



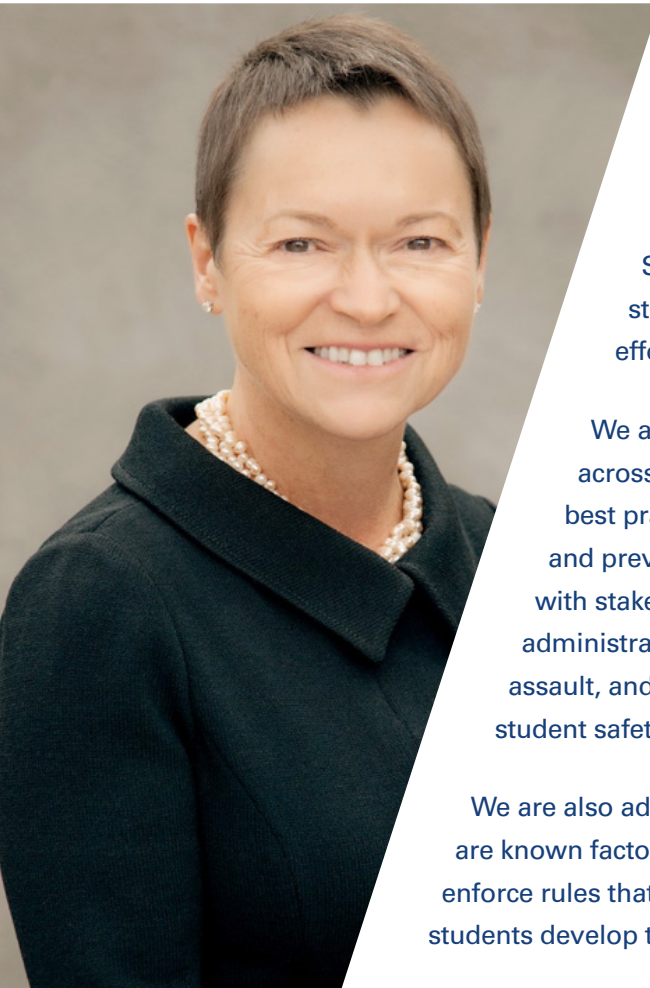
2017 ANNUAL SECURITY AND FIRE SAFETY REPORT

FLAGSTAFF MOUNTAIN
CAMPUS



POLICE

MESSAGE FROM NORTHERN ARIZONA UNIVERSITY PRESIDENT RITA CHENG



At NAU, we are proud of our vibrant campus community and welcome the diversity and breadth of perspective that makes us such a special university. We are committed to fostering a working and learning environment where people feel safe and respected. It takes all of us to make this possible from our fully accredited police department, to Student Life staff and health professionals, to our faculty and staff and the many partners who work tirelessly to support our efforts.

We are keenly aware of the safety issues facing many campuses across the country and continually monitor trends, policies, and best practices. In particular, we have implemented important safety and prevention measures related to sexual assault. We collaborate with stakeholders throughout the community—students, police, faculty, administrators, regents, community members, survivors of sexual assault, and those directly involved with student affairs—to ensure student safety.

We are also addressing risk factors like alcohol and substance abuse, which are known factors in sexual misconduct on college campuses. Not only do we enforce rules that prohibit alcohol and drugs on our campuses, we help our students develop the skills necessary to make safe decisions on and off campus.

Another important part of our obligation is to keep students and their parents aware of any safety issues that have occurred on and around our campus. We want to ensure that students have access to all the programs and services that make their experience at NAU productive, rewarding, and safe. I encourage you to peruse the 2017 Campus Security and Fire Safety Report to learn more about NAU and its services.

If you have any questions, please contact me at President@nau.edu.

Sincerely,

A handwritten signature in black ink that reads "Rita Cheng". The signature is fluid and cursive, with the first name "Rita" and last name "Cheng" clearly legible.

Rita Hartung Cheng
President

Northern Arizona University has numerous campuses located throughout Arizona, several of which are limited service sites and the remainder of which are classified as separate campuses. Extended campus locations are reported on separate Annual Security Reports (ASR) or combined, i.e., (11) Maricopa County Community College sites are reported on (1) ASR.

The Annual Fire Safety Report for the Flagstaff Mountain Campus is also included within this document. Each individual report can be accessed and/or printed individually by going to the appropriate link below.

NAU Flagstaff, Arizona Mountain Campus

- [Flagstaff Mountain Campus Annual Security and Fire Safety Report](#)

NAU Extended Campuses in Arizona

- [NAU: Maricopa County Community Colleges](#)
- [NAU: East Valley](#)
- [Kingman: Mohave Community College Campus](#)
- [North Valley: 15601 N. 28th Avenue, Phoenix, AZ](#)
- [Show Low: Northland Pioneer College, White Mountain Campus](#)
- [Signal Peak: Central Arizona College, Signal Peak Campus](#)
- [Thatcher: Eastern Arizona College Campus](#)
- [Tucson: Pima Community College Campus / Tucson North](#)
- [Yavapai \(Prescott/Prescott Valley\): Yavapai College Campus](#)
- [Yuma: Arizona Western College Campus](#)

NAU Partnership Campus Location in Phoenix, Arizona

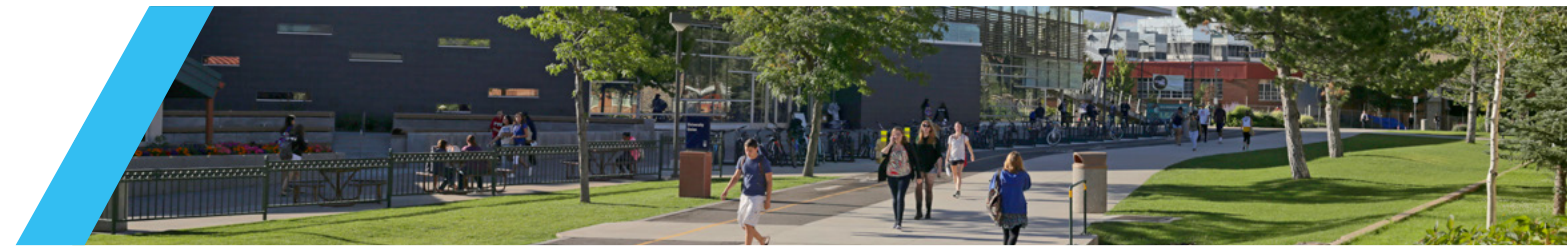
- [The Phoenix Biomedical Campus: Downtown Phoenix](#)

NAU International Campus Location

- [Costa Rica NAU: San Jose Costa Rica, Fidélitas Universidad Campus](#)

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OVERVIEW

The report provides information to the campus community about crime reporting procedures, various policies, crime prevention programs, and campus crime statistics. By October 1 of each year, this report is made available to all current students and employees and, upon request, to any applicant for enrollment or employment. In 2013, the Violence Against Women Reauthorization Act (VAWA) amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking; and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act—known as the Clery Act—is named for Jeanne Clery, a nineteen-year-old Lehigh University student who was raped and killed in her dorm room in 1986. The law was originally enacted in 1990 as the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). The Clery Act requires all postsecondary educational institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The report is prepared by the Director of Clery Compliance, which is housed in the NAU Police Department (NAU PD).

To prepare the Annual Security and Fire Safety Report (ASR), the Director of Clery Compliance accesses various data bases maintained by Student Life, Residence Life and the NAU Police Department. This information, along with data gathered from other CSAs or external law enforcement agencies forms the baseline information used in the ASR.

Campus crime, arrest, and referral statistics include those reported to designated Campus Security Authority (CSA), including police officers, designated staff, and advisers to student organizations, as well as local law enforcement agencies. The three sections of required crime data include Criminal Offenses, Hate Crime Offenses, and Arrests and Recommendations for Disciplinary Actions/Judicial Referrals. Each section is further divided into On-Campus, Non-Campus, and Public Property categories, with each category containing mandated types of crimes. In addition, VAWA guidelines now require crime statistics in the specific offenses of domestic violence, dating violence, and stalking.

This report is available on the NAU police website and in the police department office at 525 E. Pine Knoll Drive, Flagstaff, AZ 86011 or by calling 928-386-2311. Northern Arizona University reports the crimes required by the Clery Act that occurred on or within an institution's Clery Geography that were reported to a CSA.



NORTHERN ARIZONA UNIVERSITY POLICE DEPARTMENT

AUTHORITY AND JURISDICTION

NAU PD has primary jurisdiction for all law enforcement matters occurring on the Flagstaff mountain campus and is authorized to employ 21 police officers. The defined patrol areas for NAU PD include all university properties and the public streets adjacent to or within university boundaries. NAU police officers are duly sworn peace officers, certified by the Arizona Peace Officer Standards and Training Board (AZPOST). Each officer is required to maintain the same skills, training, and qualifications as other police officers in the state, and in many cases receives even more specialized training in order to serve the university community. NAU police officers are authorized to carry firearms and are empowered to enforce state and federal laws (apprehend and arrest) within the limits imposed by the state and federal constitutions and judicial rulings. The department and its members have the duty and authority to provide police and other quality safety services to the mountain campus to include crime prevention activities, responding to calls for service, investigating crimes, arresting violators, and offering educational programs to enhance personal safety.

The NAU Police Department is a nationally accredited professional law enforcement organization providing law enforcement services to the Flagstaff mountain campus 24 hours a day, 365 days a year. The Commission on Accreditation for Law Enforcement Agencies (CALEA) awarded NAU PD its first accreditation award in 1995 at which time the NAU PD was the sixth police department in Arizona and the ninth university police department in the United States to achieve accreditation. In March 2015, CALEA awarded the NAU PD its seventh re-accreditation. The department was re-accredited under CALEA's Gold Standard and was also awarded the "With Excellence" designation.

NAU police dispatchers go through a rigorous training program and are available in the NAU PD dispatch center 24 hours a day to answer calls, provide assistance, and dispatch police, fire, or medical first responders as appropriate. Both the dispatch center and NAU police officers have direct radio communication with the city police and fire departments to facilitate a rapid response in emergency situations.

The NAU PD maintains Interagency Governmental Agreements (IGAs) with many law enforcement agencies in Northern Arizona for the purpose of obtaining maximum efficiency in cooperative law enforcement operations through mutual aid and assistance within each agency's jurisdiction. The current IGAs are:

- with the City of Flagstaff, Flagstaff Police Department, Coconino County Sheriff's Office and the Arizona Department of Public Safety for the purpose of mutual aid, and assistance



either when requested or in any circumstance under Arizona Revised Statute 13-3883;

- with the Flagstaff Police Department for the purpose of operating and maintaining a fully interoperable 800 MHz P25 Digitally Trunked Radio System, Computer Aided Dispatch System, and a Records Management System;
- with the Coconino County Community College District allowing them to operate their public safety communications on the NAU/Flagstaff radio system;
- with the Arizona Department of Public Safety for the purpose of a shared high-site radio facility; with the Flagstaff Police Department, Coconino County Sheriff's Office, Williams Police Department, Yavapai County Sheriff's Office, Maricopa County Sheriff's Office and Chino Valley Police Department for the purpose of maintaining a law enforcement information sharing system (COPLINK); and
- with the Cities of Flagstaff, Williams, Page and Sedona, Coconino County, the Town of Fredonia, the Arizona Department of Public Safety, and Arizona Game and Fish Commission for the purpose of implementing the Arizona Child Abduction Response Team, Coconino Regional Team (CART) to create a pool of specialized investigators available to focus dedicated and intensive investigative, preventative, and general law enforcement efforts primarily with regard to cases involving abducted children.
- with the Flagstaff Police Department, Coconino County Sheriff's Office; Arizona Department of Public Safety and all federal and local law enforcement partners in Coconino County as members of the Northern Arizona Street Crimes Task Force (Metro Narcotics Task Force).

Although NAU does not operate off-campus facilities for student organizations or housing, when a student of the university is involved in an off-campus offense, NAU police officers may assist with the investigation in cooperation with local, state, or federal law enforcement.

Flagstaff PD routinely works and communicates with the NAU PD on any serious incidents occurring in the immediate neighborhood and business areas surrounding the mountain campus. Although the Flagstaff PD has primary jurisdiction in the areas off campus, NAU police officers can and do respond to student-related incidents that occur in close proximity to campus and information regarding off-campus conduct of students will be shared with the Office of Student Life for any action or follow-up as may be required.

For the purposes of Clery geography, the patrol boundaries for NAU police officers are the main campus boundaries. See link for latest map of NAU main campus: [Please view map of NAU with Clery geography boundaries](#)

COMMUNITY POLICING: PARTNERSHIP IN PROBLEM SOLVING

NAU PD is deeply committed to the philosophy of community policing. Community policing consists of two core components: problem-solving and community partnerships. Within the problem-solving process, the NAU PD works closely with the community to clearly identify the underlying causes of crime or other issues that negatively affect the community's safety, security or quality of life. The police department then actively partners with the community to find and implement agreed upon solutions. Community policing is a philosophy practiced by all department employees. Community policing allows the NAU PD to focus resources where they are needed most. It empowers all police department employees by encouraging creative problem-solving, and it results in effective, long lasting solutions.

NAU PD understands we cannot deal with crime problems by ourselves. A truly safe campus can be realized only through the cooperation and collaboration of the entire community. It must be a team effort! One example of this team effort is the Residence Hall Watch Program. This program provides each resident facility with an opportunity to work with a liaison officer to collectively identify and resolve quality-of-life issues that are important to them.

STUDENT EMPLOYMENT

The NAU PD employs approximately 25 students during the academic year to assist with a variety of functions within the department, generally as either Student Traffic Controllers (STCs) or University Safety Aides (USAs). The STCs direct traffic during peak traffic periods to minimize traffic congestion on campus and allow shuttle buses to move students around campus in a timely fashion between classes. USAs work directly with police officers and patrol the campus on foot at night. They also provide safety escort services, inspect buildings for unsecured doors and windows, and check the emergency phone network on a regular basis.

After serving as a USA or STC, a student is eligible to test for Police Aide. In addition to conducting the duties of a USA, Police Aides investigate minor non-felony crimes, investigate private property traffic accidents, conduct fingerprinting, and assist with property management and vehicle and equipment maintenance. Students also are hired to assist the police department with clerical functions. If you are interested in student employment with the department, please check the employment section of our website for openings or email AskNAUPD@nau.edu.



HOW TO REPORT CRIMINAL OFFENSES

Northern Arizona University encourages accurate and prompt reporting of all crimes to the NAU PD or to the appropriate police agency for crimes occurring off campus. When crime victims elect to, they are strongly encouraged to promptly and accurately report all criminal incidents to the respective agency. Knowledgeable parties are encouraged to report crimes against victims who are incapable of doing so themselves.

Crimes that occur on the Flagstaff mountain campus should be reported to the NAU PD. For emergencies and crimes in progress, dial 911 or 3-3000 from any on-campus phone. Crimes of a non-emergency nature may be reported to the NAU PD by calling 928-523-3611 or 3-3611 from an on-campus land line. Reports may also be made in person at 525 E. Pine Knoll Drive, Building 98A, Flagstaff, Arizona. The NAU PD is open 24 hours a day, 365 days a year.

A victim who does not wish to pursue action within the criminal justice system may still file a report with the NAU PD describing the details of the incident. Without these reports, crime trends and other issues of concern may not be identified. The NAU PD issues emergency notifications and timely warnings for the Flagstaff Mountain Campus and also distributes informational bulletins containing crime prevention tips to help community members make informed decisions about their safety. 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.

Because police reports are public record under state law, the NAU PD cannot hold reports of crime in confidence. The NAU PD does have a mechanism, however, to make reports of suspicious or criminal activity anonymously online through the NAU PD website [Anonymous Report](#). The option is given for the reporting party to provide their name and contact information for follow-up if so desired. Based on the information that is provided in the online report the NAU PD will conduct an investigation. This reporting mechanism is NOT for crimes in progress. The Coconino County Silent Witness program also provides a means to anonymously report crimes, provide information on unsolved crimes, and provide information on wanted fugitives. [Coconino Silent Witness](#) can be contacted at 928-774-6111.

NAU POLICE DEPARTMENT RECORDS REQUESTS

NAU PD Records Department is responsible for collecting, retaining, and disseminating all police records generated by the NAU PD. Included in these records are reports involving crimes, arrests, accidents, warrants, and traffic contacts. More information on how to obtain a copy of a police report, including associated forms and fees, can be obtained from the [NAU Police Department website](#) by calling Records at 928-523-8884, or by visiting the NAU PD at 525 E. Pine Knoll Drive, Flagstaff, Arizona.



CAMPUS SECURITY AUTHORITIES

Northern Arizona University recognizes that although the university would like all criminal incidents to be reported to the NAU PD, victims and witnesses 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, a crime is “reported” when it is brought to the attention of a campus security authority, the University’s police department, or local law enforcement personnel by a victim, witness, or other third party or even the offender. When a CSA receives information about a Clery reportable crime, the CSA should document the incident and submit a crime statistic report form to the NAU PD.

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 in completing and submitting the crime statistic report form. These reports may be done on a voluntary (by the victim) and confidential basis. The reports enable any on-going threats to the community to be assessed and for the incidents to be included in the reported crimes for the University. CSAs may complete the [CSA Form](#) through the NAU PD website.

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 to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

DAILY CRIME LOG

NAU PD maintains and makes available for public review a daily crime log. The purpose of the daily crime log is to record criminal and alleged criminal incidents that are reported to the NAU PD. The crime log contains the date the crime was reported, case number if known, the date and time it occurred, the nature and general location of the crime, and the disposition. Entries are to be recorded within two business days of the reporting to the police. Information may be withheld if it would jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. Additions or updates to entries occurring within 60 days of the original entry are to be made to the log. The NAU PD daily crime log may be viewed on the NAU PD web site at nau.edu/police or in person by visiting the NAU PD on the Flagstaff mountain campus.



TIMELY WARNINGS

NAU PD will issue a timely warning for any Clery Act crime that occurs within the NAU jurisdiction that is reported and is considered to represent a serious or continuing threat to the campus community. Timely warnings may also be issued for a non-Clery crime. The decision to issue a timely warning is made on a case-by-case basis in light of all the facts surrounding the crime including, but not limited to, the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

The incident commander alone or in consultation with the Chief of Police or designee (and may include the NAU Communications Office, depending on the type of incident) review the circumstances and information surrounding the criminal incident. Timely warnings are usually distributed for the following Clery reportable crimes: murder, robbery, and arson. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the NAU PD. Warnings are distributed via the NAU PD webpage and by sending information to building managers, Student Life and/or Residence Life staff.



MISSING STUDENTS

It is the policy of Northern Arizona University to investigate any report of a missing resident student (an enrolled student who lives in on-campus housing). If a member of the university community or any other person has reason to believe that a student who resides on-campus has been missing from campus for 24 hours, they should immediately notify the NAU PD at 928-523-3611 or in person at 525 E. Pine Knoll Drive, Building 98A, Flagstaff, Arizona. The NAU PD will initiate a missing person report and investigate in collaboration with the Office of Student Life and Office of Residence Life and/or affiliates such as American Campus Communities.

As students apply for campus housing, each resident is requested as part of their application to identify a contact person or persons whom the institution will notify within 24 hours of the NAU PD determining that the student is missing. This contact information is confidential and accessible only to authorized campus officials who will not disclose it except to law enforcement personnel in furtherance of a missing person investigation. For any non-emancipated student under the age of 18, the institution is also required to notify a custodial parent or guardian within 24 hours of the NAU PD determining that the student is missing.

After investigating a missing person report, should the NAU PD determine that the student can be designated a missing person, the Office of Student Life (i.e. The Dean of Students or their designee) will contact the student's designated emergency contact number no later than 24 hours after the student is determined to be missing, and (when the student is under 18 years of age and not emancipated) will contact the student's custodial parent or guardian.

SECURITY AND ACCESS TO CAMPUS FACILITIES

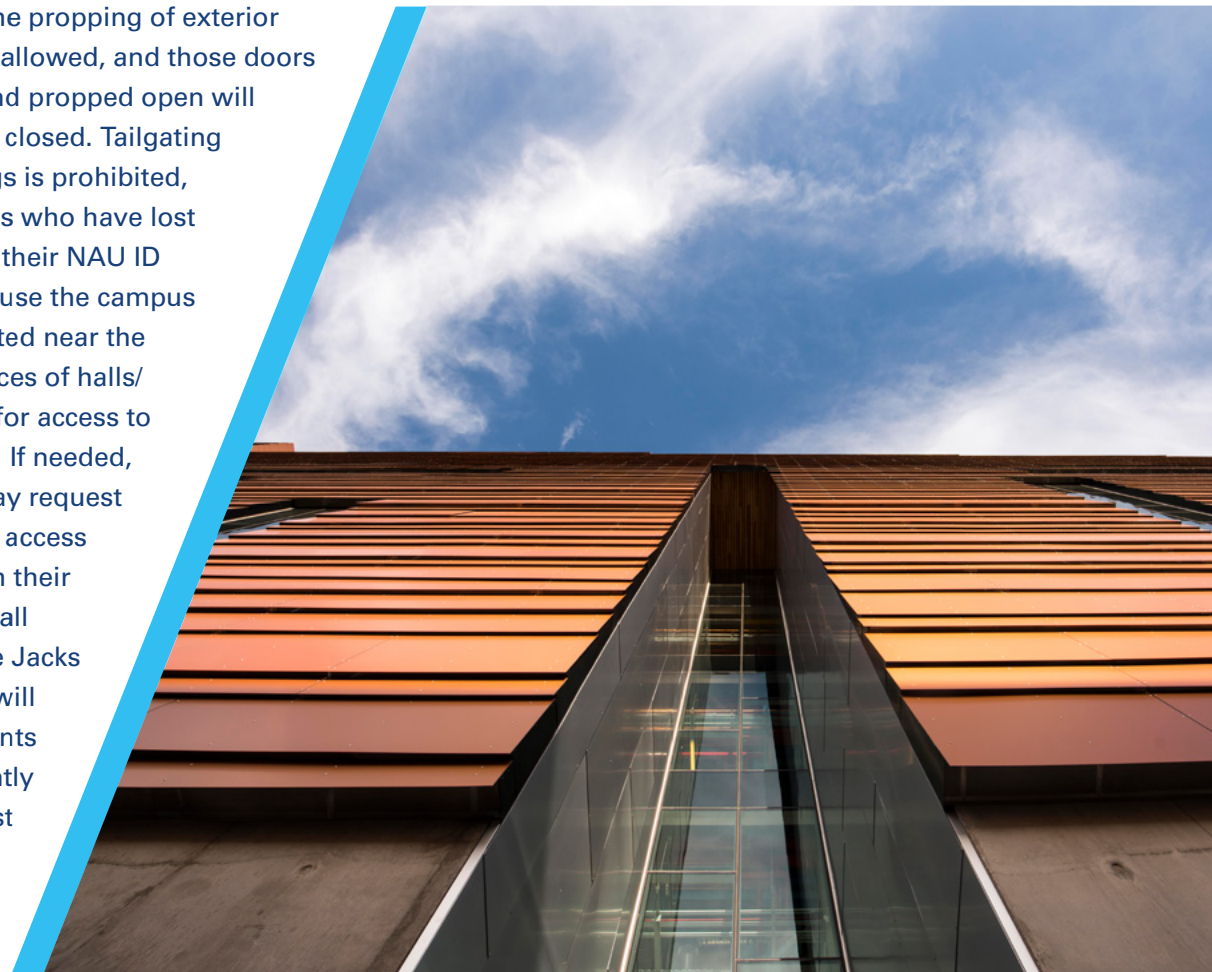
All NAU residence halls are equipped with access control and surveillance security systems. All residential facilities with common entrances are locked 24 hours a day. Residents are issued electronic access cards as well as individual room keys. Residents are encouraged to keep their dorm rooms locked at all times to prevent burglary, theft, or unwanted visitors.

Entry to residence halls is restricted to currently contracted residents assigned to rooms or apartments within the facility, authorized faculty or staff acting within the scope of their role and the immediate performance of their duties, and the escorted guests of authorized residents. The propping of exterior

doors is not allowed, and those doors that are found propped open will be promptly closed. Tailgating into buildings is prohibited, and residents who have lost or forgotten their NAU ID card should use the campus phones located near the main entrances of halls/apartments for access to the building. If needed, residents may request a temporary access card through their Residence Hall Director. The Jacks Card Office will assist residents in permanently replacing lost ID cards. During non-business hours,

residence hall staff members are on call and during holiday breaks, residence halls are checked by police department personnel to help ensure that buildings are secure.

Academic and administrative buildings are secured by building managers or custodial staff each evening. Students, faculty, and/or staff requiring entry after hours must make prior arrangements with the appropriate building manager. All persons located in buildings after hours must be prepared to present valid NAU identification as well as proof of authority to access the requested area.



SAFETY ASSESSMENT AND FACILITY MAINTENANCE

Northern Arizona University strives to maintain a safe campus through the cooperative efforts of departments, employees, and students. Annually, the NAU Office of Emergency Management, the Health Promotion Office, NAU PD coordinate a campus lighting and safety walk to identify and resolve potential environmental safety issues. A broad array of students and employees assist with the lighting and safety walk, during which inadequate lighting, physical obstructions, and other potential safety hazards related to maintenance are identified so that solutions can be determined and implemented.

NAU PD is a member of Facility Services' plan review team during the design of new buildings on campus in order to incorporate the principles of Crime Prevention Through Environmental Design (CPTED). NAU PD also meets on an ad hoc basis with members of various departments to discuss safety and security concerns as they are identified on campus to help develop and implement solutions to address those concerns.

The university maintains on-call maintenance staff 24/7 to address any emergency



maintenance needs that may arise. Residents of campus housing facilities have access to the 24/7 service. In NAU managed facilities, FIXED is responsible for residence hall maintenance. In emergency situations (burst pipes, broken windows or doors, electrical hazards, etc.), FIXED will respond immediately, assess the problem, arrange for any specialized trades to respond if necessary, and conduct repairs. FIXED can be contacted through a Resident Assistant or by dialing 928-523-4227. Facility emergencies at The Suites can be reported by calling 928-523-8622, and facility emergencies occurring at Hilltop Townhomes can be reported by calling 928-523-1680.

WEAPONS POLICY

Use, possession, display, or storage of any weapon, explosive device, or fireworks is prohibited on all land and in all buildings owned, leased, or under the control of Northern Arizona University or its affiliated or related entities, in all NAU residential facilities (whether managed by NAU or another entity), in all NAU vehicles, and at all NAU or NAU affiliate-sponsored events and activities except as provided for in ARS 12-781.

NAU students, employees, and affiliates are required to report violations and suspected violations of this policy to NAU PD immediately by calling 928-523-3611. In the event of an immediate threat to life or property, call 911 or 928-523-3000.

In addition to any sanctions available under applicable law, violations of this policy by NAU students are subject to sanctions under the ABOR and NAU Student Code of Conduct, violations of this policy by NAU employees are subject to sanctions under ABOR and NAU policies governing employee conduct, and violations of this policy by persons not students, employees, or affiliated with NAU are subject to removal/trespass of that person from NAU property and arrest in accordance with applicable laws and/or policies. The complete policy and its limited exceptions can be found on-line at nau.edu/police.



NAU ALCOHOL, ILLEGAL DRUG, AND SUBSTANCE ABUSE POLICIES

DRUG FREE SCHOOLS AND CAMPUSES

Northern Arizona University is committed to providing a healthy educational environment, consistent with university policies and free from unlawful acts. In addition, NAU must certify compliance with:

- [The Drug-Free Workplace Act](#)
- [Drug-Free Schools and Communities Act Amendments of 1989:](#)
- [Drug and Alcohol Abuse Prevention Regulations:](#)

The health and safety of students and employees is important to NAU. Not only can the misuse 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 misuse is sought in several ways at NAU, to include encouraging the healthy use of leisure time through recreation and other activities. Flagstaff mountain campus students have use of, and are encouraged to utilize the Campus Recreation Center and Aquatic and Tennis Complex. Additionally, a variety of workshops on topics such as healthy eating and stress management are offered through Health Promotion. Wellness programs and workshops are regularly offered for employees through the Employee Assistance and Wellness Office and include similar topics.



Information regarding 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

The Northern Arizona University Student Code of Conduct states that the following conduct is not acceptable on campus: Violation of the board or university rules or applicable laws 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 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 “the possession, use, sale, manufacture/ cultivation or provision of any type 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.”

NAU employee 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. It is also the expectation of the university that students attend class and other educational activities in a condition in which they can perform their educational tasks and participate effectively with other members of the university community. 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.

Violations of university policies regarding alcohol and other drug use will be subject to legal sanctions and/or university disciplinary action.

The following NAU Personnel Policies are applicable to Academic Professionals, Administrators, Classified Staff, Faculty, and Service Professionals:

NAU Personnel Policy, 5.05, [Alcohol/Drug Policy](#) for details of prohibitive behavior related to alcohol and/or drugs.

NAU Personnel Policy, 5.06, [Commercial Driver’s License, Drug/Alcohol Testing](#)

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. 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 Policies for Students Regarding Alcohol and Drugs](#)

Arizona Criminal Offenses and Associated Penalties Involving Illegal Drugs

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) at: azleg.state.az.us/ArizonaRevisedStatutes.asp.

The definitions associated with the ARS drug statutes can be found in [ARS 13-3401](#) and in [ARS 13-3451](#). Each drug offense listed in Chapters 34 and 34.1 of ARS lists the corresponding penalty for the offense.

Federal Offenses and Penalties - Information regarding federal offenses and penalties can be found on the [Drug Enforcement Administration’s web page](#).

Medical Marijuana

Northern Arizona University prohibits 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.

Medical Marijuana

Drug Abuse Alcohol Abuse and Prevention Programs

Alcohol and Drug Abuse Prevention/Intervention Programs

Legal Sanctions/Disciplinary Action Associated with Alcohol and Drug Use

Health Risks Associated with Alcohol and Drugs

Those seeking help with addictions or abuse for either drug or alcohol issues may utilize one or all of the following resources: Campus Health Medical Services, Health and Learning Center, Northern Arizona University, 824 S San Francisco St, Flagstaff, AZ 86001. Off-campus: Guidance Center-Flagstaff, AA, and Al-Anon Flagstaff.



EMERGENCY NOTIFICATION, RESPONSE, AND EVACUATION PROCEDURES

EMERGENCY NOTIFICATIONS

All emergencies should be reported to the NAU PD by dialing 911 or 3-3000. Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on the Flagstaff Mountain Campus, NAU will immediately notify the campus community. NAU PD patrol officers normally confirm the emergency by on-site observation, then relay information, via radio to senior leadership for evaluation. NAU has a systemized emergency communication system (the NAU Emergency Alert Notification System), which enables prompt notifications via a variety of methods in situations involving an immediate threat to the health and safety of our community members.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on the Flagstaff Mountain Campus, NAU will immediately notify the campus community. NAU has a systemized emergency communication system (the NAU Emergency Alert Notification System), which enables prompt notifications via a variety of methods in situations involving an immediate threat to the health and safety of our community members. The NAU Emergency Alert Notification System may include, but is not limited to: mobile phone text messages (NAU Alert); use of the Ramtel™ All Campus Alert mass notification system (Blue



Phones); priority emails; NAU website notices, Facebook and Twitter updates; broadcast using NAU PD patrol cars, campus blue phones, and NAU radio and television stations. Examples of when an Emergency Notification may be issued include an active building fire, an armed intruder, or a hazardous waste spill. Should a small segment of the campus be affected, the Emergency Notification may be limited to only a portion of the campus community.

When an emergency occurs on campus, information about the emergency as well as updates will be posted on the university's website at nau.edu. NAU will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the appropriate notification system. Exceptions may be made if, in the professional judgment of responsible authorities, the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Campus and local first responders on the scene of a critical incident or dangerous situation will assist those preparing the Emergency Notification in determining what segment or segments of the campus community should be notified. The initial notification and follow-up reports will be executed by the NAU PD or Office of Communications. All communications to local and regional media will be managed by the Office of Communications; this will ensure NAU sends consistent information to those off-campus. The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information. These steps then set into motion the following actions:

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

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

- University Police Chief or designee
- Director of Emergency Management
- Director of NAU Communications

Other departments on campus may be in a position to confirm certain types of emergencies, such as pandemic flu outbreak, etc.

Nau Alert

NAU Alert is used by the Northern Arizona University to send text messages to registered mobile phones in case of an emergency or a weather-related closure. Those with a NAU Louie account can register their phone and add up to two additional phone numbers so that a friend or family member is notified of an emergency affecting campus. NAU Alert only sends the

emergency or other urgent text message to those registered, and the system is not used to distribute advertising or other unsolicited content. To register for NAU Alert, please visit nau.edu/naualert. Students, faculty, and staff are encouraged to visit the site annually to confirm continued registration or update phone numbers.



Emergency Preparedness

Information on what to do in a variety of emergency situations can be found on the university's Emergency Information website: nau.edu/ready. This website provides guidance on a variety of scenarios, as well as access to a number of other resources, plans, and procedures relative to the university's emergency preparedness. Northern Arizona University conducts a variety of emergency response drills and exercises each year, such as tests of the emergency notification system, responder drills, and table top exercises. The activities are designed to assess and evaluate the emergency response

plans and capabilities of the university and may or may not be announced. NAU will, however, notify the university community of its emergency notification, response, and evacuation procedures in conjunction with at least one drill or exercise each calendar year. Documentation of all drills are maintained in the Office of Emergency Management. Additionally, the NAU Emergency Alert Notification System will be tested on at least an annual basis with advance notification of system testing being made.

Emergency Evacuation

Emergency plans and drills are necessary for all facilities to help ensure a safe, effective, and efficient evacuation. All residential facilities are required to have emergency plans. Fire drills are conducted quarterly on each residential facility, with one of the drills being an unannounced, no-notice fire drill. Each staff member working and/or residing in residential halls must be aware of the emergency plans, how to execute an evacuation, and proper notification procedures for prompt emergency response. The plan includes floor plans indicating exit locations, telephone numbers for emergency contact of occupants and responders, all egress notification procedures, evacuation procedures, and assembly area for accountability. If a fire or smoke detector alarm sounds, immediately vacate the building via the nearest stairwell and proceed at least 100 feet outside the building until a university official or Fire Safety Officer allows you to reenter. Full cooperation in any evacuation is required for the safety of all involved. In the event a full or partial evacuation of campus is required, the university does have a campus-wide evacuation plan that describes the organization, assigns responsibilities, and specifies actions required to conduct the evacuation in a safe and orderly fashion.

Shelter in Place/Deny Entry

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 conditioners, heaters, and fans; close vents to ventilations systems; make yourself comfortable. If able, check nau.edu or call the NAU NOW line at 928-523-0007 for updates. 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 "deny entry". Should the need ever arise, unless instructed otherwise; hide from view,

CAMPUS SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

CRIME PREVENTION PROGRAMS

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. For information and training on active shooter, emergency procedures, and strategies to enhance safety and security, contact the NAU PD at 928-523-3611 or askNAUPD@nau.edu.

Campus Emergency Phones

There are over one hundred sixty (160) emergency phones installed throughout campus and at the entrances of each residence hall. Due to capital improvements, the number of blue light emergency phones will fluctuate as construction projects commence and conclude during the year. All blue light emergency phones are routinely tested throughout the year by University Safety Aides (USAs) and repaired by Information Technology Services and Facilities Services. Emergency phones are identified by the black, blue, or brown phone stand with the word "emergency" printed on the side or a yellow box with a University Police Department seal on the door. There is also a blue light mounted above each phone to make it easily identifiable at night. Pushing the round emergency button is just like calling 9-1-1. To activate the phone, push the round emergency button inside the box or on the interface panel and you will be connected with the NAU PD Dispatch Center. Police officers will respond immediately to all calls received on the emergency phones.

This system also includes emergency phones in all campus elevators, as well as Area of Refuge phones in select building stairwells. Elevator phones and buttons come in various forms, are labeled "emergency" and ring directly into the NAU PD Dispatch Center. If you accidentally bump an emergency elevator button please let the dispatcher know that it was an accident and that a police officer is not needed to respond. If you have an emergency or the elevator is stuck, let the dispatcher know which elevator you are in, as this will speed assistance in reaching you. Area of Refuge phones also ring directly to dispatch and summons an NAU police officer response. An Area of Refuge is a location in a building designed to hold occupants during a fire or other emergency when evacuation

may not be safe or possible for a variety of reasons. Occupants can wait there until rescued or met by first responders. It is important to note that neither the elevator nor Area of Refuge phones have a blue light.



NAU PD has a strong commitment to community-based policing and provides a variety of educational programming to the university community. They work in conjunction with other departments to address any safety or security concerns utilizing the principals of Crime Prevention Through Environmental Design (CPTED). NAU PD also has a Residence Hall Watch program, with each NAU residence hall assigned a liaison police officer. Patterned after the nationally recognized Neighborhood Watch program, the Residence Hall Watch program is designed to involve hall residents and staff in crime prevention activities, encourage crime reporting and problem-solving, and reduce the fear of being victimized. This is one of the police department's many on-going community-oriented efforts to prevent and control crime on campus.

NAU PD and NAU Office of Emergency Management offer a variety of primary crime prevention programs to inform students and employees about campus security procedures and practices. These programs encourage students and employees to be responsible for their own safety and security and the safety and security of others (increase awareness to personal threats and be aware of one's surroundings). Numerous programs are presented on the prevention of crime and several educational campaigns about sexual violence prevention and alcohol awareness are done in conjunction with other departments on campus (part of an overall risk-reduction strategy). During **2016**, NAU PD presented over **70** programs to community members on security and crime prevention topics.

Each summer and fall, NAU police officers attend new student orientations where they give presentations on general safety to include ways to enhance personal safety and residence hall security. Students and parents are told about crime on and around campus and resources such as the university's Safe-Ride and Safe-Walk programs. Additionally, handouts on safety and security tips, property inventory sheets, local resources, and Safe-Walk cards are distributed at the orientations. A variety of crime prevention awareness sessions are hosted periodically throughout the year on topics to include every day safety, bicycle safety, gender violence, drugs and alcohol awareness, and ways to improve residence hall and workplace security. These presentations are held in the



residence halls, within specific employee offices, and with faculty and staff member groups.

Sexual Assault and/or Domestic Violence Awareness: A powerful presentation packed with information for the survivor, the friend, and perhaps the perpetrator. Participants learn about what constitutes a sexual assault or domestic/dating violence and stalking issues. Information is given on the role of alcohol in these attacks, as well as statistics on cases and studies. Personal safety strategies are emphasized throughout the presentation.

Personal Safety/Theft Prevention: Provides insight into enhancing personal safety and securing personal property. Topics include safety strategies for the individual about campus, bicycle theft prevention and vehicle security, as well as a discussion about residence hall or work environment security, depending on the audience. Resource information and handouts are provided.

The NAU Office of Emergency Management: Partners with the NAU Police Department on three very important and dynamic trainings to prepare university community members for critical incident response. The programs are offered on an on-going basis throughout the year. All students, faculty and staff are encouraged to attend the following three trainings:

Emergency Procedures Poster Presentation: A fast-paced presentation covers all items listed on the campus-wide Emergency Procedures Poster. Active shooter threats are covered with participants along with mitigation and response strategies. This talk also covers the roles and responsibilities when a faculty, staff, or student sees, smells, or is otherwise confronted with a fire on campus. Other emergency information including weather warnings, sources of official communications, and individual security and safety are discussed. This presentation is designed to address emergency procedures that could be used by students, faculty, and staff during on or off-campus emergencies.

Active Shooter: This presentation covers in-depth the preparedness and response to an active shooter situation. A wide-range of active shooter topics are discussed; from historic case reviews, to preparedness steps, to response options. This presentation uses a wide range of real-world examples to reinforce the individual security and safety message in a dynamic situation. This presentation is designed to address emergency procedures that could be used by students, faculty, and staff, for both on and off campus emergencies. Everyone is encouraged to take an active role in the detection, reporting and prevention of violence.

Preventing Violence on Campus/Preventing Workplace Violence: This presentation provides insight into early recognition, identification, and prevention of workplace violence situations. This program helps students and employees identify those who may be exhibiting Behaviors of Concern along with the best strategies for early intervention. On campus and off campus resources that are available are discussed, as well as reporting resources.

If you are interested in organizing a program or presentation offered by the NAU PD or Office of Emergency Management, please contact the NAU PD at (928) 523-3611, the NAU Office of Emergency Management at (928) 523- 6249, or email your request to askNAUPD@nau.edu.

The Office of Employee Assistance and Wellness (EAW) provides critical incident response services, counseling, and consultation to the NAU faculty and staff community for a wide range of personal and professional issues and situations, including safety and security. The EAW office provides support and consultation for supervisors and administrators related to campus safety and security issues that arise. The EAW office also offers the following types of programs related to safety and security. Some curricula for these programs include collaboration with other departments.

- Violence Prevention in the Workplace
- Conflict Management in the Workplace

Campus employees who serve alcohol also receive training in intervention skills to reduce customer intoxication. **TIPS® (Training for Intervention Procedure S)** is the global leader in education and training for the responsible service, sale, and consumption of alcohol. **Proven effective by third-party studies**, TIPS is a skills-based training program that is designed to prevent intoxication, underage drinking, and drunk driving.

Safe-Ride

The Safe-Ride program is a free transportation system provided by NAU Parking and Shuttle Services. Safe-Ride runs Thursday through Saturday nights from 9:00 pm to 2:00 am with service to downtown Flagstaff for pick up and drop off locations please contact [Shuttle Services](#) at 928-523-6623.

Safe Walk Program

The NAU PD offers a campus safety service to ensure the safety of NAU students, faculty, and staff. University Safety Aides (USAs), who are full-time NAU students employed by the police department, accompany those who call for the service and augment police officers here on campus. While the USAs do not perform the same duties as police officers, they work in teams of two or three and patrol the Flagstaff mountain campus. USAs serve as extra eyes and ears for the NAU PD and are identified by their "Safety Aide" hats, gray shirts, and black jackets. They can be found on foot, on bicycles, or in unmarked vehicles. Two-way radios keep them in contact with a police dispatcher and NAU police officers on

patrol. USAs are responsible for reporting suspicious activity and hazardous conditions, checking buildings for door and window violations, and assisting NAU police officers in non-enforcement activities such as traffic control. One of their more important duties, however, is to provide safety escorts within the university campus. When USAs are not available, the safety escorts are performed by NAU police officers. Please call 928-523-3611, and the NAU PD dispatcher will arrange for a safety escort.

Be Smart and Stay Safe!

Although the NAU campus is a safe place, there are certain precautions you can take to help minimize your chances of becoming a victim. The majority of crimes committed on campus are those of opportunity. Follow these safety tips:

- Call the NAU PD for a safety escort on campus.
- Be aware of your surroundings and walk with a purpose; remove headphones and avoid texting and other distractions.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Trust your instincts! If you feel uneasy about any situation, assert yourself and do something about it.
- Lock your dormitory door and windows; even when you leave for the restroom, while showering, and when sleeping; know the people you allow in your room and in your building.
- Always check the interior of your car before entering.
- Keep your vehicle locked at all times. Do not leave personal belongings or valuables in your vehicle.
- Register your bicycle with NAU Parking Services.
- Keep your bicycle secured with a high quality U-shaped lock.
- Keep a record of the serial number of valuable property.
- Do not leave your backpack, wallet, purse, books, or laptops unattended even for a minute.
- Report the theft or loss of credit cards, debit cards, checks, driver's licenses, social security cards, etc. to the police.
- Cancel stolen or lost credit and charge cards immediately! Request new cards with new account numbers.
- Use secure web sites.

For more safety tips, contact the NAU PD at 928-523-3611 or visit our web site at nau.edu/police.

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 Policy \(SWALE\)](#)

NAU Student Code of Conduct:

[Student Code of Conduct](#)

[Student Disciplinary Procedures](#)

[Interim Student Sexual or Gender-Based Harassment and Sexual Misconduct Policy and Procedures](#)

Campus Security Awareness Programs

Programs to prevent sexual assault, domestic violence, dating violence, and stalking are a result of the collaborative work of many departments across campus.

The university's programs and campaigns:

- Identify domestic violence, dating violence, sexual assault and stalking as prohibited offenses by the university: Statement on Page 28
- 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 (found in Clery crime definitions section);
- 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
- Provide an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Some of the departments that are involved in these efforts include Housing and Residence Life, Fraternity and Sorority Life, NAU PD, Health Promotion, Human Resources, and the Equity and Access Office. Additionally, the Sexual Assault and Relationship Violence (SARV) Task Force works to coordinate and evaluate these collective efforts in order to ensure adherence to best practices and efficacy of service delivery. An overview of the university's primary and awareness programs and campaigns are shown below:

My Student Body: All incoming freshmen since 2014 were required 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.

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 through the [NAU Police Department website](#). These videos are also used in conjunction with guided discussion sessions or as a supplement to community presentations on enhancing personal safety and security.

Can I Kiss You? Freshmen students were targeted with an in person education program called "Can I Kiss You" which highlights the need to communicate verbally about consent for sexual activity. This program also addresses the important role of alcohol in most college sexual assaults including information about one's inability to give consent for sexual activity while under the influence of alcohol or drugs. This is an annual event that is co-sponsored by Housing and Residence Life and Health Promotion.

Bystander Training: NAU Health Promotion has developed a two-hour bystander intervention training course based entirely on the evidence based program called Step Up! This training empowers students to identify potentially dangerous situations and red flags for sexual assault while providing them the opportunity to role play both indirect and direct intervention strategies for intervening in a variety of situations from sexual assault to discrimination to sexism and alcohol poisoning. This training also provides information about the various reporting methods available on campus and highlights resources for survivors of sexual assault within the campus community. This included specific student groups and organizations such as Fraternities, Sororities, ASNAU and Athletics. There are also now online versions of this training for students and student employees.

Relationship Workshops: Healthy relationship workshops are offered by request through the Health Promotion Office. 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.

In Hall Workshops and Educational Activities: Over 200 active programs occurred in the residence halls focused on sexual assault prevention, sexual assault intervention, and healthy relationships. These programs include in-person workshops, experiential activities, and often feature expert presenters from across campus. In-hall programs included 50 passive programs about sexual assault or healthy relationships. These efforts reached on campus residents in the form of bulletin boards, fliers and newsletters.

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. New in 2016 information cards about the legal definition of consent were distributed to all new students during orientation.

Safe Zone Training: Safe Zone training was offered throughout the year through the Office of LGBTQA Resources and Support. This training was incorporated into training for Resident Assistants and is also available upon request from other interested groups.

Safety Walk: The annual Campus Lighting and Safety walk is held every school year and involves a thorough assessment of the emergency blue light system as well as lighting and other safety concerns throughout campus.

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. It is a required event for all Academic Transition Programs students enrolled in NAU 100 and NAU 120A.

Media Campaigns: How We Dress Does Not Mean Yes campaign is part of sexual assault awareness month (April). Students were encouraged to wear black all day to help raise awareness of sexual assault and to help correct rape myths. Additionally, a bystander media campaign was launched around Sexual Awareness Month.

Environmental Strategies: Various environmental strategies were also implemented in efforts to reduce high-risk alcohol consumption as it relates to sexual assault. Flannels and Flapjacks was an event specific prevention program involving an alcohol free alternative on the morning of NAU's Homecoming. The event was sponsored by Fraternity and Sorority Life and had wide participation.

New Employee Orientation: New employees are required to complete an in-person or on-line New Employee Orientation within their first thirty days of work. During the training, new employees receive an orientation handout which includes links to information regarding the A.R.S. definitions of consent, sexual assault, domestic violence and stalking, as well as the link to the Faculty and Staff Resources on Sexual Assault/Violence.

Preventing Workplace Harassment: All employees are required to take the online training entitled "Preventing Workplace Harassment" within their first thirty days of work. The training includes information on gender discrimination and harassment. It also educates employees on the Safe Working and Learning Environment Policy, including provisions addressing gender discrimination, 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. A Title IX brochure has been created and distributed to impacted individuals, new faculty and graduate teaching assistants. Information on dating and domestic violence is also available on the Health Promotion Webpage and "Jacks Cares" information cards.

Training for University Who Work in Areas Related to Gender Violence: University employees who work in areas related to Gender violence received training from organizations including: NACUA (National Association of College and University Attorneys) and ASCA (Association of Student Conduct Administrators), ATIXA (Association of Title IX Coordinators), National Clergy Center, and Delores A. Stafford Association (among others).



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

Sexual Assault Awareness Month: A variety of events were offered throughout the month of April to raise awareness of the issue of sexual assault. Events were coordinated through the Sexual Assault and Relationship Violence Task Force. **New for 2016:** Survivor Speak Out: This event provided a safe space for survivors of sexual assault to share their stories.

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.

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.

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

Talk to a campus official in a non-emergency situation

More information on Bystander options may be found at

nau.edu/Health-Services/Health-Promotions/Violence-Prevention/Sexual-Assault/Get-Involved

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.

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](#)):

- **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.
- **Try to keep a charger for your cell phone with you in a bag or your car, just in case.**

- **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:

[Health Promotion Webpage](#)

[NAU Police Safety Webpage](#)

[Sexual Assault Information from RAINN](#)

[NAU Information and reporting](#)

[Circle of 6 Free App](#)

[One Love Healthy Relationship App](#)

Procedures to Follow if an Incident Occurs

First and Foremost: Get to Safety and Seek Medical Attention

If you are in Flagstaff and have serious physical injury, go immediately to the [Flagstaff Medical Center](#) to be examined. Nurses and doctors are required to notify police of a

After an incident of sexual assault and/or 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 911. 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.

material injury resulting from an illegal act; however, you are not required to talk with the police unless you choose to. The responding officer will ask that an advocate from Victim/Witness Services respond to talk to you about options and what to expect. Unless there is a reason for you to remain at the hospital, the victim advocate will escort you to [Northern Arizona Center Against Sexual Assault \(NACASA\)](#) where medical forensic examinations are conducted by Sexual Assault Nurse Examiner (SANE). 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 will be sent to the crime lab. The exam is voluntary and takes place in a quiet and confidential room. The exam can take several hours but can be stopped at any time if it gets to be too much. While at NACASA, the SANE nurse will offer you a urine pregnancy test, morning after pill, and sexually transmitted infection (STI) preventative medication and a referral for full STI testing. 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 a forensic exam. NACASA partners with advocacy agencies to provide information regarding options, crisis intervention and support.

- If there is no serious physical injury you may contact NACASA directly for their services without going through a medical provider or law enforcement. The same services described above will be offered regardless of how you make arrangements to access NACASA. NACASA is available 24 hours a day through their crisis line at 928-527-1900 or 877-634-2723.

- If you do not feel you need to seek assistance at Flagstaff Medical Center you may also seek services from [Campus Health Services](#) or another medical provider as soon as possible for consultation, examination, and/or treatment. Arizona reporting laws as described above also apply to Campus Health Services. If you choose not to report, the opportunity for medical examination, testing for sexually transmitted infections (including HIV), and pregnancy testing and/or Plan B as indicated will be available.



If an incident of sexual misconduct/sexual violence occurs, the following options and resources are available to you at NAU.

REPORT THE INCIDENT

[NAU Police Department](#)

[Office of Student Life](#)

[NAU Equity and Access Office/
Title IX Coordinator](#)

[Anonymous Report—NAU Police](#)

[Anonymous Report—Student Life](#)

GET CONFIDENTIAL SUPPORT

[Campus Health—
Counseling Services](#)

[Campus Medical Services](#)

[Employee Assistance and
Wellness \(EAW\)](#)

[Victim Witness Campus Advocate](#)

GET IMMEDIATE HELP

[Call Police or 911](#)

[Northern Arizona Center Against
Sexual Assault \(NACASA\)](#)

[Victim Witness Services of
Coconino County](#)

[Flagstaff Medical Center](#)

[Off Campus in City of Flagstaff](#)

[Off Campus in Coconino County](#)

UNSURE OF WHAT TO DO?

[NAU Equity and Access Office/
Title IX Coordinator](#)

[Victim Witness Campus Advocate](#)

[Campus Health—
Counseling Services](#)

[Title IX at NAU](#)

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.

Confidential Reporting, Resources and Support

Victims of domestic violence, dating violence, sexual assault, or stalking who wish to report the incident to the university have options regarding law enforcement and campus authorities. Those who wish to seek guidance in a confidential setting are encouraged to contact either NACASA or Counseling Services. NACASA has a 24-hour crisis line (928-527-1900 or 1-877-634-2723) and 24-hour contact with on-call counselors is available through Counseling Services (928-523-2261). The university has entered a Memorandum of Understanding with Victim/Witness Services for Coconino County to house a Victim Advocate in the Health and Learning Center (room 1513) 928-523-2225.



The university has procedures in place that serve to be sensitive to those who report (students or employees), including providing written notice 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. Additional

remedies to prevent contact between a complainant and an accused party, including housing, academic, transportation and work place accommodations, will be provided if reasonably available. The university will make such accommodations regardless of whether the victim chooses to report the crime to the NAU PD or local law enforcement and regardless of whether the offense is alleged to have occurred on 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 (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. Victims do not have to make an official report to obtain access to services/resources.

Individuals who wish to report to the university have the following options:

Other Reporting Options—Non-Confidential

- **Criminal Complaint:** Victims may pursue criminal charges by calling or visiting the NAU PD. If the incident occurred in another jurisdiction, the NAU PD will assist in contacting the correct law enforcement agency. 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.
- **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 Student Life at 928-523-5181 or by visiting their office at University Union, Building # 30, Room 104, P.O. 6015, Flagstaff, AZ
- **Standards of Residence:** Students may make a report directly to their Residence Hall Director or Resident Assistant or to other Residence Life staff by calling 928- 523-3978. Information on Standards of Residence can be found at nau.edu/Residence-Life/Life-on-Campus/Policies-and-Expectations/Standards-of-Residence/.
- **Title IX Coordinator:** 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, Building # 10, Room 113, PO Box 4083, Flagstaff, AZ.
- **Bias Education and Support:** At Northern Arizona University, 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 NAU community values the freedom of expression rights guaranteed to all individuals in the First Amendment. Not all bias-related speech or even hateful speech is a violation of law or NAU policy and subject to discipline. The university nevertheless has the right to respond to such speech in a way which promotes the mission and values of the university, a safe working and learning environment, and a climate of respect, access and inclusion.

We consider acts of bias, discrimination, hate, and harassment, as contrary to our institutional values, and unacceptable to our community.

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 on Bias incident examples and on-line reporting options, please visit: [Bias-Response-Protocol](#)

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. In addition, students can make a non-anonymous official complaint via this form. The form can be found at nau-advocate.symplicity.com/public_report/

Court Orders

Northern Arizona University complies with Arizona law in recognizing a valid protection order that is related to sexual assault, dating violence, stalking, 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 the NAU PD and the Office of the Title IX Coordinator or the Office of Student Life 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 Coconino County or watch a video on the order of protection process in Coconino County at coconino.az.gov/index.aspx?NID=874. **Orders of Protection and Injunctions against Harassment** may be obtained at:

- [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

No Contact Orders, Access Restrictions and Other University Responses

A No Contact Order or Denial of Access may be requested from Student Life or Housing and Residence Life. Students may also work with Student Life and/or Housing and Residence Life to receive interim and or permanent remedies including; assistance with changing academic, living arrangements, transportation, and working situations, if requested and reasonably available.

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. Students may edit their [FERPA Privacy Settings](#) in their LOUIE Student Service.

Considerations in Reporting to Law Enforcement

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 an Anonymous Police Report with the NAU PD describing the details of the incident. Without these reports, crime trends and other issues of concern may not be identified. The NAU PD issues emergency notifications and timely warnings for the Flagstaff Mountain Campus and also distributes informational bulletins containing crime prevention tips to help community members make informed decisions about their safety. As such, prompt and accurate reporting of all criminal incidents to the NAU PD 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.

Because police reports are public record under state law, the NAU PD cannot hold reports of crime in confidence. The NAU PD does have a mechanism, however, to make reports of suspicious or criminal activity anonymously online through the [NAU PD website](#). The option is given for the reporting party to provide their name and contact information for follow-up if so desired. Based on the information that is provided in the on-line report the NAU PD will conduct an investigation. This reporting mechanism is NOT for crimes in progress. Campus Security Authorities can complete the [CSA Crime Statistic Report Form](#) through the NAU PD's website.

The Coconino County Silent Witness program provides a means to anonymously report crimes, provide information on unsolved crimes, and provide information on wanted fugitives. [Silent Witness](#) can be contacted at 928-774-6111.

Considerations in Confidential Reporting

The university has 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 Student Life or the Title IX Coordinator, they may fill out this [anonymous report form](#) to give information about what happened. 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 at [Equity-and-Access/Title-IX](#).

For more information on Northern Arizona University's Sexual Assault protocol and anonymous reporting process visit: [Equity-and-Access Title-IX Resources page](#).

If you are a victim of sexual assault, it is important for you to have access to 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.

Accommodations and Resources for Victims

A variety of resources are available both on campus and in the community for students and employees who have been victims.

On-Campus:

- [Campus Health Medical Services](#) provides a wide array of medical services and resources to the university community at 928-523-2131
- [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.
- [Victim Witness Services on Campus](#) can provide confidential support and resources to victims of crimes and crisis, including gender violence. The advocate is located in the Health and Learning Center, room 1513. 928-523-2225
- [Employee Assistance Program](#) assists employees and their families with personal and professional issues in a comfortable, accessible office. 928-523-1552
- [The Office of Student Life](#) 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. Student Life may also assist victims by issuing no-contact orders, by making changes to a student's academic schedule, by facilitating other academic accommodations, with housing relocation, or by helping students to access other resources as needed to ensure the student's safety and wellbeing. 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
- [Human Resources](#) 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 Office](#) 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

- [Residence Life Office](#) 928-523-3978 American Campus Communities (ACC): The Suites, 928- 523-8622; Hilltop Townhomes, 928-523-1680

Flagstaff Area Resources:

- [\(NACASA\) Northern Arizona Center Against Sexual Assault](#) is a safe place for victims (age 16 and older) of sexual assault to go for help and to explore their options after an assault. Specially trained nurses are available to provide medical/forensic care immediately following an assault. NACASA is available 24 hours a day through their non-reporting crisis hotline at 928-527-1900. Their services may also be coordinated through local law enforcement.
- [Victim/Witness Services of Coconino County](#) is a nonprofit organization of staff and volunteer advocates who work as a team with agencies, individuals, and law enforcement personnel to provide immediate community intervention, social services, and referral resources. They continue to support victims and their families who are involved in the criminal justice process by offering victim compensation, victim advocacy, and community education. Victim/Witness Services provides information and referrals: M-F, 8-5, 928-679-7770. After hours, please call 928-774-1414.



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.

Procedures for Student Conduct Cases Involving Sexual or Gender-Based Harassment and Sexual Misconduct:

- 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 adviser of their choice, at their expense, at any stage of the process, and to be accompanied by that adviser 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 adviser, who may be an attorney, but who is not otherwise a party or witness. Advisers 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).
- 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 Student Life within five 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 Student Disciplinary Procedures and the Title IX Procedures: [Student Disciplinary Procedures](#)

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.

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 that 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 Safe Working and Learning Environment Policy and procedures (including steps, anticipated timelines and decision –making process) see nau.edu/Equity-and-Access/Forms-Policies.

Reporting Obligations of University Employees

When university employees who are not subject to a legally recognized privilege receive or become aware of an incident, the incident must be reported to the university Title IX Coordinator or Office of Student Life. 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, some university employees may have a duty to report as outlined in A.R.S. 13-3620 relating to minors.



SEX OFFENDER REGISTRATION

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, with or without compensation, volunteer's services or is a student.

The Arizona Department of Public Safety maintains the official website for sex offender information for the state of Arizona. The purpose of the Arizona sex offender information website is to provide information to the public concerning the location of sex offenders within Arizona and can be accessed at azdps.gov/Services/Sex_Offender. The Coconino County Sheriff's Office also has information available to the public on registered sex offenders through their "[Offender Watch](#)" program.



BICYCLE LAWS AND SAFETY

In accordance with Arizona Revised Statutes (ARS 28-812), "A person riding a bicycle on a roadway or on a shoulder adjoining a roadway is granted all of the rights and is subject to all of the duties applicable to the driver of a vehicle." So what does that mean? It means all bikes must stop at traffic lights and stop signs. It means you cannot ride the wrong way on a one-way street. It means you can be issued a citation for any violation of the law, including speed, stop sign violations, and not having a headlight at night. So what are the consequences of violating these laws? A police officer, as with any traffic contact, has the

discretion to issue a warning, a university bike citation (paid through Parking Services), or an Arizona Traffic Ticket and Complaint (traffic citation). If issued a traffic citation, it may reflect on your driving record. The university takes bicycle traffic and safety seriously.

Register your bike, at no charge, at Parking and Shuttle Services, Building 91, Monday – Friday 7:30 a.m. to 4:30 p.m. You will need to bring your NAU ID and your bike. If your bike is stolen and it's registered, the serial number, make, and model will be crucial information

to assist the Police in the recovery of the bike. Additional information regarding bicycle safety and laws is available on the [NAU Police Department's website](#) and on [NAU Parking Services website](#).

For another excellent source of information on bicycle laws and policies, health and safety, and other bicycle related topics, visit the azbikeped.org. Bike helmets are an essential element to bike safety. Use of an approved safety helmet while riding is strongly recommended.



PARTNERSHIP IN SAFETY ISSUES AND CONTACT INFORMATION

Several departments and organizations on and off campus work together to address community as well as public safety issues. This list is by no means all-inclusive.

The NAU Police Department is primarily concerned with ensuring a safe and tranquil environment on campus. It performs all the functions of crime prevention, enforcement, investigation, and emergency response for the NAU mountain campus. 928-523-3611

Silent Witness is a locally supported organization that allows citizens to report criminal activity anonymously. If the information results in an arrest, the caller may be eligible for a monetary reward. 928-774-6111

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. 928-523-2261.

Victim/Witness Services of Coconino County is a nonprofit organization of staff and volunteer advocates who work as a team with agencies, individuals, and law enforcement personnel to provide immediate community intervention, social services, and referral resources. They continue to support victims and their families who are involved in the criminal justice process by offering victim compensation, victim advocacy, and community education. Victim/Witness Services provides information and referrals 24 hours a day, 7 days a week. 928-779-6163

Northern Arizona Center Against Sexual Assault (NACASA) is a safe place for victims (age 16 and older) of sexual assault to go for help and to explore their options after an assault. Specially trained nurses are available to provide medical/forensic care immediately following an assault. NACASA is available 24 hours a day through their non-reporting crisis hotline at 928-527-1900. Their services may also be coordinated through local law enforcement.

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, Associate 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 many ways in the health and management of our employees. They are also a key resource office for the university's program on Conduct, Ethics, Reporting, and Transparency (CERT Program). 928-523-2223

The Office of Student Life 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 Office of Residence Life is responsible for the operation and activity within the NAU owned and controlled residence halls. The Office of Residence Life works in cooperation with the Office of Student Life to ensure compliance with the Student Code of Conduct. 928-523-3978

American Campus Communities (ACC) owns and controls two residential communities on the NAU campus, The Suites 928-523-8622 and Hilltop Townhomes 928-523-1680. ACC is responsible for their operation and works in cooperation with the Office of Student Life to ensure compliance with the Student Code of Conduct and the Office of Residence Life on contractual obligations.

Health Promotion Department offers interactive and educational training and programs to stay healthy mentally, emotionally, and physically. Programs cover a range of topics including relationship and sexual violence, bystander intervention, and preventing high-risk behaviors. 928-523-6867

The Operations and Maintenance Department of Facility Services provides many services on campus, including ensuring code compliance in campus buildings; providing snow removal and grounds keeping; managing the campus recycling program; and conducting a campus-wide program to identify, maintain, and repair NAU facilities. 928-523-4227

The NAU Office of Emergency Management is a sub-component of the NAU PD and is charged with preparing NAU for day-to-day emergencies and disasters. NAU OEM updates and maintains emergency procedures, policies, and plans for the NAU Mountain Campus. 928-523-6249

The NAU Emergency Management Advisory Group (EMAG) is the university's organization responsible for emergency and incident preparedness; specifically, the coordination of the university's efforts to mitigate, prepare for, respond to, and recover from disasters and emergencies that occur on campus or impact our campus. 928-523-6249

NAU Fire Life Safety (FLS) is responsible for coordinating an effective fire safety management program for university facilities to protect human health and the environment and ensure compliance with university, local, state, and federal regulations. 928-523-1873

The Office of Regulatory Compliance is responsible for environmental health and occupational safety programs. 928-523-7288

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 PD submits the annual crime statistics published in this report to the U.S. Department of Education.

Under limited circumstances, crimes which appear in the “**Unfounded**” category are crimes which were reported to the NAU PD and were subsequently found to have not happened as reported. The crime statistics are provided on the following pages after the Clery Act crime definitions.



CLERY CRIME DEFINITIONS (FEDERAL DEFINITIONS)

Murder / 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.

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.

Sexual Offenses (These definitions are used for 2014 – Current statistics): Any sex act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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.

The following are Arizona definitions:

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, section 13-2915, subsection A, paragraph 3 or section 13-2916, 13-2921, 13-2921.01, 13-2923, 13-3019, 13-3601.02 or 13-3623, if any of the following applies:

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 dorm 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 at:

azleg.gov/FormatDocument.asp?inDoc=/ars/13/01401.htm&Title=13&DocType=ARS

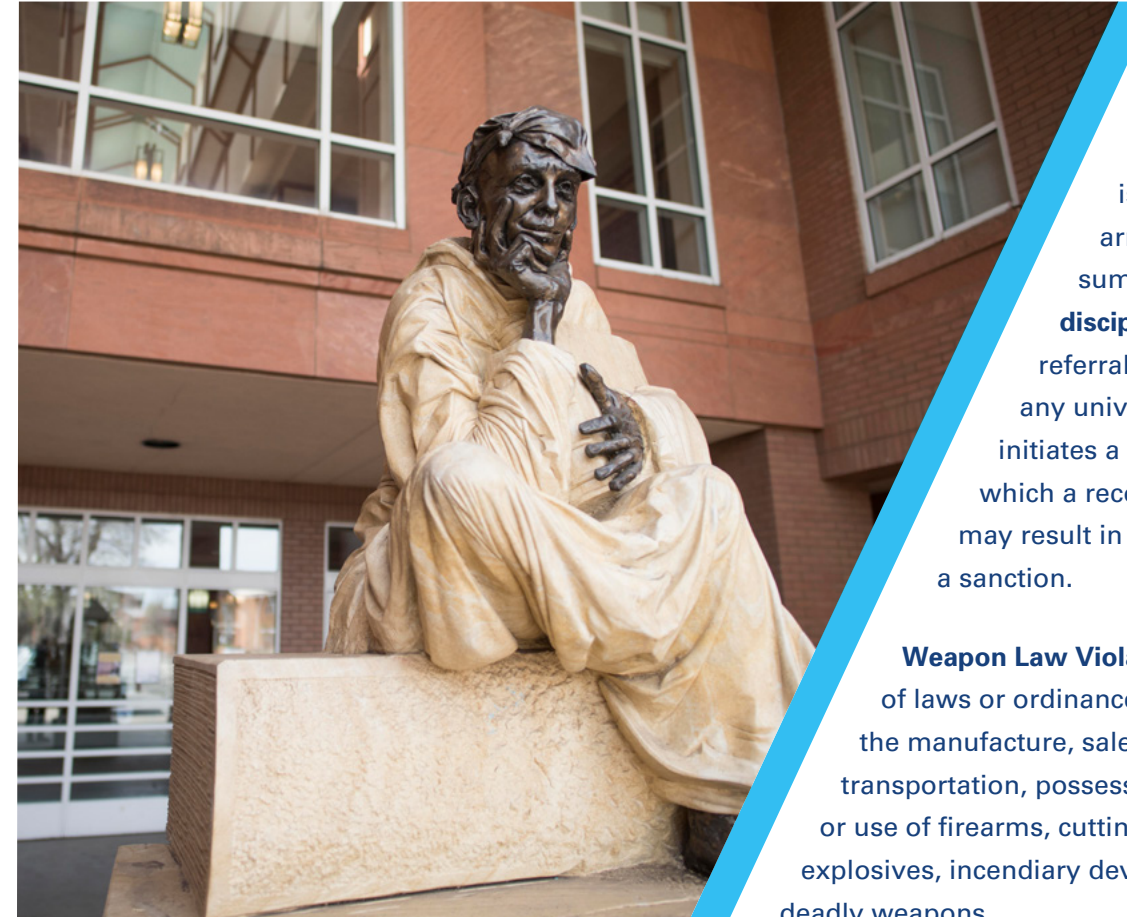
ARRESTS AND DISCIPLINARY REFERRALS FOR VIOLATIONS OF WEAPONS, DRUGS AND LIQUOR LAWS

This section includes “without consent” definitions for the State of Arizona

The following sex offense definitions were used for *2013 (Only) statistics:

Sex Offenses–Forcible: any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

- A. Forcible Rape:** the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
- B. Forcible Sodomy:** oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- C. Sexual Assault With An Object:** the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender’s genitalia. Examples are a finger, bottle, handgun, stick, etc.
- D. Forcible Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.



An **arrest** per Clery Act definition, 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 ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

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).

Note: Statistics for university housing facilities are recorded and included in both the on-campus category and the on-campus residential category.

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.

The campus crime, arrest, and referral statistics contained in this report include reports made to the NAU Police Department, 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.

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 that 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, manslaughter by negligence, 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.

Flagstaff Mountain Campus reported Hate Crimes:

2016: No Reported Hate Crimes

2015: (1) crime reported

- One on-campus intimidation incident characterized by religion bias

2014: (8) crimes reported

- (One unfounded on-campus simple assault incident characterized by sexual orientation bias)
- One on-campus intimidation incident characterized by race bias
- One on-campus/residential vandalism incident characterized by race bias
- One on-campus/residential vandalism incident characterized by sexual orientation bias
- One on-campus aggravated assault incident characterized by sexual orientation bias
- One on-campus intimidation incident characterized by sexual orientation bias
- One on-campus larceny incident characterized by sexual orientation bias
- Two on-campus simple assault incidents characterized by sexual orientation bias*

(*These incidents were reported by one victim within a four week period).



FLAGSTAFF MOUNTAIN CAMPUS

	On-Campus	On-Campus Residential	Non-Campus	Public Property	Unfounded Crimes
Murder					
2014	0	0	0	0	0
2015	1	0	0	0	0
2016	0	0	0	0	0
Manslaughter by Negligence					
2014	0	0	0	0	0
2015	0	0	0	0	0
2016	0	0	0	0	0
Rape					
2014	9	5	0	1	2
**2015	20	17	0	0	3
2016	23	17	0	0	0
Fondling					
2014	2	2	0	0	0
2015	3	2	0	0	0
2016	2	1	0	0	0
Incest					
2014	0	0	0	0	0
2015	0	0	0	0	0
2016	0	0	0	0	0
Statutory Rape					
2014	0	0	0	0	0
2015	0	0	0	0	0
2016	0	0	0	0	0
Robbery					
2014	5	2	0	0	0
2015	0	0	0	0	0
2016	2	1	0	0	0
Aggravated Assault					
2014	10	5	0	1	1
2015	3	2	0	1	1
2016	9	1	0	0	0

FLAGSTAFF MOUNTAIN CAMPUS CONTD

	On-Campus	On-Campus Residential	Non-Campus	Public Property	Unfounded Crimes
Burglary					
2014	42	29	1	0	0
2015	11	7	0	0	0
2016	5	3	0	0	0
Motor Vehicle Theft					
2014	2	0	0	0	NA
2015	1	0	1	0	0
2016	1	0	0	0	0
Arson					
2014	0	0	0	0	0
2015	0	0	0	0	0
2016	1	1	0	0	0
Arrests: Weapons Violations					
2014	0	0	0	0	0
2015	1	0	0	0	0
2016	1	0	0	0	0
Disciplinary Referrals: Weapons Violations					
2014	0	0	0	0	0
2015	0	0	0	0	0
2016	0	0	0	0	0
Arrests: Drug Law Violations					
2014	71	39	1	3	0
2015	78	34	0	1	0
2016	75	33	1	2	0
Disciplinary Referrals: Drug Law Violations					
2014	168	100	0	0	0
2015	263	166	0	5	0
2016	226	185	1	2	0
Arrests: Liquor Law Violations					
2014	69	23	0	9	0
2015	110	35	0	0	0
2016	80	32	1	3	0

	On-Campus	On-Campus Residential	Non-Campus	Public Property	Unfounded Crimes
Disciplinary Referrals: Liquor Law violations					
2014	907	860	0	0	0
2015	670	565	0	2	0
2016	561	509	0	0	0
VAWA					
Dating Violence					
2014	0	0	0	0	0
2015	0	0	0	0	0
2016	0	0	0	0	0
Domestic Violence					
2014	18	13	2	1	3
***2015	25	18	0	0	0
2016	10	4	0	0	0
Stalking					
2014	0	0	0	0	0
2015	1	0	0	0	0
2016	2	0	0	0	0

**The total number of rapes reported for 2015 included (one) victim reporting (seven) delayed incidents which occurred during 2014 involving the same suspect.

The total also included (one) victim and same suspect with (two) incidents, which are counted as (two) rapes.

***The total number of domestic violence incidents reported for 2015 included (one) victim reporting (seven) delayed incidents that occurred during 2014 involving the same suspect.

The total also included (one) victim and same suspect with (two) incidents, which are counted as (two) domestic violence incidents.

NORTHERN ARIZONA UNIVERSITY CAMPUS FIRE SAFETY REPORT

According to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for Clery Act crimes which occur when students travel on university sanctioned trips (domestic or international) and they stay at a location for more than (1) day or use the same location each year. In most instances, the crimes reported to us by local law enforcement agencies, include the entire hotel location and not just the areas which the school controlled (Clery definition-hotel rooms, stair wells, lobby). We are required to disclose statistics which are reported to our department upon request. The following chart indicates Clery Act crimes reported to NAU for Non-Campus property (hotels) used during short “stay away” trips.

	Non-Campus	Unfounded Crimes
Murder		
2015	0	NA
2016		
Manslaughter by Negligence		
2015	0	NA
2016		
Rape		
2015	2	NA
2016		
Fondling		
2015	0	NA
2016		
Incest		
2015	0	NA
2016		
Statutory Rape		
2015	0	NA
2016	0	NA
Robbery		
2015	0	NA
2016	0	NA
Aggravated Assault		
2015	1	NA
2016	0	NA
Burglary		
2015	5	NA
2016	0	NA
Motor Vehicle Theft		
NA	NA	NA
NA	NA	NA

	Non-Campus	Unfounded Crimes
Arson		
2015	0	NA
2016	0	NA
Arrest: Weapon Possession		
2015	0	NA
2016	0	NA
Disciplinary Referrals: Weapons		
2015	0	NA
2016	0	NA
Arrest: Drug Law Violations		
2015	4	NA
2016	0	NA
Disciplinary Referrals: Drug Laws		
2015	0	NA
2016	0	NA
Arrests: Liquor Law Violations		
2015	1	NA
2016	0	NA
Disciplinary Referrals: Liquor Violations		
2015	0	NA
2016	0	NA
Dating Violence		
2015	0	NA
2016	0	NA
Domestic Violence		
2015	0	NA
2016	0	NA
Stalking		
2015	0	NA
2016	0	NA

Overview

This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at NAU, and the institution’s state of readiness to detect and respond appropriately to fire related emergencies. This report can be viewed online at: nau.edu/Facility-Services/Operations/Office-of-the-Fire-Marshal Hard copies of the report are available for public review by calling 928-523-1873 or by visiting the NAU Fire Prevention Office located in room 132F of the Facility Services Building # 77.

General Statement of University Student Housing

Northern Arizona University is a tobacco and smoke-free campus.

Smoking and the use of all tobacco products shall not be permitted in any enclosed space, including private residential space or private vehicles on university property.

Complete policy can be found at: [NAU tobacco free policy](#)

Residence hall staff receive intensive and comprehensive fire safety training at the beginning of each semester. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits. Fire drills are conducted four times a year in all residential buildings.

Specific Fire Prevention Related Policies

It is the policy of the University of Northern Arizona to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the university's fire prevention program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all university buildings, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third party fire safety audits. Regarding fire safety inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and adopted codes by the State of Arizona. The Office of Fire Prevention conducts annual fire safety inspections of all university buildings. Some buildings may be inspected more frequently as deemed necessary.



RESIDENTIAL LIFE GUIDELINES

Northern Arizona University's (NAU) Residential Life and/or Affiliates such as American Campus Communities support the student population with living quarters on the university's campus. NAU must ensure all operations and living quarters are safe and compliant with all applicable federal, state, and local codes, standards, and ordinances, e.g., building codes and fire codes.

Requirements

University residential occupancies include any facility approved and designed as living quarters. The following guidelines help assure a safe and effective emergency egress.

1. Each residential facility must have a written emergency evacuation plan. All staff must be instructed and drilled in the duties they are to perform related to this plan.
2. Drills in emergency evacuation must be conducted quarterly, covering such points as the operation of the alarm system, alerting guests, and a study of instructions for emergency duties. (At least one drill will be a no-notice drill).
3. There must be a meeting place of safe refuge established with a backup location for accountability for all staff, residents, and guests of the residence.
4. There must be one staff member to advise emergency personnel of vital information related to the emergency and any person unaccounted for at the assembly location (e.g., NAU Police and/or City of Flagstaff Fire Department).
5. Health and safety: For reasons of health and safety; candles, incense, explosives, weapons, halogen lamps, water furnishings, and some appliances are not permitted in student living units. Cooking is not permitted in traditional residence hall rooms.

Electrical Safety

The following guidelines must be assured whenever electrical equipment, lighting, or any electrical wiring is utilized or affected by decorative materials or displays:

- All electrical equipment and lighting must be tested and approved by a recognized testing laboratory, e.g., Underwriters Laboratory (UL).

- All appliances and lighting must be inspected for damage and operability prior to use.
- Appliances and lighting should be used only as approved and recommended by the manufacturer. Lighting must be mounted in a manner that will not damage the wiring or be damaged by other equipment.
- Running electrical cords through doorways or any openings through walls, ceilings, or floors is prohibited.
- The use of multi-plug adapters is prohibited. (Exception: any adapter or cord that has an operational circuit breaker is acceptable for more than one appliance as long as used within the recommended use, design, and load capacities of the manufacturer.)

Candles/Open Flames and other Heat Sources

Any item utilized for decoration, display, or personal use that generates or emits heat must comply with the following guidelines:

- Use of candles, open flames, and burning are prohibited in all university buildings. (Exception: Authorized “hot work” by qualified maintenance personnel and temporary approval granted by the NAU Fire Marshal—temporary approval is granted on a one-time individual case-by-case basis.)
- Portable heaters and other portable heat-generating equipment must have appropriate safety features to automatically shut off power to equipment when tipped over or the temperature of the device exceeds the manufacturer’s pre-determined heat exposure limit, (must be U.L. listed).

Evacuation Procedures

If a fire or smoke detector alarm sounds, immediately vacate the building via the nearest stairwell and proceed at least 100 feet outside the building until a Campus Safety Officer allows you to reenter. A student’s full cooperation in any evacuation is required. Failure to evacuate the building in the event of an alarm sounding will result in disciplinary action.

Emergency Planning and Execution

Emergency plans and drills are necessary for all facilities to help ensure a safe, effective, and efficient evacuation. Each residential facility where the occupants live require an emergency plan, which includes quarterly fire drills (one will be an unannounced—no notice fire drill).

Each staff working and/or residing in residential halls must be aware of the emergency plans, how to execute an evacuation, and proper notification procedures for prompt emergency response. The plan includes floor plans indicating exit locations, telephone numbers for emergency contact of occupants and responders, all egress notification procedures, evacuation procedures, and assembly area for accountability.

Plans for Future Improvements

Fire protection systems are tested annually under the supervision of the Fire Life Safety Department. Improvements, upgrades, or repairs to fire safety systems are made when tests or evaluations indicate a problem exists.

Fire Reporting

In case of a fire or to report a fire safety concern, immediately call the NAU Police at 911 or 928-523-3000.



RESIDENTIAL FIRE CONTROL SYSTEMS

BY BUILDING

	Fire Alarm Control Panel	Smoke Detectors	In Room Detector	Manual Pull Stations	Central Station Reporting	Automatic Sprinklers	Stand Pipe systems	Fire Drills conducted quarterly	Hand Held Fire extinguisher provided
Allen Hall	X	X	X	X	X	X		X	X
Ernest Calderon	X	X	X	X	X	X		X	X
Campbell Hall	X	X	X	X	X	X		X	X
Campus Heights	X	X	X	X	X	X		X	X
Cowden Hall	X	X	X	X	X	X		X	X
Gabaldon Hall	X	X	X	X	X	X	X	X	X
Gillenwater Hall	X	X	X	X	X	X		X	X
Hilltop Townhomes*	X	X	X	X	X	X	X	X	X
McConnell Hall	X	X	X	X	X	X	X	X	X
McDonald Hall	X	X	X	X	X	X		X	X
McKay Village	X	X	X	X	X	X		X	X
Mountain View	X	X	X	X	X	X	X	X	X
Morton Hall	X	X	X	X	X	X		X	X
Pine Ridge	X	X	X	X	X	X		X	X
Raymond Hall	X	X	X	X	X	X		X	X
Reilly Hall	X	X	X	X	X	X	X	X	X
Roseberry	X	X	X	X	X	X		X	X
Sechrist Hall	X	X	X	X	X	X	X	X	X
South Village	X	X	X	X	X	X		X	X
Taylor Hall	X	X	X	X	X	X		X	X
The Suites*	X	X	X	X	X	X	X	X	X
Tinsley Hall	X	X	X	X	X	X		X	X
Wilson Hall	X	X	X	X	X	X		X	X

* Owned by American Campus Communities

FIRE STATISTICS—BY BUILDING

2016 NORTHERN ARIZONA UNIVERSITY MOUNTAIN CAMPUS

	Number by building	Cause	Number of Injuries	Number of Deaths	Value of Property Damage
Allen Hall	0	-	-	-	-
*Ernest Calderon	0	-	-	-	-
Campbell Hall	0	-	-	-	-
Campus Heights	0	-	-	-	-
Cowden Hall	0	-	-	-	-
Gabaldon Hall	0	-	-	-	-
Gillenwater Hall	0	-	-	-	-
Hilltop Townhomes	0	-	-	-	-
McConnell Hall	0	-	-	-	-
McDonald Hall	0	-	-	-	-
McKay Village	0	-	-	-	-
Mountain View	0	-	-	-	-
Morton Hall	0	-	-	-	-
Pine Ridge	0	-	-	-	-
Raymond Hall	0	-	-	-	-
Reilly Hall	1	Arson	0	0	0-\$99
Roseberry	0	-	-	-	-
Sechrist Hall	0	-	-	-	-
South Apartments	0	-	-	-	-
Taylor Hall	0	-	-	-	-
The Suites	0	-	-	-	-
Tinsley Hall	0	-	-	-	-
Wilson Hall	0	-	-	-	-
Totals:	1		0		0-\$99

FIRE STATISTICS—BY BUILDING

2015 NORTHERN ARIZONA UNIVERSITY MOUNTAIN CAMPUS

	Number by building	Cause	Number of Injuries	Number of Deaths	Value of Property Damage
Allen Hall	0	-	-	-	-
Aspen Crossing	0	-	-	-	-
Campbell Hall	0	-	-	-	-
Campus Heights	0	-	-	-	-
Cowden Hall	0	-	-	-	-
Gabalton Hall	0	0	0	0	0
Gillenwater Hall	0	-	-	-	-
Hilltop Townhomes	0	-	-	-	-
McConnell Hall	0	-	-	-	-
McDonald Hall	0	-	-	-	-
McKay Village	1	Cooking	0	0	0-\$99
Mountain View	0	-	-	-	-
Morton Hall	0	-	-	-	-
Pine Ridge	0	-	-	-	-
Raymond Hall	0	-	-	-	-
Reilly Hall	0	-	-	-	-
Roseberry	0	-	-	-	-
Sechrist Hall	0	-	-	-	-
South Apartments	0	-	-	-	-
Taylor Hall	0	-	-	-	-
The Suites	0	-	-	-	-
Tinsley Hall	0	-	-	-	-
Wilson Hall	0	-	-	-	-
Totals:	1	-	0	0	0-\$99

*Ernest Calderon Learning Community was renamed in 2015.
Listed as Aspen Crossing in 2014

FIRE STATISTICS—BY BUILDING

2014 NORTHERN ARIZONA UNIVERSITY MOUNTAIN CAMPUS

	Number by building	Cause	Number of Injuries	Number of Deaths	Value of Property Damage
Allen Hall	0	-	-	-	-
Aspen Crossing	0	-	-	-	-
Campbell Hall	0	-	-	-	-
Campus Heights	1	Equipment	0	0	0-\$99
Cowden Hall	0	-	-	-	-
Gabalton Hall	1	Cooking	0	0	0-\$99
Gillenwater Hall	0	-	-	-	-
Hilltop Townhomes	0	-	-	-	-
McConnell Hall	0	-	-	-	-
McDonald Hall	0	-	-	-	-
McKay Village	0	-	-	-	-
Mountain View	0	-	-	-	-
Morton Hall	0	-	-	-	-
Pine Ridge	0	-	-	-	-
Raymond Hall	0	-	-	-	-
Reilly Hall	0	-	-	-	-
Roseberry	0	-	-	-	-
Sechrist Hall	0	-	-	-	-
South Apartments	0	-	-	-	-
Taylor Hall	0	-	-	-	-
The Suites	0	-	-	-	-
Tinsley Hall	0	-	-	-	-
Wilson Hall	0	-	-	-	-
Totals:	1	-	0	0	0-\$99