus

*This campus does not have any on-campus student housing facilities or any noncampus buildings or property.*

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