



**ANNUAL
SECURITY & FIRE
REPORT
2019**

(data from 2016, 2017, 2018)



Annual Security & Fire Report

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Introduction

The safety and security of all students, employees, and guests of the campus community are of major importance to Hastings College (HC). It is the purpose of the College to provide safety and security measures on campus which will allow the students to experience a college environment conducive to a good learning experience and void of the threats of criminal activity. Our goal is to provide an experience which is free of crime and substance abuse for all students, employees, and guests.

Purpose of Report

The Clery Act is a landmark federal law, it was originally known as the Campus Security Act. The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act require that colleges and universities publicize campus crime statistics and reports of serious crime incidents. An annual report must be published every year by October 1 containing three years of campus crime statistics and certain campus security policy statements. These publicized statistics are meant to inform students, employees, and applicants of the nature and amount of crimes that occur on and around HC property.

The report contains numerous required disclosures pertaining to HC policy and procedure related to:

- Campus safety
- HC Cares/Title IX (sexual harassment, dating violence, domestic violence, sexual assault, bullying and stalking)
 - Procedures to follow
 - Explanation of disciplinary procedures
 - Programs to prevent
- Security and access to campus facilities
- Law enforcement and jurisdiction policy statements
- Information about timely warnings
- Drug, alcohol and substance abuse policy statements
- The missing student notification policy

The Clery Act requires institutions to disclose to students and employees crime reports that include four general categories of crime statistics:

- Types of Offenses – Criminal Homicide, including: Murder and Non-Negligent Manslaughter and Manslaughter by Negligence; Sex Offenses including: rape, fondling, incest and statutory rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- Violence Against Women Act – Stalking (including Cyberstalking), Domestic Violence, Dating Violence.
- Hate Crimes –Disclose whether any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.
- Arrests and Referrals for Disciplinary Action for illegal weapons possessions and violation of drug or liquor laws.

A copy of this report is available upon request from the Director of Student Engagement Operations, located in the Daugherty Center or in the Office of Campus Safety, located at 846 E. Elm Street. Students, faculty, staff and

administration are informed that this report is available on HC's website in October each year.

The Director of Student Engagement Operations is responsible for preparing the Annual Security Report and for distribution of the report to current students, current employees, prospective students and prospective employees annually by October 1st. Hastings College acquires information contained in the Annual Security Report from Campus Security Authority personnel, Hastings Police Department, Adams County Sheriff Department, Nebraska Highway Patrol and law enforcement agencies representing town that our students may have traveled to that meet Clery Geography reporting criteria. In order to ensure compliance HC hired an outside auditor in July of 2018 to review our Annual Security and Fire Report. The College is currently reviewing and assessing the auditors recommendations and future programs, policies, and procedures will be created to address the HC campus needs.

Definitions

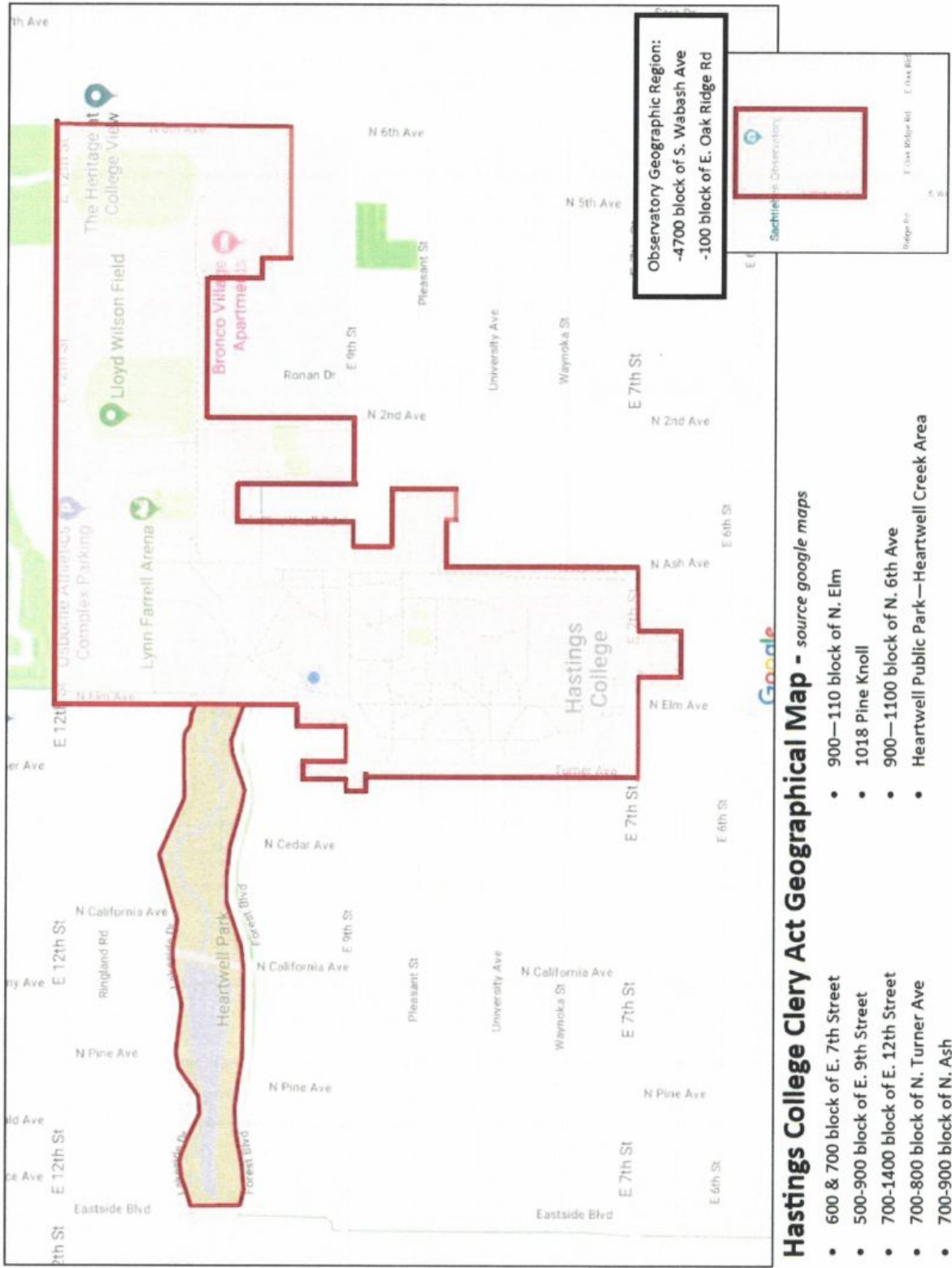
Student: Includes all persons who are registered during the current semester/term pursuing at least one course. The term "student" shall include, but is not limited to, all persons present on the campus for the purpose of enrolling for classes, completing classes, or participating in College-sponsored activities (for example: orientation activities, final exam periods, independent study, intercollegiate athletic competitions during recess periods).

Hastings College Community: Includes any person who is a student, staff member, faculty member, administrator, or Trustee, or any other person employed or contracted by Hastings College.

Responsible Employee : Includes a College employee who has the authority to redress acts of discrimination, harassment, sexual misconduct, or acts of retaliation. It also includes any College employee whom a student could reasonably perceive as a responsible employee (i.e. an employee who has a duty to report other forms of misconduct, such as academic dishonesty) as mandatory reporters, unless exempted by the [HC Cares policy](#) (see section VI, A). All responsible employees who are aware of or witness sex/gender based harassment, discrimination and/or sexual misconduct are required to promptly report the conduct to the Title IX Coordinator or Deputy Title IX Coordinator. A complete list of responsible employee positions can be found in the HC Cares/Title IX policy at the following [link](#) (see section V., A.).

Reporting Crimes & Other Emergency Procedures

Campus Geography: Hastings College is comprised of a main campus located in Hastings, Nebraska. The College has identified all areas that are public property adjacent to campus, off campus, and the campus itself. Those defined geographical areas which are used to acquire data of reported crimes to both Campus Safety and the law enforcement, and the information is included into the annual security report. See full map of campus geography on next page.



Reporting crimes: Students are encouraged and all employees are encouraged to report criminal actions directly to the police by dialing 911. In addition, they should report crimes to college administrative personnel, who will maintain a record of such reports, as follows:

1. Criminal violations in the residence halls, campus houses or Bronco Village apartments should be reported directly to the Resident Assistant, Community Living Coordinator, Director of Student Engagement, Director of Student Engagement Operations, or Campus Safety. All staff must report incidents to the Director of Student Engagement Operations and follow up with a written report.
2. Criminal actions in other campus facilities should be reported to the Director of Student Engagement Operations (402) 461-7444 or Campus Safety (402) 984-8064 or create an online report at www.hastings.edu/concerns.
3. Voluntary Confidential Reporting: Student may report a crime on a voluntary and confidential basis through Hastings College professional, licensed counselors (including those who act in that role under the supervision of a licensed counselor) or a pastoral counselor. These individuals who provide mental health counseling to members of the college community are not required to report any information about a crime without the consent of the individual reporting and all information reported will be without self-identifying information, unless the student is a minor. The Campus Health nurse is also not required to report any information about a sex or gender based incident if disclosed during a medical exam.

Students should report all suspicious persons in campus housing facilities to a Resident Assistant, Community Living Coordinator, Campus Safety Officer, Director of Student Engagement, or Director of Student Engagement Operations, and the police if they believe the situation warrants it.

Crimes reported to the Office of Student Engagement or Campus Safety will be reported to the Hastings Police Department within 48 hours if requested by the reporting party. Crimes will also be handled internally in accordance with college policies included in the [Student Handbook - Student Code of Conduct](#).

- **In a life-threatening emergency:** Call 911; then call Campus Safety at (402) 984-8064 to inform them of the situation.
- **In all other security and maintenance emergencies:** Call Campus Safety at (402) 984-8064. Campus Safety handles campus emergencies and will call the maintenance staff.

Faculty and staff are required to report any crimes or disturbing, abnormal, disruptive or threatening behavior, including threats to self or others. During college business hours of 8:00 am - 5:00 pm, this behavior should be reported to a staff member in the Director of Student Engagement Operations (402) 461-7444. When offices are closed, reports may be given to a full-time Community Living Coordinator, or to Campus Safety (402) 984-8064. In a life-threatening emergency, call 911. Crimes may also be reported online at www.hastings.edu/concerns.

Daily Crime Log: In accordance with Clery Act, Hastings College Campus Security office maintains a daily log for all crimes reported to the office. The crime log is open for inspection to the public and includes the nature of the crime, date of occurrence, time of the occurrence, general location and disposition of the complaint, if known. The most recent 60-day period will be made available immediately and any portion older than 60-days will be made available within two business days. The law requires that this initial information be open for public inspection within two business days of the report of the crime unless the release of the information would

jeopardize an ongoing investigation, cause a suspect to flee, be prohibited by law, would jeopardize the confidentiality of the victim, or result in the destruction of information. The law also requires new information about the entries be made available within two business days. The crime log can be requested in the format of a pdf document or in print to by contacting the Director of Student Engagement Operations, by email brian.hessler@hastings.edu or phone (402) 461-7444.

Campus wide safety notifications: In an effort to provide timely warning to the College community in the event of a crime which may pose a serious and ongoing threat to members of the College community, a timely warning notice is distributed to all students and employees via a blast email and RAVE emergency notification system if determined necessary by the Dean of Student Engagement, Director of Student Engagement Operations, or their designee.

- **Timely Warning Obligations regarding Clery Act Crimes:** If the College determines that the alleged responding party(s) poses a serious and immediate threat to the College community, the Office of Student Engagement or a College administrator will issue a timely warning to the community which is to include information representative of a serious or continuing threat to students or employees. Any such warning will not include any information that identifies the reporting party's name and other identifying information while providing enough information for community members to make safety decisions in light of the potential danger.

Campus Emergency notification system (RAVE): All students, faculty and staff for whom the college has cell phone numbers are automatically enrolled in the college's emergency text notification system (RAVE). Emergency notifications can be sent via text and are also sent via the Hastings College email addresses of faculty, staff and current students. These are the means by which the College officials notify the College community of an emergency or serious weather condition without delay. Therefore, if you have a change of cell phone number or provider, please contact the Office of Campus Safety (402) 984-8064 to update your information the college's records. Email and cell phone lists are automatically uploaded into the RAVE system

Security of and access to Campus Facilities

Keys and Access FOBs: Hastings College uses a multi level key system that includes both hard keys and an electronic FOB system. Residence hall and apartment residents will have fob access to the main doors of their building. Residence hall residents will have a key to their own room. Bronco Village Apartment and campus house residents will have a key to the front door of their unit/house and also to their bedroom. All keys must be returned to the Community Living Coordinator, Director of Apartment Living or Director of Residence Life before check-out. Students will be charged if keys are not returned at check-out or are lost or stolen. Keys for a college housing room, apartment units or campus houses that are not returned will be re-tumbled, and all new keys will be issued to ensure access of the space is to current residents. To maintain security, lost fobs and keys should be reported immediately to Campus Safety (402) 984-8064, and to the appropriate Community Living Coordinator. Students are not permitted to have duplicate keys made off-campus, if the college is made aware of a key that is made off-campus, the student will be held accountable for their actions through a violation of the Student Code of Conduct.

Campus Safety Staff On-Campus Building Walk Through: Campus Safety staff members walk through or patrol campus via bicycle, golf cart, or by vehicle every day of the year to ensure that all areas of campus are safe and crime free.



Campus Safety and Security

Campus Safety Office: Campus Safety Office is located at 846 N Ash Street and is available for all community members of Hastings College. Campus Safety is staffed 24 hours a day, 7 days a week. The Crime Log is available between 8:00 am - 5:00 pm on Monday - Friday. Please contact Campus Safety if you have any concerns about safety and security, including if you witness any suspicious activity. Campus Safety cell is (402) 984-8064. Campus Safety also provides safe walks from off-campus locations to on-campus and safe rides .

Law Enforcement & Jurisdiction: Hastings College Campus Safety staff does not have the authority to arrest individuals found in violation of state or local city law. Hastings Police Department, Adams County Sheriff Department, and Nebraska Highway Patrol officers do have arrest authority for individuals found in violation of state or local city law that are on Hastings College property. The Campus Safety staff work directly with all law enforcement agencies (particularly the Hastings Police Department since the HC Campus is inside of city limits) to ensure the safety of all visitors, students and employees on campus.

Memorandum of understanding relationships: Hastings College does have a memorandum of understanding with the Spousal Abuse and Sexual Assault (SASA) Crisis Center which was established in April 2017. Hastings College does not have a memorandum of understanding with the Hastings Police Department, Adams County Sheriff Department or Nebraska Highway Patrol at this time.

Campus Security Authorities

The following employees are considered Campus Security Authorities, Title IX Responsible Employees, or both. Training needs have been identified and future trainings will be scheduled for these individuals.

Employee/Position	Title IX Responsible Employee	Campus Security Authority
Title IX Coordinator, Title IX Deputy Coordinators	Yes	Yes
Human Resources Director & Staff	Yes	Yes
President & President's Office Staff	Yes	Yes
Executive Vice President	Yes	Yes
All Vice Presidents	Yes	Yes
Campus Department Heads	Yes	Yes
Faculty	Yes	Yes
Faculty, if also a Coach or Student Organization Advisor	Yes	Yes
Student Organization Advisors	Yes	Yes

Dean of Student Engagement, Director of Operations for Student Engagement	Yes	Yes
Community Living Coordinators, Resident Assistants	Yes	Yes
Campus Safety Director and Staff	Yes	Yes
IT Staff	Yes	
Supervisors of Student Workers	Yes	Yes
Athletic Director, Coaches & Assistant Coaches	Yes	Yes
Graduate Assistants (non Assistant Coaches)	Yes	
Campus Safety Student Assistant	Yes	Yes
Director of Health Services		Yes
Custodial and Food Service Staff	These staff are not CSAs or Responsible Employees at the advice of legal counsel. The Director of Campus Safety works closely with these staff members to address safety concerns with HC students and employees.	

Type and Frequency of Programs to Inform Students and Employees about Campus Security

General Safety Rules for Employees

All employees shall conduct themselves in a manner consistent with the College’s rules regarding safety, health, and security.

Safety Policy for Employees

The College provides general and job specific training regarding safety, health, and security.

All training includes an explanation of what is expected of employees. All training includes a question and answer period.

Attendance is recorded and retained by the appropriate departmental office along with a copy of the training agenda or outline, any handouts, power points or summary of audio-visuals used during the training. In addition, employees shall log their attendance and participation on their Individual Development Plans.

It is mandatory that all employees complete the following two online trainings which will be assigned to them through their email within the first two weeks of their employment:

- Supervisor Anti-Harassment and Title IX (Manager of People)
- Preventing Harassment & Sexual Violence (Employees)
- Clery Act Basics
- FERPA Basics

New Hire Orientation. New Hire Orientation, conducted by the Office of Human Resources and each department, includes an introduction to the College's safety rules, policies and procedures, and a review of what is expected of all employees.

General Policy Training. No less than annually, employees will review the applicable safety, health, and security rules, as well as the policies and procedures. The training includes a review of what is expected of employees and affords employees an opportunity to ask questions at any time. This training is tracked through the Office of Human Resources.

Periodic Training Updates. When a safety, health, or security rule, policy or procedure is revised, it will be distributed electronically to all employees and all related manuals will be updated in a timely manner. Such notices include a direction as to who questions or concerns should be directed.

Job Specific Training. It is the responsibility of each supervisor to ensure that each new and continuing employee is given instruction on how to perform his or her specific job duties in a safe manner.

Supervisors shall solicit and respond to questions regarding the letter and intent of safety policies.

Supervisors shall provide immediate feedback when an employee is believed to be acting in a manner that is inconsistent with safe, healthy, and secure work habits or rules.

Training Categories. The College ensures that the appropriate numbers and holders of designated positions receive training in the following:

- Accident/Incident Investigation
- Accident/Incident Reporting
- Blood borne Pathogens
- Counseling and Discipline – Safety, Health, or Security
- CPR
- Defensive Driving and Vehicle Safety
- Emergency Preparedness
- Ergonomics
- Fire Drills
- First Aid
- Hazardous Communications

- Housekeeping
- InfectionControl
- Lifting
- Management Safety Data Sheets
- Recognizing and Reporting Neglect and Abuse
- Recordkeeping
- Securing Medical Treatment

The College seeks to ensure a safe workplace for all employees, consumers, and visitors and has zero tolerance of any form of workplace violence or threat thereof, committed by or against employees at the workplace or in the course and scope of employment, regardless as to whether the violence originates inside or outside the workplace.

In addition, the College prohibits all persons at the workplace or at any College function from carrying a handgun, firearm, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The only exceptions to this weapons prohibition shall be law enforcement officers or duly authorized and licensed security officers.

Prohibited Behavior: College policy prohibits intimidation, threats of violence (bodily harm or property damage), and acts of violence (regardless of whether they cause harm or damage). This list of behaviors, while not exhaustive, provides examples of conduct that is prohibited.

- Actions or words that cause another person to reasonably fear for his or her safety or the safety of others.
- Aggressive, bullying, or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- An implied threat of physical attack.
- Causing physical injury to another person.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Discussing weapons or bringing them to the workplace.
- Intentionally damaging employer property or property of another employee or a consumer.
- Making threatening remarks.
- Stalking and other forms of intimidation.

Violence-Free Workplace

Prohibition of Weapons: Prohibited weapons shall include, but are not limited to any form of weapon or explosive restricted under local, state, or federal regulation. This includes all firearms, knives other than kitchen knives provided by the College or knives of no more than 1 1/2 inches that are part of a multi-tool carried for work related purposes, or other weapons covered by the law. Legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not prohibited by this policy. It shall be the employee's responsibility to make sure beforehand that any potentially covered item possessed is not prohibited by this policy.

Reporting Procedures, Investigation and Resolution: Because the College has a zero tolerance of any form of workplace violence, any actual or potentially dangerous situations, as well as specifically prohibited behaviors must be reported immediately to a supervisor via phone or email, as well as the Human Resources Office at (402) 461-7300 or kfluckey@hastings.edu. Failure to report can be an independent basis for discipline.

While retaliation against anyone who makes a good faith report with regard to this policy is prohibited, reports may be made anonymously and all reported incidents or concerns for a potential incident will be investigated at the discretion of the College.

Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

The College will actively intervene at any indication of a possibly hostile or violent situation.

Employees who believe they, or others, have been or may be the target of violence in the workplace (even if the offender is not a member of the College's community) should promptly report the facts of the incident or incidents and the names of the individuals involved to their supervisor or directly to Human Resources Office.

Supervisors should immediately report any reports or actual or potential violence of which they become aware to Human Resources Office at (402) 461-7300 or kfluckey@hastings.edu.

If the incident involves Human Resources, personnel reports should be made to the Executive Vice President for Academic Affairs/Provost who will intercede.

If the incident involves the President, reports should be made to the Chairman of the Board of Trustees via email at gmass@hastings.edu.

All reports will be promptly investigated. The person, who allegedly initiated the workplace violence will be interviewed, informed of the basis of the complaint, and allowed the opportunity to respond. The College may elect to utilize an independent, outside third party to investigate the complaint.

Should the charges be founded by conducting a thorough investigation, a summary of: the complaint, the facts of the investigation, the finding and the College's response will be forwarded for review by the Executive Committee of the Board of Trustees.

If it is determined that workplace violence has occurred, appropriate disciplinary action up to and including discharge will be taken. In addition, the College may elect to take legal action. The severity and frequency of the offense, or other conditions surrounding the incident determine the severity of the discipline or legal action.

A record of the complaint and the findings become a part of the complaint investigation record and the file will be maintained separately from the employee's personnel file. Documentation of disciplinary action resulting from this issue shall be placed in the employee's personnel file.

Any individual electing in good faith to utilize this complaint resolution procedure should be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action. The registering of a good faith complaint should in no way be used against the employee, nor should it have an adverse impact on the individual's employment status. Employees who complain of workplace violence in good faith may do so without fear of reprisal. Reported or observed acts of retaliation toward an employee who has filed a complaint will subject the perpetrator to disciplinary action.

Recognizing Potential for Violence: Employees are expected to exercise good judgment and to inform their supervisor if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior might include:

- Discussion of, threat of or taking of specific actions that violate this policy.
- Discussing weapons.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Sudden or significant deterioration of performance,
- Displaying irrational or inappropriate behavior.
- Undermining an individual or group with vindictive or humiliating words or acts.
- Yelling at or ridiculing another.

Employees at Risk: Employees are asked to advise their Supervisor and the Human Resources Office if they believe they are at risk because they have been or may be subject to harassment, violence, or threats from a non-employee, including domestically or from former consumers or their families.

A plan will be designed with the at-risk employee to prepare for, and to prevent to the extent possible, any possible emergency situations.

Removal from the Premises: Any person who makes a threat of serious harm, exhibits threatening behavior, or engages in violent acts at the workplace will be removed from the premises as quickly as safety permits. Should this person be an employee, that employee will be immediately placed on investigatory leave. Keys and name badges should be retrieved and the employee will not be permitted to return pending the outcome of an investigation.

When someone is removed from the premises, the person in charge must complete all necessary incident-reporting processes and notify others at the workplace in order to prevent the individual from regaining access to the facility.

Safety Awareness and Prevention Programs

- **Safe Walk/Safe Ride Program:** The Safe Ride/Safe Walk program is provided by Hastings College Campus Safety department at no charge, 24 hours per day when campus is open to students. A Campus Safety Officer will provide walking escort or transportation to any campus community member from one campus location to another whenever that person does not feel safe to walk alone. Safe rides are also provided to or from the Amtrak depot for students departing or arriving by train. Call (402) 984-8064 for any of these services . Ongoing program throughout calendar year.
- **Bronco Bus Program:** Bronco Bus service provides transportation between the Hastings College campus and downtown locations on Thursday, Friday and Saturday nights from 8:30 PM to 1:30 AM. Bronco Bus does not pick up or drop students at off-campus residences. Bronco Bus does not operate during college breaks or in inclement weather. Call (402) 469-1564 for this service. Questions about the service can be addressed to Campus Safety at (402) 984-8064. Ongoing program throughout academic year.
- **Shot of Reality:** Hastings College contracted with the company Bass Schuler to bring “A Shot of Reality” program to campus in fall of 2015. The national program was delivered on-campus during New Student Days and was required for all new first year students through their INT course, where attendance was tracked. The program provided an honest, engaging, humorous and sensible look at alcohol responsibility for Hastings College students. Program held during New Student Days weekend at the beginning of the fall semester.
- **Sex Signals:** Hastings College contracted with the company Bass Schuler to bring “Sex Signals” program to campus in fall of 2015. The national program was delivered on-campus during New Student Days and was required for all new first year students through their INT course, where attendance was tracked. Sex Signals has become one of the most popular sexual assault prevention programs on college campuses through its unorthodox, humor-facilitated and inclusive approach to examining our culture, sex, and prevention strategies like bystander intervention. Sex Signals is updated every six months to stay culturally relevant and regularly incorporates new teaching strategies based on best practices research from numerous fields of study.
- **We End Violence Speakers:** Speaker Jeff Bucholtz from the company “ We End Violence” presented on our campus fall of 2016 to address the topics of ‘Why Violence Happens’ and ‘Healthy Relationships’ in a format that was interactive and engaging for students. He asked students to explore what every person can do to prevent sexual violence, and how to prevent it through an examination of the cultural ideologies, attitudes and behaviors that allow violence to flourish. This program was delivered on-campus during New Student Days and was required for all new first year students through their INT course, where attendance was tracked. *These two programs were held during New Student Days weekend fall of 2016 and during the first week of the fall semester.*

Jeff’s credentials: Jeffrey S. Bucholtz is director of We End Violence, and outgoing president of the San Diego Domestic Violence Council. Jeff is also an award-winning instructor at Southwestern College where he teaches Oral Communication, Interpersonal Communication, TELA Communication (part of an African-American learning community), Public Speaking, Interpersonal Communication, and Small Group Facilitation. In addition, Jeff works as a public speaking consultant with Speak for Success, and teaches courses on Violence Against Women

and Popular Culture and Identity at San Diego State University. For the past sixteen years, Jeff has worked as an activist, organizer, and public speaker, providing consultation, presentations, and performances in the fields of sexual violence, masculinity, relationship violence, gender normativity, popular culture, violence prevention, stalking, bullying, working in alliances, feminist thought, collaboration, and the intersectionality of oppression.

Speaker Tyler Osterhause from the company “ We End Violence” presented on campus fall of 2017 to address the topics of Sexual Violence, Media, Consent and Change, and on the topic of Liquor is quicker: defying ideas about alcohol, sex, and sexual assault that was interactive and engaging for our students. He asked students to explore what every person can do to prevent sexual violence, and how to prevent it through an examination of the cultural ideologies, attitudes and behaviors that allow violence to flourish. This program was delivered on-campus during New Student Days and was required for all new first year students through their INT course, where attendance was tracked. *These two programs were held during New Student Days weekend fall of 2017 and during the first week of the fall semester.*

Tyler Osterhaus is an artist, advocate, and anti-violence educator. Tyler has managed and developed domestic violence and sexual assault prevention programs within local, state, and federal government including the Navy's Sexual Assault Prevention and Response program. Tyler currently coordinates school-based prevention education and advocacy programs for youth in the Minneapolis area public schools with Cornerstone Advocacy Services and is the Education Development Coordinator with We End Violence.

- **Residence Hall First Floor Meeting:** Resident Assistants in each building meet with the residents of their floors annually during the first weekend/week of the fall semester to address campus programs, hall policy and resources on-campus for students regarding safety/security. Resident Assistants are annually trained on these topics during their fall staff training. Annual meeting held during New Student Days weekend at the beginning of the fall semester and additional meetings are held frequently (one to two times each semester) during the remainder of the academic year.
- **Workplace Answers and Everfi Employee trainings:** Annual online mandatory training program for all new staff and for current employees who are designated as a campus “mandatory reporter.” Training topics covered are policy definitions and procedures regarding dating violence, domestic violence, sexual assault, stalking and crime reporting. Training participation is tracked through the Human Resources office. *Training held annually.*

Topics covered through Workplace Answers Training(2015-spring 2017):

- o Unlawful Harassment Prevention for Higher Education Staff, Supervisors, and Faculty
- o The Clery Act and Campus Security Authorities
- o Preventing Discrimination and Sexual Violence: Title IX VAWA and Clery Act for Faculty and Staff
- o FERPA for Higher Education
- o Sexual Violence Awareness and Prevention for Campus Officials and Investigators

Topics covered by Everfi (fall 2017-current):

- o Supervisor Anti-Harassment and Title IX (Manager of People)
- o Preventing Harassment & Sexual Violence (Employees)
- o Clery Act Basics

o FERPA Basics

- **HAVEN:** Annual interactive course designed by the company Everfi to engage and empower student learning by addressing the critical issues of sexual assault, sexual harassment, stalking, elements of a healthy relationship, the importance of sexual consent, and the role of bystanders in creating a safe, healthy campus community. HAVEN is required for all new students to Hastings College. Participation in the assessment is a graded assignment. Course delivered at the beginning of the fall and spring semester.
- **Alcohol Edu:** Annual interactive two-part online alcohol abuse prevention program designed by the company Everfi to help all first year students clarify their thinking about alcohol and assist them in making healthy decisions while at college and beyond. Completion of this course is required for all first year students. Alcohol Edu is required for ALL new students to Hastings College. Participation in the assessment is a graded assignment. Course delivered at the beginning of the fall and spring semester.
- **College Acquaintance Rape Educators (CARE):** Members of the CARE organization annually present on the topics of what consent is and how to acquire consent, relationships, definitions of sexual assault, how to report an act of sex or gender based harassment or discrimination, and the resources on campus that can assist a student who has dealt with a sexual assault. The student members were trained annually by the Director of Student Health.
- **Peer HIV Education Organization (PHIVE-O):** Members of PHIVE-O annually present on the topics of how to acquire consent in using condoms, abstinence is the best form of sexual protection, the five body fluids, sexually transmitted infections/diseases (STIs or STDs), and myths/facts of HIV. The Student members of the student organization are trained annually in May with a refresher training held in August. The training was conducted by the Program Leader of HIV/Sexual Health Education for the Nebraska Department of Education, the PHIVE-O faculty sponsor, and retired Director of Campus Health for Hastings College.
- **Climate Survey:** In the spring of 2017, Hastings College administered a climate survey to gather information from students regarding sexual misconduct. Sexual misconduct refers to various types of sexual violence, including sexual assault, sexual harassment, stalking and/or cyber harassment, and dating violence. The importance of studying sexual misconduct on college campuses has been stressed by the White House Task Force to Protect Students from Sexual Assault and the Department of Education's Office for Civil Rights, both of which have identified the use of climate surveys as a best practice to help monitor and prevent sexual assault on college campuses. Hastings College utilized the Administrator Researcher Campus Climate Collaborative (ARC3) survey to gather information on sexual misconduct from a subpopulation of Hastings College students. The ARC3 is a relatively new survey developed by a consortium of sexual assault researchers and student affairs professionals in response to recommendations by the White House Task Force to Protect Students from Sexual Assault. The ARC3 climate survey explores student perceptions of the campus climate as well as personal experiences with sexual violence victimization and perpetration. The findings of this survey lead to the creation of the Campus Climate Survey Task Force in spring of 2018. The Task Force was charged with understanding and assessing our current campus climate around issues of sexual harassment and sexual assault and to make recommendations regarding improvements on our campus.

- **NAIA Academy:** The HC Athletic department requires all athletes to participate in the NAIA academy annually beginning September 1st. The NAIA Academy is an online student education program covering topics to address the overall wellness of a NAIA athlete. Topics covered through the academy are:
 - myPlaybook Drug Education Courses:
 - #1 NAIA Rules and Performance Enhancing Drugs
 - #2 Dietary Supplements and Sports Nutrition | Prescription and Over-the-Counter Medications
 - #3 Life Skills
 - #4 The Transition from College Athlete to Healthy Adult Lifestyle
 - Sexual Assault Awareness & Prevention
 - Marijuana Impact on Athletic Performance
 - Tobacco Impact on Athletic Performance
 - Alcohol Impact on Athletic Performance
 - Drug Prevention Expectations, Harm Prevention, Norms

Emergency Notification and Evacuation

Adams County emergency notification system: It is recommended that all those on campus subscribe to the AlertSense emergency notification system. The emergency notification services are free. AlertSense is available via the AlertSense app for Apple or Android locate at ACEMA.ORG, or you can text your zip code (68901) to 37801.

Campus Emergency notification system (RAVE): All students, faculty and staff for whom the college has cell phone numbers are automatically enrolled in the college's emergency text notification system (RAVE). Emergency notifications are also sent to the Hastings College email addresses of faculty, staff and current students. These are the means by which the College notifies the College community of an emergency or serious weather condition without delay. Therefore, if you have a change of cell phone number or provider, please contact the Office of Student Engagement (402) 461-7305 to update your information the college's records.

Reporting injuries: All injuries occurring on campus or during an off-campus college-sponsored event should be reported as soon as possible to Shelley Fletcher, Campus Nurse (402) 461-7372. Staff and students who do not report injuries are not able to receive support from Hasting College.

Notice of tornado and storm related information: The weather can change rapidly in Nebraska and the area is susceptible to tornadoes. Whenever the weather looks threatening, you are encouraged to monitor radio, television and internet broadcasts. The emergency management team in our area (Adams County Emergency Management) will sound the tornado sirens if: a) there are winds of 70+ mph; b) a tornado is spotted or seen on radar, 7-10 miles away, or c) 1 3/4" hail or greater is expected. The sirens are only intended to warn those who are outdoors. Those who are indoors are asked to monitor weather broadcasts during threatening weather.

Local residents are encouraged to watch is KSNB-TV (the local NBC affiliate), since it is broadcast from Hastings. KHAS radio is AM 1230 is an additional station that broadcasts local weather, as is the internet site for the National Weather Service (www.nws.noaa.gov). The National Weather Service has two categories to describe conditions related to tornadoes. Tornado Watch : weather conditions are such that a tornado could form. Weather broadcasts should be closely monitored. Tornado Warning: a tornado has been sighted and residents should take action to protect themselves.

Tornado Warning: If indoors - Go to the basement or to an inside hallway at the lowest level. Safe areas in Hastings College Buildings are listed below. Avoid places with wide-span roofs such as auditoriums, cafeterias, large hallways, or shopping malls. Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it. Stay away from windows. Use your arms to protect your head and neck. If outdoors - If possible, get inside a building. If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding. Use arms to protect head and neck. If in a car - Never try to out drive a tornado in a car or truck. Tornadoes can change direction quickly and can lift up a car or truck and toss it through the air. Get out of the car immediately and take shelter in a nearby building. If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

Campus Storm Shelter Locations:

- Barrett Alumni Center (Move to an interior windowless room)
- Batchelder Building (Move to an interior windowless room)
- Bronco Village (Move to basement of building, 917 N. 6th Ave, fob access required)
- Daugherty Center (Move to basement)
- Lynn Farrell Arena/Fleharty Center (Move to hallways on lower level of arena)
- French Memorial Chapel (Move to basement via east and west access)
- Fuhr Hall (Move to basement, across from Perkins Auditorium's south stage exit)
- Gray Center (Move to northeast corner of Studio B)
- Hazelrigg Student Union (Move to basement by way of the stairs near the building's southwest entrance)
- Honors Houses (Move to an interior basement hallway)
- Hurley-McDonald (Move to basement)
- Jackson Dinsdale Art Center (Move to the restrooms)
- Kiewit Gymnasium (Move to locker rooms)
- McCormick Hall (Move to the basement)
- Morrison-Reeves Science (Move to the first)
- Perkins Library (Move to basement by way of the stairs in the northwest corner, near the computers)
- Physical Fitness Facility (Move to the restrooms)
- Residence Halls (Move to an interior basement hallway)
- Sachtleben Observatory (Move to ground level restroom or ditches near entrance)
- Scott Studio Theatre (Move to an interior windowless room)
- Stadium (Move to hallways on lower level of arena or restrooms of stadium)
- Stone Health Center (Move to interior ADA restroom)

- Track (Move to Barrett Alumni Center interior windowless room)
- Wilson Center (Move to basement)

Emergency Drills, Testing & Evacuation Procedures: Information on emergency drills is distributed by the Office of Student Engagement upon request. Hastings College participates in the annual City of Hastings Tornado Drill annually during the spring semester. Email and electronic notification is sent across campus to alert all faculty, staff and students of the drill and with information of storm shelter locations. Hastings College does not assess this emergency drill.

Hastings College Student Engagement Department hosts bi-annual fire drills in all Residence Halls. The drills are planned by Residence Life staff and arranged with the Office of Campus Safety and the Hastings Fire Department. Residents of each building are not made aware of the drill prior to it happening. Each Residence Hall Director tracks the number of students participating and the amount of time it takes to empty the building.

Missing Student Notification Procedures

Reporting missing on-campus students immediately: If a member of the Hastings College community has reason to believe that a student who resides in on-campus housing is missing; a report should be made immediately to Campus Safety (402) 984-8064. Campus Safety will generate a missing person report and initiate an investigation. After investigating the missing person report, if the Office of Student Engagement/Campus Safety determines that the student is missing and has been missing for 24 hours, Hastings College will notify the Hastings Police department and the student's emergency contacts no later than 24 hours after the student has been determined to be missing. Each student residing in campus housing has the option of confidently identifying person(s) (close friend, etc.) who can be contacted if the student is reported missing. In the case of a missing student who resides in on-campus housing – and is also under 19 years of age and not emancipated – their custodial parent or guardian will also be notified that they are thought to be missing. A student's confidential contact information will be accessible only to authorized campus officials and law enforcement as appropriate.

Policy on Possession and Use of Alcohol and Drugs

Definitions: The term "Alcohol," as used in this shall include alcoholic spirits, liquor, wine, beer, and every substance containing alcoholic spirits, liquor, wine or beer.

The term "illegal drug" shall mean any controlled substance included in Nebraska Revised Statutes § 28-405 (which lists controlled substances regulated under Nebraska criminal laws relating to drugs and narcotics), any "controlled substance" as defined under federal law in 21 U.S.C. § 801 et seq., and any otherwise lawfully available drug (such as over the counter or prescription drugs) used for any illegal or unauthorized purpose.

Philosophy: The College cares about its students and employees, their health, and well-being, and it encourages all individuals to care about each other. The College recognizes that there are many academic and social problems associated with the consumption of alcohol and illegal drugs, which have a negative impact on students, employees, and campus life in general. In recognition of the problems associated with the use of drugs and alcohol on college campuses, and in accordance with the Drug Free Schools and Communities Act of 1989, Hastings College has adopted the following policy regarding the possession and use of alcohol and illegal drugs on and off campus:

Standards of conduct for students and employees of Hastings College and their guests:

1. Actual, attempted or promotion of the unlawful possession, use, or distribution of drugs and alcohol by students and employees on Hastings College property or as part of any Hastings College activity is prohibited.
2. All laws pertaining to alcohol and drug use must be observed at all times, including, but not limited to, legal drinking age, prohibitions against providing alcohol to minors, and restrictions against operation of a motor vehicle while under the influence of alcohol and/or drugs.
3. No illegal drugs or paraphernalia may be possessed or used on or off campus by any Hastings College employee, student or guest. The possession and/or use on or off campus of any illegal drug by a Hastings College employee, student or guest will subject the student or guest to disciplinary action, up to and including dismissal from the College.
4. No alcoholic beverages may be possessed or consumed on or off campus by any Hastings College employee, student, or guest under the age of 21.
5. Alcoholic beverages are allowed within the confines of individual Hastings College Bronco Village Apartments or campus houses only if all residents of that particular apartment are of legal drinking age. Alcoholic beverages may not be consumed in individual Hastings College Bronco Village Apartment or campus house if minors are present.
6. On rare occasions and by prior written approval of the Hastings College President, an event for alumni and/or community members being hosted on campus in an academic or administrative building can serve alcohol. Alcoholic beverages cannot be consumed by anyone under the age of 21 and must be served by an approved licensed vendor following all campus, state and federal laws.
7. No alcohol cans, bottles or paraphernalia are allowed in the College residence halls. No advertising for beer or other alcohol may be accepted in any campus publication or for display on campus.
8. In an effort to deter underage drinking on or off-campus, Hastings College expects these guidelines to be followed at events where alcohol will be served and where HC student may or may not be present:
 - a. No college funds, including campus organization treasury funds processed through the Hastings College Business Office may be used to purchase alcohol for any student event.
 - b. Each student event must ensure compliance with the laws of the State of Nebraska and the Hastings College Code of Conduct.
 - c. No posters, signs, or e-mail announcements promoting alcohol may be displayed on campus.
 - d. No tickets for any student events with alcohol may be sold on campus.

Legal Sanctions: Local, state and federal laws prohibit the unlawful possession or distribution of alcohol and illicit drugs. Violations of such laws are criminal offenses. Sanctions and penalties for such violations may range from probation to substantial monetary fines and/or imprisonment for substantial time periods if prosecuted in the criminal or civil courts. Additionally, convictions for possessing or selling illegal drugs may impact a student's eligibility for federal student aid.

College Disciplinary Sanctions:

a. Disciplinary sanctions for students violating alcohol and drug provisions of this policy or the Hastings College Student Code of Conduct will be imposed. These may include, but are not limited to, the following series of sanctions or combination thereof:

i. First Violation

- Parental notification
- Fine or service hours
- Mandatory completion of alcohol or drug education program

ii. Second Violation

- Parental notification
- Fine or service hours
- Probation
- Mandatory screening with certified drug and alcohol counselor

iii. Third Violation and above

- Parental notification
- Fine or service hours
- Probation
- Suspension from residency or the college

b. **Hastings College Good Samaritan Policy:** Student health and safety are primary concerns of the Hastings College community. Students are expected to contact Campus Safety, a member of the residence life staff, or other college official when they believe that medical assistance for an intoxicated/impaired student is required. In case of medical emergency or in the event that a college official cannot be reached, students should call 911 for assistance from local police, fire, or medical emergency professionals. When such assistance is sought for an intoxicated/ impaired student, the students and/or organizations seeking help, as well as the individual assisted and others involved, will not be subject to college disciplinary action with respect to the alcohol policy. (This policy does not preclude disciplinary action regarding other violations of college standards, such as causing or threatening physical harm, sexual abuse or violence, damage to property, harassment, hazing, etc. Students should also be aware that this college policy does not prevent action by state and local authorities.) In order for this policy to apply, the intoxicated student(s) must agree to timely (within 30-60 days) completion of recommended alcohol education activities, assessment, and/or treatment depending upon the level of concern for student health and safety. Serious or repeated incidents (more than one time) will prompt a higher degree of medical concern. Failure to complete recommended follow-up will result in sanctioning up to withdrawal from the college.

- c. **State of Nebraska Good Samaritan Law (LB 439)** : provide limited protection for Nebraskans under the age of 21 who seek medical assistance related to alcohol poisoning. LB 439 will grant intoxicated minors a limited legal immunity when they seek help for themselves or another individual who is in need of immediate medical attention. The law will only apply to those who 1) are intoxicated 2) call for medical assistance and 3) cooperate fully with law enforcement when medical attention arrives.

- d. Consistent with Hastings College responsibility to take action against acts of Sexual Harassment, Misconduct and Violence, a person reporting and bystanders involved the report of such an incident will not be held responsible for an alcohol violation disciplinary sanction under the Policy on Possession and use of Alcohol and Drugs. The responding party (person committing the act) can be held responsible for their actions under the Policy on the Possession and use of Alcohol and Drugs, the Sexual Harassment Policy, Sexual and Misconduct and Violence Policy. Additionally, the responding party can also be exposed to criminal and civil proceedings outside of Hastings College.

Support and Prevention Services: Hastings College is committed to increasing employee and student awareness of the issues related to alcohol and drug use, misuse, and abuse. In an effort to reduce harm from the negative effects of alcohol and drug use, the College takes the following steps:

- a. Hastings College provides annual educational efforts to increase awareness about the effects of alcohol and drug use, including in-class and extra-curricular lectures and discussions. Information is also provided through films, posters, and pamphlets, and peer educational efforts promoted through student organizations. Peer educators are trained annually by the Director of Campus Health Services.
- b. Greek organizations are provided additional education on the topic of hazing and chapters sign an Anti-Hazing Policy statement.
- c. **Drug and Alcohol Counseling Treatment or Rehabilitation Programs:** The Stone Health Center annually coordinates and offers a variety of alcohol and other drug abuse prevention and education services for students, referral services, alcohol and other drug education classes, and peer alcohol educators. In addition, counselors provide confidential screenings, counseling, and treatment/rehabilitation referral services for those students who are having difficulty with alcohol and drug use/abuse.
- d. Hastings College also provides confidential counseling support through the Counseling Center for those wishing to decrease or prevent their consumption of alcohol or drugs and/or deal with alcohol/drug related problems. This may include individual, small group, and/or large group counseling support, as requested.
- e. The Coordinator of Student Activities and the Office of Student Engagement at Hastings College are able to provide advice, assistance, and encouragement to student organizations for their development and promotion of guidelines for responsible decision-making about alcohol use by their members.
- f. The Coordinator of Student Activities and the Office of Student Student Engagement at Hastings College are available to promote and facilitate any student organization' s efforts to provide alcohol-free social and recreational options.

Health Risks: Alcohol and other drugs of abuse are a major health problem in the United States. Traditional college-age students are particularly vulnerable to the consequences of alcohol and other drug abuse. The problems associated with alcohol and/or other drug consumption covers a broad range including physical and

psychological illnesses (acute alcohol poisoning, mood disorders, self-destructive behavior, and suicide). Accidents, homicides and suicide are the leading causes of mortality in the traditional college-age population. Alcohol is also a contributing factor in poor decision-making that can lead to unsafe behaviors (arguments, fights, driving while intoxicated, sexually transmitted infections.) Consequences of alcohol and other drug abuse include liver damage, gastrointestinal diseases, cancer, and permanent damage to the brain and nervous system.

Alcohol Policy for College Sponsored Off-Campus Excursions: There are special considerations related to the use of alcohol during off-campus excursions. These considerations stem from the need to balance the rights of students to exercise their personal freedoms with the responsibility of the college to maintain a safe and effective learning and teaching atmosphere during such excursions. Therefore, the following policies will govern the use of alcohol by students on college-sponsored off-campus excursions, such as field trips and sporting events. Sponsoring departments and trip organizers may establish restrictions in addition to these (e.g., Athletic Department prohibits any alcohol consumption by athletes, a faculty member deeming alcohol consumption inappropriate in association with the purposes of the trip.):

1. Students must observe all laws pertaining to alcohol use in the jurisdiction where the excursion takes place. These include, but are not limited to, legal drinking age, prohibitions against providing alcohol to minors, restrictions against operation of a motor vehicle while under the influence of alcohol, and alcohol-restricted zones such as parks, public buildings, and campgrounds.
2. Students must refrain from the consumption of alcohol during periods that College faculty members define as instructional periods. Instructional periods may include any part or all of any given day during the excursion and are not limited to periods used for direct instruction.
3. Students may consume alcohol only during periods defined as personal, non-instructional time. Students who use alcohol during personal, non-instructional, time must do so in a manner that allows them to be prepared to participate fully in subsequent instruction with complete sobriety and without physical or mental impairment.
4. At all times students are responsible for following the Hastings College Code of Conduct.
5. Illegal drugs, as defined by campus policy are prohibited during any off-campus excursion.
6. Students are ultimately responsible for their own behavior and compliance with laws and regulations of the local jurisdiction, Hastings College policies, department restrictions and faculty authority.

Guidelines for Events where Alcohol is Present (not an all-inclusive list, but intended to provide some basic suggestions):

1. An equal number of alternative, non-alcoholic beverages will be provided at each event involving alcoholic beverages.
2. Food will be provided at each event involving alcoholic beverages.
 - a. The amount of food will be reasonable depending on the number of guests expected.
 - b. The variety of food will include some items without salt.
3. Each participant must present a valid State ID when entering any event involving alcoholic beverages or when purchasing alcohol.
 - a. A mark or wristband will be used to designate those of legal age (21 in Nebraska).
 - b. Enforcement will must occur at private parties, as well as at public establishments.
4. Beverage containers, whether alcoholic or non-alcoholic, will be kept inside the host facility.

5. Third-party vendors or trained servers will be used for all registered events.
 - a. Alcoholic beverages will not be served to intoxicated individuals.
 - b. The serving of alcohol will cease one hour before the event is to end.
6. Security measures will be taken to monitor for and prevent underage drinking.
 - a. Empty or abandoned drinks will be discarded.
 - b. Passing drinks under the table is prohibited.
7. Designated Drivers or the Hastings College Bronco Bus must be used at each social event.
 - a. If Designated Drivers are used, there must be an adequate number available dependent on the number attending. Designated Drivers are to be determined prior to the event start time. Designated Drivers' name and contact information will be posted the entirety of the event. Designated Drivers will not consume any alcohol or other drugs prior to or during the event.
 - b. If the Hastings College Bronco Bus is used, they must be notified of the time, place, and hours of the social event two - five days in advance.
 - c. If the Hastings College Bronco Bus is used, the telephone number to call must be posted in a prominent place at the student event.
 - d. All unregistered student events or social gatherings, including pre- and post-parties ("primers" and "posters") that are in violation of these guidelines are officially prohibited by the College and its campus organizations.
8. Illegal drugs are prohibited at any student event.

Drug Education and Testing Policy for Student Athletes Policy Statement: Hastings College (HC) is committed to the physical and mental health, and well-being of its student-athletes. Hastings College recognizes that the use of certain drugs and substances is not in the best interest of the student-athlete or Hastings College Athletics. In an effort to eliminate the use of certain drugs and other substances, Hastings College has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student-athletes. Hastings College requires all student-athletes to complete drug education programming through myPlaybook, a series of online lessons that ensure student-athletes are thoroughly educated about the risks of drug use prior to any drug testing. To become and remain a participant in Hastings College's Intercollegiate Athletics program, a student-athlete must comply with the terms of this program that encompasses drug education, screening, testing, and counseling.

Purpose: The purpose of the Hastings College Student-Athlete Drug Education and Drug Testing Policy is multifaceted. The program focuses on the following objectives:

- A. Promoting the health, safety, and welfare of the student-athletes who participate in intercollegiate athletics.
- B. Educating student-athletes on the risks associated with the use of certain drugs and other substances.
- C. Harm reduction to the use of certain drugs and other substances by imposing significant sanctions on offenders.
- D. Providing rehabilitation and educational services.
- E. Promoting the role of Hastings College student-athletes as representatives of the College and positive role models for the youth in the community.

F. Counseling student-athletes who do not adhere to the requirements of the program.

Drug-Testing Policies: The Hastings College athletics department prohibits the use and abuse of banned substances (as defined in this policy on Appendix B) by student-athletes. Each student-athlete is subject to random drug testing, follow-up testing, and testing based upon reasonable suspicion. Student-athletes may be drug tested throughout the academic year for banned substances. Failure to report for a drug test and/or leaving the test site without permission will result in a test being classified as a “positive” test. Sanctions will be imposed as prescribed in this policy. Collection protocol is set forth in Appendix D.

Drug-Testing Selection Process: All Hastings College student-athletes are subject to drug testing. Selection for the drug testing will occur randomly using a computer algorithm to generate a list of student-athletes to be tested. Student-athletes are tested three times per semester.

Hastings College Banned Drugs: The Hastings College Athletics Department utilizes the most current NCAA list of banned drugs and drug classes (‘Banned Substances,’ see NCAA [website](#)), although the definition of a positive test under the Hastings College policy may differ from that of the NCAA Drug-Testing Program. The current list of banned drugs is set forth in the handbook and consists of substances generally believed to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete. Hastings College athletics will notify student-athletes of additions to the list of Banned Substances. Additionally, Hastings College prohibits its student-athletes from possessing or using controlled substances (as defined by [federal](#) and [Nebraska law](#)) (collective described in this policy as ‘Banned Substances’).

Drug Testing Consent Form: All enrolled student-athletes who have signed the Drug-Testing Consent Form and are listed on the NAIA or institution squad list or receive institutional athletic financial aid are subject to unannounced random testing. Student-athletes will be selected for testing from the NAIA or institutional squad list by using a computerized random number program.

Each academic year, student-athletes must sign the Hastings College Drug-Testing Consent Form, which permits the collection of urine, saliva, and/or blood for testing of Banned Substances, as described in Appendix B. Completion of this document is required of all student-athletes as a part of their pre-participation physical examination. Failure to sign the consent form will result in the student-athlete’s ineligibility for practice or competition. The student-athlete will be required to notify his/her parent(s) and/or guardian(s) of the execution of the Drug Testing Consent Form and any minor student-athletes shall have the Drug Testing Consent Form executed by his/her parent(s) and/or guardian(s).

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy Statements

Programs to Prevent Dating Violence, Domestic Violence, Stalking and Sexual Assault:

- **2016-2018 | Workplace Answers:** Annual online training program for all new staff and for current employees who are designated as a campus “mandatory reporter.” Training topics covered are policy definitions and procedures regarding dating violence, domestic violence, sexual assault, stalking and crime reporting. Trainings covered through Workplace Answers:
 - o Unlawful Harassment Prevention for Higher Education Staff, Staff Supervisors, and Faculty
 - o The Clery Act and Campus Security Authorities

- o Preventing Discrimination and Sexual Violence: Title IX VAWA and Clery Act for Faculty and Staff
- **2017, 2018 | Everfi:** Annual online training program for all new staff and for current employees who are designated at campus “mandatory reporter.” Training topics covered are policy definitions and procedures regarding dating violence, domestic violence, sexual assault, stalking, and crime reporting. Trainings covered through Everfi:
 - o Supervisor Anti-Harassment and Title IX (Manager of People)
 - o Preventing Harassment & Sexual Violence (Employees)
 - o Clery Act Basics
- **2016 - 2017 | HAVEN:** Annual online interactive course designed to engage and empower student learning by addressing the critical issues of sexual assault, sexual harassment, stalking, elements of a healthy relationship, the importance of sexual consent, and the role of bystanders in creating a safe, healthy campus community. HAVEN is required for ALL new students to Hastings College.
- **2016 - 2017 | Alcohol Edu:** Annual on-line interactive two-part online alcohol abuse prevention program designed to help all new first year students clarify their thinking about alcohol and assist them in making healthy decisions while at college and beyond. Completion of this course is required for all first year students.
- **2016-2018 | INT 103 Bridges Presentation:** During the first semester for all first year students are required to take an introductory course to college called INT 103. The portion of the course that is dedicated to teaching new students about campus services and resources is called INT 101 Bridges. The Bridges presentation conducted by C.A.R.E (College Acquaintance Rape Educators – Peer Education Group) focuses on the topics of sexual assault, interpersonal violence which includes dating and domestic violence, stalking and consent. The members of C.A.R.E also educate new students on the resources available including counseling services, health services and services available in the Hastings community that are available to Hastings College students.
- **2018 | Campus Round Table/Campus Cafe/Campus Connect events:** Students, peer educators, and Student Engagement staff offered regular opportunities (weekly fire circles, monthly student round table/discussion forums) for students around topics related to developing and sustaining generative campus climate and culture. All events were open to the student body and included topics such as, but not limited to, inclusion, consent, dating violence, campus culture, advocacy, alliance/ally responses, diversity, and engagement.
- **2016 | The Hunting Ground Movie:** C.A.R.E held multiple viewings of the movie “The Hunting Ground” and afterward held a discussion to review campus policy/procedures.
- **2016-2018 | Walk a Mile in Her shoes and ongoing | other public awareness events:** Public awareness events such as “Walk a Mile in Her Shoes,” the Clothesline Project, candlelight vigils, clothesline project, protests, “survivor speak outs” or other forums in which students/employee disclose incidents of sex/gender based harassment, discrimination or sexual misconduct.
- **2016 - 2017 | We End Violence Speaker:** Speaker Jeff Bucholtz from the company “ We End Violence” presented on our campus fall of 2016 to address the topics of WHY violence happens and Healthy Relationships in a format that was interactive and engaging for our students. He asked students to explore what every person can do to prevent sexual violence, and how to prevent it through an examination of the cultural ideologies, attitudes and behaviors that allow violence to flourish. This program was delivered on-campus during New Student Days and was required for all new first year students through their INT course, where attendance was tracked. *These two programs were held during New Student Days weekend fall*

of 2016 and during the first week of the fall semester.

Jeff's credentials: Jeffrey S. Bucholtz is director of We End Violence, and outgoing president of the San Diego Domestic Violence Council. Jeff is also an award-winning instructor at Southwestern College where he teaches Oral Communication, Interpersonal Communication, TELA Communication (part of an African-American learning community), Public Speaking, Interpersonal Communication, and Small Group Facilitation. In addition, Jeff works as a public speaking consultant with Speak for Success, and teaches courses on Violence Against Women and Popular Culture and Identity at San Diego State University. For the past sixteen years, Jeff has worked as an activist, organizer, and public speaker, providing consultation, presentations, and performances in the fields of sexual violence, masculinity, relationship violence, gender normativity, popular culture, violence prevention, stalking, bullying, working in alliances, feminist thought, collaboration, and the intersectionality of oppression.

Speaker Tyler Osterhaus from the company "We End Violence" presented on our campus fall of 2017 to address the topics of Sexual Violence, Media, Consent and Change, and on the topic of Liquor is quiker: defying ideas about alcohol, sex, and sexual assault that was interactive and engaging for our students. He asked students to explore what every person can do to prevent sexual violence, and how to prevent it through an examination of the cultural ideologies, attitudes and behaviors that allow violence to flourish. This program was delivered on-campus during New Student Days and was required for all new first year students through their INT course, where attendance was tracked. *These two programs were held during New Student Days weekend fall of 2017 and during the first week of the fall semester.*

Tyler Osterhaus is an artist, advocate, and anti-violence educator. Tyler has managed and developed domestic violence and sexual assault prevention programs within local, state, and federal government including the Navy's Sexual Assault Prevention and Response program. Tyler currently coordinates school-based prevention education and advocacy programs for youth in the Minneapolis area public schools with Cornerstone Advocacy Services and is the Education Development Coordinator with We End Violence.

● **2016 - 2018 | Bathroom/Prominent Location Signs with resources for victims of Sexual Assault:**

Every bathroom on campus has a resource poster that have names, positions, and contact phone numbers for both on and off campus resources for a student who has been victim to a Sexual Assault.

● **2016 - 2018 | NAIA Academy:** The HC Athletic department requires all athletes to participate in the [NAIA academy](#) annually beginning September 1st. The NAIA Academy is an online student education program covering topics to address the overall wellness of a NAIA athlete. Topics covered through the academy are:

○ Sexual Assault Awareness & Prevention

● **2017 | Dismantling Rape Culture on College Campuses:** This lecture focused on what rape culture is, how it is perpetuated in popular culture and on college campuses, what campuses are getting right or wrong, and how to create meaningful change for and with students.

Stephanie Gilmore, Ph.D. is a Sexual Assault Advocate and Outreach Coordinator for AshaKiran, a nonprofit, comprehensive crisis services provider in Huntsville, AL. After eight years as a college professor, she left academia and began speaking full-time on college campuses about dismantling rape culture. She has edited seven academic journals; authored two books; and written numerous articles on white antiracism, reproductive justice, feminist activism, and sexual consent. In April 2013, she was named "Feminist We Love" by The Feminist Wire.

● **2017 | Consent Trainings:** Dr. Stephanie Gilmore is provide training on consent and alcohol use on our

campus to small groups of faculty, staff, and students.

Stephanie Gilmore, Ph.D. is a Sexual Assault Advocate and Outreach Coordinator for AshaKiran, a nonprofit, comprehensive crisis services provider in Huntsville, AL. After eight years as a college professor, she left academia and began speaking full-time on college campuses about dismantling rape culture. She has edited seven academic journals; authored two books; and written numerous articles on white antiracism, reproductive justice, feminist activism, and sexual consent. In April 2013, she was named "Feminist We Love" by The Feminist Wire.

- **2017-2018 | Committee on Campus Climate & Culture:** Committee formed to assess and report on the climate of the school campus on an annual basis to the office of the President. Members included students, staff, faculty, and members of the community. Co-chairs of the committee included a member of the Board of Trustees and the Dean of Student Engagement.

Policy Statement that Prohibits the Crimes of Dating Violence, Domestic Violence, Sexual Assault and Stalking

HC Cares Policy Statement & Jurisdiction: Hastings College (HC) is committed to fairness and equity in all aspects of the educational experience and, therefore, prohibits sex/gender based harassment, discrimination, and sexual misconduct. HC adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. Alleged violations of this policy are subject to resolution using the procedures detailed within the [HC Cares policy](#). This policy applies to allegations of sex/gender based harassment, discrimination and sexual misconduct that takes place in any College program or activity that happens either on or off-campus including overseas programs (study abroad or away). All members of the College's community are subject to this policy including, but not limited to, students, faculty, administrators, trustees, staff, coaches, and independent contractors, as well as others who participate in College programs and activities, regardless of sexual orientation or gender identity. However, the College's response may be limited if the responding party is a guest or is not subject to the College's jurisdiction. Members of the HC community in violation of this policy will be subject to sanctions or other means necessary to address the prohibited behaviors outline in the [HC Cares policy](#). Additionally, because the College takes seriously all acts of sex/gender based harassment, discrimination and sexual misconduct, those who make malicious and purposeful false accusations will be subject to College sanctions and discipline.

Definitions: Sex/Gender Based Stalking: Stalking is a crime in Nebraska. See [Neb. Rev. Stat. §§ 28.311.02](#) to 28.311.05 for a full definition. Stalking behavior covered by the HC Cares policy is a course of conduct that is unwelcome and directed at a specific person or persons on the basis of sex or gender which would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. "Course of conduct" is defined as a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct.

- sex/gender based stalking includes menacing behaviors or activities occurring repetitively and can include the pursuit, following, harassing and/or interfering with the peace and /or safety of others. Examples of such behaviors and activities may include, but are not limited to, the following:
 1. Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, or any other communications that are undesired and place another person in fear.
 2. Use of online, electronic, or digital technologies, including:
 - a. Posting of pictures or information in chat rooms or on websites

- b. Sending unwanted/unsolicited email or talk requests
- c. Posting private or public messages on internet sites, social networking sites, and/or school bulletin boards
- d. Installing spyware on the reporting party's computer
- e. Using Global Positioning Systems (GPS) to monitor a reporting party
3. Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the reporting party
4. Surveillance or other types of observation, including staring or "peeping"
5. Trespassing
6. Vandalism
7. Non-consensual touching
8. Direct verbal or physical threats
9. Repeated, unwanted, or unnecessary gathering information about an individual from their friends, family, and/or co-workers
10. Threats to harm self or others
11. Defamation — lying to others about the reporting party

Sexual Misconduct/ Sexual Assault: The HC Cares policy defines sexual misconduct as the threat or the commission of behavior used to obtain sexual gratification against another's will or at the expense of another such as inducing fear, shame, or mental suffering. Sexual misconduct includes unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger that occurs without consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. Silence does not constitute consent. Anyone may experience and report sexual misconduct including, but not limited to, adults, adolescents, minors, the developmentally disabled and vulnerable individuals regardless of age.

The following types of sexual misconduct are prohibited under this policy:

1. **Sexual Harassment** : unwelcome sex-based and/or gender based verbal, written, online and/or physical conduct, including:
 - a. Submission to such conduct made either explicitly or implicitly as a term or condition of instruction, employment, academic advancement, or participation in any College activity;
 - b. Submission to or rejection of such conduct by an individual used as a basis for evaluation in making an employment, academic, or personnel decision affecting an individual; or
 - c. When such conduct has the purpose or effect of interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive environment for work, learning, or participating in any College activity.
 - d. Sexual harassment may take the form of quid pro quo harassment, retaliatory harassment and/or creation of a hostile environment.
 - e. A hostile environment is created when sexual harassment is:
 - sufficiently severe,
 - or persistent or pervasive, and
 - objectively offensive that it unreasonably interferes with, denies or limits someone's ability

to participate in or benefit from the College's educational and/or employment, social and/or residential programs.

f. Also, when determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the totality of the circumstances, including but not limited to:

- whether a specific person was offended,
- whether the behavior persists despite the objection of the person targeted by the speech or conduct,
- whether the conduct interferes unreasonably with a person's work performance or a student's academic progress or success, and
- whether the conduct affects tangible job or academic benefits.

2. **Non-Consensual Sexual Intercourse** : any sexual intercourse or penetration, however slight, with any object by a person upon another person that is without consent and/or by force. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

3. **Non-Consensual Sexual Contact** : any intentional sexual touching, however slight, with an object by a person upon another person that is without consent and/or by force. Sexual Contact includes intentional contact with the breasts, buttocks, groin, or genitals, or intentionally touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

4. **Sexual Exploitation** : taking non-consensual or abusive sexual advantage of another, and the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse, or non-consensual sexual contact. Examples of sexual exploitation include, but are not limited to:

- sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed);
- taking photographs, video recording, or audio recording of another in a sexual act or in any other intimate, private activity without the consent of all persons involved in the activity;
- exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person's consent);
- engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV), other sexually transmitted disease (STD) or other sexually transmitted infections (STI) without informing the other person of the infection;
- administering alcohol or drugs (such as "date rape" drugs) to another person without the person's knowledge or consent.

5. **Intimate Relationship Violence**: violence between those in an intimate relationship (this includes romantic, dating or domestic relationships). Examples include, but are not limited to:

- Physical assault between those in an intimate relationship who do not live together (**Dating Violence**)
- Physical assault between those in an intimate relationship who live together (**Domestic Violence**)

6. **Sex/Gender Based Stalking**: Stalking is a crime in Nebraska. See [Neb. Rev. Stat. §§ 28.311.02](#) to 28.311.05 for a full definition. Stalking behavior covered by the HC Cares policy is a course of conduct that is unwelcome and directed at a specific person or persons on the basis of sex or gender which would

cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. “Course of conduct” is defined as a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct.

- sex/gender based stalking includes menacing behaviors or activities occurring repetitively and can include the pursuit, following, harassing and/or interfering with the peace and /or safety of others.

Examples of such behaviors and activities may include, but are not limited to, the following:

- i. Non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, written letters, gifts, or any other communications that are undesired and place another person in fear.
- ii. Use of online, electronic, or digital technologies, including:
 - a. Posting of pictures or information in chat rooms or on websites
 - b. Sending unwanted/unsolicited email or talk requests
 - c. Posting private or public messages on internet sites, social networking sites, and/or school bulletin boards
 - d. Installing spyware on the reporting party’s computer
 - e. Using Global Positioning Systems (GPS) to monitor a reporting party
- iii. Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the reporting party
- iv. Surveillance or other types of observation, including staring or “peeping”
- v. Trespassing
- vi. Vandalism
- vii. Non-consensual touching
- viii. Direct verbal or physical threats
- ix. Repeated, unwanted, or unnecessary gathering information about an individual from their friends, family, and/or co-workers
 - a. Threats to harm self or others
 - b. Defamation — lying to others about the reporting party

College definition and attributes of Consent: a clear and knowing and voluntary affirmative agreement in word or action that give permission for specific sexual activity; active, not passive; silence in and of itself, cannot be interpreted as consent; previous relationship or prior consent does not imply future consent; consent can be withdrawn at any time, as long as that withdrawal is clearly communicated; consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another; consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the willingness to engage in and the conditions of sexual activity; force or threat of force, express or implied, invalidates consent; consent is not effective if the consent that was given was the result of the actor’s deception as to the identity of the actor or the nature or purpose of the act on the part of the actor; someone who is incapacitated cannot consent; sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy:

- incapacitation is a state where someone cannot make rational, reasonable decisions because

- they lack the capacity to give knowing consent
- a person whose incapacity results from a mental or other disability, sleep, unconsciousness, involuntary physical restraint or from taking/using drugs (possession, use and/or distribution of any date rape drug is also a violation of this policy) or alcohol that prevents the individual from having the capacity to give consent.

College definition of Force from the HC Cares Policy: the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation and coercion that overcome free will or resistance.

Nebraska State Definition of without Consent (28-318 Definitions)

(8) Without consent

means:

- (a)(i) The victim was compelled to submit due to the use of force or threat of force or coercion, or (ii) the victim expressed a lack of consent through words, or (iii) the victim expressed a lack of consent through conduct, or (iv) the consent, if any was actually given, was the result of the actor's deception as to the identity of the actor or the nature or purpose of the act on the part of the actor;
- (b) The victim need only resist, either verbally or physically, so as to make the victim's refusal to consent genuine and real and so as to reasonably make known to the actor the victim's refusal to consent; and
- (c) A victim need not resist verbally or physically where it would be useless or futile to do so; and

(9) Force or threat of force means

- (a) the use of physical force which overcomes the victim's resistance or (b) the threat of physical force, express or implied, against the victim or a third person that places the victim in fear of death or in fear of serious personal injury to the victim or a third person where the victim reasonably believes that the actor has the present or future ability to execute the threat.

Programming Requirements:

HC Cares statements on Bystander Interventions and Warning Signs

1. *What safe and positive options are available for bystanders to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual misconduct, or stalking?* Hastings College encourages all members of the College community to take safe and positive actions to intervene when there is a risk of sex/gender based discrimination, harassment and sexual misconduct. There is no single "right" way to intervene, and what is appropriate depends on the situation and the individuals involved. Available intervention strategies include:

- Asking the people involved to stop what they are doing.
- Stepping in and separating the people involved in a non-combative manner.
- Using a distraction to focus attention on someone or something else.
- Asking another bystander (or a number of other bystanders) to intervene with you.
- Notifying one or more of the following offices or persons who can assist you:
 - Hasting College Campus Safety (402) 984-8064, 24 hours a day/7days a week

- Dean of Student Engagement (402) 461-7305, between 8:00 am - 5:00 pm
- Title IX Coordinator (402) 461-7300, between 8:00 am - 5:00 pm
- Hastings Police Department (402) 461-2380 or Call 911

2. *What are warning signs of abusive behavior, and how can potential attacks be avoided?*

Warning signs of abusive behavior include threats of violence, jealousy, controlling behavior, unusually quick romantic involvement, isolation, blaming others for feelings, and hypersensitivity. Potential attacks can be avoided by avoiding unsafe situations. The following are examples of safety tips that can be used to avoid potential attacks:

- Be aware of your surroundings.
- Avoid isolated areas.
- Always have trusted people around you when around anyone new.
- Make sure your cell phone is with you and charged.
- Use the buddy system when going out or walking at night.
- Do not let others get drinks for you. Always know what is in your drink. Never leave your drink unattended.
- Be cautious of those who pressure you to drink more than you want.
- Utilize safety apps, such as Circle of 6.
- Take a self-defense class.
- Call Campus Safety for escort services between classrooms and parking lots, for assistance with vehicle trouble, or similar needs.

A. Educational Programs: Hastings College provides educational resources about and prevention of sex/gender based discrimination, harassment, sexual misconduct and retaliation. Hastings College's educational programs promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual misconduct and stalking and include primary prevention and awareness programs for all incoming students and new employees as well as ongoing prevention and awareness campaigns for students and faculty. Members of Hastings College community are urged to take advantage of the following on-campus prevention and educational resources:

- The Director of the Health Center;
- CARE (Campus Acquaintance Rape Educators) – a peer education group on campus, advised by the Director of the Health Center;
- The Hastings College Counseling Center and the Director of Studio 200/Counseling Services
- Title IX Coordinator in the Office of Student Engagement

B. Background Checks

1. Hastings College performs pre-employment background checks on all new employees as a condition of employment. Hastings College performs background checks on adjunct faculty before they commence working. Background checks are completed on all current employees on a three year rotating cycle. Additionally, Hastings College requires background checks on all camp counselors,

and program leaders prior to performing the duties or participating in the activity qualifying them for this requirement. 2. This policy defines background checks as the following:

- a. A search for sex-related offenses in an individual's counties of residence for the past seven years;
- b. A search of the state registry of sex offenders; and
- c. A database search for criminal activity in the individual's states of residence for the past seven years.

C. Training: Sex/gender based harassment, discrimination, and sexual misconduct often takes place when there is a power imbalance. A sound sex/gender based discrimination prevention training program prioritizes awareness directly tied to prevention, along with strategies for a proactive response once a warning sign emerges. Sex/gender based discrimination prevention training is required for members of the Hastings College campus community according to the following schedule:

- All new students;
- New faculty and staff, within six months of hire;
- All faculty and staff - annually;
- Camp counselors and program leaders prior to performing the duties or participating in the qualifying activity.

Procedures Victims should follow in case of alleged Date Violence, Domestic Violence, Sexual Assault or Stalking

Immediate steps to follow following an act of Sexual Misconduct:

1. Go to a safe location as soon as you are able.
2. Call someone you trust. A friend, family member, or victim advocates are good resources. You do not have to go through this alone.
3. Preserve evidence. After sexual violence, do not shower until you have considered whether to have a no-cost forensic sexual assault examination at Mary Lanning Healthcare. After sexual violence, relationship violence, and/or stalking, save the clothes you were wearing (unwashed) in a paper or cloth bag. Take photos of any damage or injury, and keep communication records. Evidence collection should be completed within 72 hours of incident, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained.

Within 24 hours:

- Contact any of the following for assistance:
 - a. Title IX Coordinator at (402) 461-7300
 - b. Campus Safety at (402) 984-8064
 - c. Office of Counseling Services at (402) 461-7424*
 - d. Office of Student Life at (402) 461-7305
 - e. Office of Health Services at (402) 461-7372
 - f. Spouse Abuse Sexual Assault (SASA) Crisis Center (402) 462-5810; Confidential 24-hour Hotline, (402) 463-4677*

**Denotes that this resource is confidential. They will talk with you confidentially about your*

options for additional support services and reporting.

If you are off-campus and experiencing an emergency situation, you can call the Hastings Police department by dialing 911 or the non-emergency line at (402) 461-2380.

After unwanted physical contact, get medical attention. A medical provider can check for and treat physical injury, sexually transmitted infections or diseases, and pregnancy. You do not need to make a formal report or press charges to receive medical care.

Medical Treatment: A person who is the victim/reporting party of sexual misconduct is urged to seek appropriate medical evaluation as promptly as possible.

- For life-threatening conditions, call 911;
- The Hastings College Health Center, (402) 461-7372;
- [Mary Lanning Healthcare Emergency Room](#) staff are trained to work with and support victims/reporting parties of sexual misconduct. If the victim/reporting party goes to the hospital emergency room, they should be aware that by Nebraska law the emergency room staff are required to notify the police of any wound or injury of violence. If the victim is under age 19, parents must also be notified;
- The [Spouse Abuse Sexual Assault \(SASA\) Crisis Center of Hastings](#) located at 220 South Burlington Avenue in Hastings can be contacted to explore options for resources that will cover all or partial cost of a medical treatment and they can be reached at (402) 462-5810 or by a confidential 24-hour hotline (402) 463-4677.

Medical-Legal Evidence Collection: A person who is the victim/reporting party of sexual misconduct (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails potential interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. The victim/reporting party should take a change of clothing to the hospital emergency room or the clothes worn at the time of the assault need to be taken in a brown paper bag. Medical-legal evidence can be collected at the Mary Lanning Healthcare Emergency Room.

Obtaining Information, Support, and Counseling: Whether or not one makes a formal report, a person who is the victim/reporting party of sexual misconduct is encouraged to obtain information, counseling and support. Counselors at a variety of agencies, both on and off campus, can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, or filing a report with authorities. The degree to which confidentiality can be protected depends upon whether Hastings College has a legal duty to respond to the allegations and the professional role of the person consulted. The scope of confidentiality should be addressed by that professional person before specific facts are disclosed. Counseling and support services can be obtained from:

- Hastings College Health Center and the Director of the Health Center (402) 461-7372;
- CARE (Campus Acquaintance Rape Educators) – a peer education group on campus, advised by the Director of the Health Center (402) 461-7372;
- *Hastings College Counseling Center and the Director of Counseling Service (402) 461-7424;
- *Hastings College Chaplain/Interim Chaplain at greg@fpchastings.org;
- *The Spouse Abuse Sexual Assault Crisis Center of Hastings (SASA) located at 220 South Burlington

Avenue in Hastings, (402) 462-5810 or by a confidential 24-hour Hotline, (402) 463-4677

- *South Central Behavioral Services of Hastings (402) 463-5684

**denotes confidential/privileged service providers*

Reporting options following an act of Sexual Misconduct: A member of Hastings College's community who is the reporting party of sexual misconduct is urged to make a formal report to:

- Hastings Police Dept., 317 S. Burlington Ave., Hastings, NE (402) 461-2380 or 911;
- Title IX Coordinator at (402) 461-7300, Office of Human Resources, 1st floor Hurley-McDonald Hall;
- if the Title IX Coordinator is not available, contact the Office of Student Engagement/Deputy Title IX Coordinator (402) 461-7305;
- during weekends or when College administrative offices are closed, to Hastings College Campus Safety (402) 984-8064 (cell).

Whether or not the individual makes a formal report, the reporting party(s) of an alleged act of sexual misconduct is urged to seek appropriate help, which may include a medical evaluation and obtaining information, support, and counseling, either on or off campus. A reporting party(s) should use the resources listed in this policy to assist them in accessing the full range of services available.

Consider making a formal report and choose how to proceed. You have options, and are encouraged to contact the Office of Counseling Services to discuss your options: 1) Do nothing until you are ready; 2) Pursue resolution by Hastings College; and/or 3) Initiate criminal proceedings; and/or 4) Initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. If you wish to have an incident investigated and resolved by Hastings College, students and employees should contact the Title IX Coordinator in the Office of Human Resources or the Title IX Deputy Coordinator in the Office of Student Engagement. Hastings College procedures will be explained and provided via hard copy. Those who wish incidents to be handled criminally should contact the Hastings Police Department. A campus official is available to accompany students in making such reports, if desired. Contact the Title IX Coordinator for more information.

Police Reporting: In addition to required campus reporting, reports may also be made to the police, especially if a crime is potentially involved, by calling the following numbers: Hastings Police Dept., 317 S. Burlington Ave., Hastings, Nebraska (402) 461-2380 or 911.

Process for requesting a No Contact Order: Hastings College may take whatever steps are deemed necessary to appropriately respond to reports of sexual misconduct. Measures include, but are not limited to: Referring to counseling and health services; Referring to the Employee Assistance Program; Providing education to the community; Altering the housing situation of the reporting or responding party; Altering work arrangements for College employees; Issuing interim suspensions pending a hearing; Providing campus escorts; Implementing contact limitations between the parties (no contact order) and Offering adjustments to academic course schedules, etc.

These measures are available regardless of whether a reporting party seeks formal resolution through Hastings College or makes a report through the Hastings Police Department.

No contact orders can be requested in person or by written request to the Title IX Coordinator.

Hastings College does not have jurisdiction to implement a criminal or civil Restraining Order. A student or employee may request a criminal or civil Restraining Order through the Hastings Police Department, Adams County Sheriff Department and/or Adams County Court System.

Reporting and Responding Party Rights

Reporting:

- Reporting parties have the right to notify the Hastings Police Department (HPD) of incidents and to receive assistance from campus personnel in doing so.
- Reporting parties may decline to report to HPD if they so wish.
- Reporting parties have the right to have their allegations investigated and resolved by Hastings College.

Fairness:

- All members of the campus community have the right to have reported incidents addressed according to the published HC Cares policy and procedures.
- All parties have equal opportunities to have an advisor/support person of their choosing present throughout all resolution proceedings (including intake, interviews, sanctioning, etc.). This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.
- All parties have the right to written notice of the outcome of sexual misconduct resolution proceedings.
- Reporting parties and witnesses will receive amnesty for minor infractions (i.e., alcohol and drug violations) that are secondary to the reported incidents of sexual misconduct.
- Reporting and Responding parties, their supporters, and witnesses have a right to be free from retaliation.

Support:

- Students have a right to be notified of their ability to access campus counseling and health services.
- Students and employees have a right to be notified of on and off campus support resources.
- All parties involved in sexual misconduct allegations will receive the information and assistance needed to effectively participate in all proceedings.
- Reporting parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts, and may seek the help of Hastings College in requesting and/or enforcing.

Amnesty for Individuals Reporting a Potential HC Cares Violation Hastings College encourages the reporting of harassment, discrimination, sexual misconduct and crimes by all members of our community (i.e. 3rd party reporter and reporting party). At times individuals are hesitant to report to College officials or participate in resolution processes because they fear that they may be accused of policy violations that occurred at the time of the incident, such as underage drinking. It is in the best interest of this community that as many individuals as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, the College has a Good Samaritan Policy ([Hastings College Student Handbook, page 42](#)) which offers individuals who are the reporting party, 3rd party reporter, and witnesses of misconduct amnesty from minor policy violations related to the incident. The College pursues a policy of amnesty for students who

offer help to others in need. [While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.]

Procedures followed in the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

Confidential and Privileged Reporting

Confidentiality of Information

1. Hastings College will make every reasonable effort possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported consistent with applicable legal requirements. The degree to which confidentiality can be protected, however, depends upon the Hastings College's legal duty to respond to the information reported and the professional role of the person consulted. The professional consulted should make these limits clear before the disclosure of any facts. This section of the policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn if they experience sex/gender based harassment, discrimination or sexual misconduct. The College encourages a reporting party to talk to someone identified in one or more of these groups.
2. As required by law, all disclosures to Hastings College of an on campus act of sex/gender based harassment, discrimination or sexual misconduct are tabulated for statistical purposes without personal identifying information. The College must report annually the number of on-campus occurrences of rape, fondling, incest, statutory rape, stalking, and both dating and domestic violence. Further information regarding disclosure can be found in Section VII of the [HC Cares Policy](#).
3. Reporting and Confidentiality
 - a. The College encourages the reporting party to talk to somebody about what happened – so reporting party can get the support needed, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a reporting party's confidentiality.
 - i. Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication” defined in section VI, B of the [HC Cares policy](#) .
 - ii. Others are required to report all the details of an incident (including the identities of both the reporting party and responding party) to the College's Title IX Coordinator or Deputy Coordinator.
4. Requesting Privacy from the College
 - a. If a reporting party discloses an incident to a responsible employee but wishes to maintain privacy or requests no investigation into a particular incident, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the reporting party.
 - b. If the College honors the request for privacy, a reporting party must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the responding party(s) may be limited.
 - c. The College Title IX Coordinator will evaluate requests for privacy once notified of an act of sex/gender harassment, discrimination or sexual misconduct.
 - d. There are times when the College may not be able to honor a reporting party's request for privacy in

order to provide a safe, non-discriminatory environment. When weighing a reporting party's request for privacy or that no investigation or discipline be pursued, the Title IX Coordinator or designee will consider a range of factors, including the following:

- i. The increased risk that the alleged responding party will commit additional acts of sex/gender based harassment, discrimination or sexual misconduct, such as:
 - whether there have been other complaints of similar conduct about the same alleged responding party;
 - whether the alleged responding party has a history of arrests or records from a prior school indicating a history of violence;
 - whether the alleged responding party threatened further acts of harassment, discrimination or sexual misconduct against the reporting party or others;
 - whether the harassment, discrimination or sexual misconduct was committed by multiple responding parties;
 - whether the harassment, discrimination or sexual misconduct was perpetrated with a weapon;
 - whether the reporting party is a minor;
 - whether the College possesses other means to obtain relevant evidence of the harassment, discrimination or sexual misconduct (e.g., security cameras or personnel, physical evidence);
 - whether the reporting party's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.
- e. The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the reporting party's request for confidentiality.
- f. If the College determines that it cannot maintain a reporting party's privacy, the College will inform the reporting party before starting an investigation and will, to the extent possible, share information only with employees responsible for handling the College's response. The College will take ongoing steps to protect the reporting party from retaliation or harm, and work with the reporting party to create a safety plan, if necessary. Retaliation against the reporting party, whether by students or College employees, will not be tolerated. The College will also:
 - assist the reporting party in accessing other available information concerning victim advocacy, academic support, counseling, disability, health or mental health services, both on and off campus;
 - provide other security and support if appropriate, which could include issuing a no-contact order, helping arrange a change of academic, living, transportation or working arrangements or course schedules (including for the alleged responding party pending the outcome of an investigation) or adjustments for assignments or tests; and
 - inform the reporting party of the right to report a crime to campus or local law enforcement.
- g. The College will not require a reporting party to participate in any investigation or disciplinary proceeding. The timeframe for concluding the complaint process will depend upon the complexity of the investigation, timing of the report, availability of witnesses, etc.
- h. Because the College is mandated by federal law to combat the issue of sexual misconduct and sex/gender based harassment or discrimination campus-wide, reports of these acts (including non-identifying reports) may also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported acts occurred; increasing

education and prevention efforts, including to targeted population groups; conducting climate assessments and/or revisiting its policies and procedures.

Federal Timely Warning Obligations If the College determines that the alleged responding party(s) poses a serious and immediate threat to the College community, the Office of Student Engagement or a College administrator will issue a timely warning to the community which is to include information representative of a serious or continuing threat to students or employees. Any such warning should not include any information that identifies the reporting party's name and other identifying information while providing enough information for community members to make safety decisions in light of the potential danger.

Public Notification of Incidents and Other Reporting Requirements: As required by the Clery Act, Hastings College collects and annually reports statistical information concerning sexual misconduct occurring within its campus geography. To promote Campus Safety, Hastings College also alerts the campus community to incidents and trends of immediate concern. Nebraska statutes require any person who is aware of or suspects child abuse or neglect (a child is defined as under 19), including sexual abuse and sexual misconduct, to report it to law enforcement or the Child Abuse Hotline at (800) 652-1999. Also, Nebraska statutes require that every person engaged in the practice of medicine and surgery shall report to law enforcement in every case in which they are consulted for treatment of a wound or injury of violence which appears to have been received in connection with the commission of a criminal offense.

Files on Sexual Misconduct Incidents: All reports of sexual misconduct, including a copy of the report and a written summary of the College's response, will be given to and maintained by the College's Title IX Coordinator. A copy of files pertaining to students will also be maintained in the Title IX Coordinator's office.

Privileged Reporting:

1. Professional, licensed counselors and pastoral counselors (Chaplain) who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator or to the Deputy Title IX Coordinator. The Campus Health nurse is also not required to report any information about an incident if disclosed during a medical exam.
2. The following is contact information for these individuals:
 - a. Director of [Studio 200/Counseling Services](#) : Emly Dunbar – (402) 469-5419 or edunbar@hastings.edu;
 - b. [Counselor](#) : Taylor Kindig, MEd, LIMHP – (402) 461-1314 or taylor.kindig@hastings.edu;
 - c. Additional staff working under the supervision of the Director of Counseling Services and acting in the role of a professional counselor.
 - e. Campus Nurse: Shelley Fletcher – (402) 461-7372 or Shelley.Fletcher@hastings.edu;
 - f. Additional staff working in the Campus Health Services office in the role of a licensed nurse.
3. A reporting party who speaks to a professional counselor, member of the clergy, nurse, or advocate must understand that, if the reporting party wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged responding party.
4. A reporting party who at first requests confidentiality may later decide to file a complaint with the

college or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the reporting party with assistance if the reporting party wishes to do so.

Off-campus Counselors and Advocates : Off-campus counselors, advocates, and health care providers will maintain confidentiality and will not share information with the College unless the reporting party requests the disclosure and signs a consent or waiver form.

1. Contact information for mental health counselors in the area may change from time to time. For a current list of counselors in the area, please contact Counseling Services at (402) 461-7424.

Off-campus counselors and advocates may have reporting or other obligations under state law.

a. There are a number of off-campus counselors available within the community of Hastings. The following list includes a selection of options available as of September 2018:

- i. Ann Pattno Therapy LMHP (402) 984-0374
- ii. Be Well Counseling Center (402) 460-5955
- iii. Center for Healing and Change (402) 463-3640
- iv. Champion Homes of Hastings (402) 463-6021
- v. Charlotte Hawthorne Counseling Service (402) 463-6416
- vi. JoAnn Hunter Counseling Service (402) 469-2081
- vii. Randy Kirby MA LIMP LADC CISM (402) 469-9846
- viii. Midland Counseling Group (402) 463-6988
- ix. Perspectives Counseling (402) 834-0884
- x. South Central Behavioral Services (402) 463-5684
- xi. The Lanning Center for Behavioral Services (402) 463-7711
- xii. Eva Brion MD (402) 463-7711
- xiii. Howard Psychiatric Services LLC (402) 462-9400
- xiv. Catherine Phillips MD CS APRN (402) 463-7711
- xv. Kavir Saxena MD (402) 463-7711
- xvi. Navdeep Sood MD (402) 463-4521

2. The [Spouse Abuse Sexual Assault Crisis Center of Hastings](#) (SASA) Office: 220 South Burlington Avenue, Hastings, (402) 462-5810; Confidential 24-hour Hotline, (402) 463-4677

- i. Services offered: medical advocacy, legal advocacy, intervention program, community education, ongoing victim support, emergency shelter, and emergency transportation

Interim Action (Accommodations): When appropriate, Hastings College will take interim actions to ensure equal access to its education programs and activities, and protect both parties as necessary before the final outcome of an investigation at no cost to the student/employee. In these cases, the College will notify all parties of their options to avoid contact with one another. The College will also take steps to notify all parties of their rights and will provide information concerning victim advocacy, housing assistance, transportation or work assistance (if applicable), academic support, counseling, health and mental health services, legal assistance and the right to report a crime to campus safety and/or local law enforcement. The College will consult with the reporting party regarding possible interim measures.

Notice to reporting and responding party: The College will not restrict either party from discussing and sharing information relating to their complaint with others who are directly supporting or assisting in presenting their case. The College does remind both the reporting and responding parties that any form of retaliation, including retaliatory harassment and retaliation by a third party is prohibited.

The College may suspend, on an interim basis, a student or place an employee on administrative leave pending the completion of the investigation of sex/gender based act of harassment, discrimination or sexual misconduct. In cases in which an interim suspension or administrative leave is imposed, the student or employee will be given the opportunity to meet with an appropriate administrator before such action is imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented. During an interim suspension or administrative leave, a student or employee may be denied access to College housing, the College campus, facilities, classes or events, either entirely or with specific application. At the discretion of the appropriate administrative officer, alternative coursework options may be pursued to ensure as minimal an impact as possible on the reporting and responding party student. At the discretion of the appropriate administrative officer, alternative employment/work options may be pursued to ensure as minimal an impact as possible on the responding party employee. Violation of interim provisions will be grounds for disciplinary action such as suspension, expulsion, administrative leave or termination.

Remedies:

Hastings College may take whatever steps are deemed necessary to appropriately respond to allegations of sexual misconduct. Measures include:

- Referral to counseling and health services.
- Referral to the Employee Assistance Program.
- Providing education to the community.
- Altering the housing situation of the reporting or responding party.
- Altering work arrangements for College employees.
- Issuing interim suspensions pending a hearing.
- Providing campus escorts.
- Implementing contact limitations between the parties (no contact order).
- Offering adjustments to academic course schedules and/or assignments.

These measures are available regardless of whether a reporting party seeks formal resolution through Hastings College or makes a report through the Hastings Police Department.

Policy Enforcement, Investigation and Grievance - Adjudication Procedures for Sex/Gender Based Incidents

Informal Resolution Process

1. Informal resolution is an alternative to the formal complaint resolution process. The Title IX Coordinator or designee will determine if informal resolution is appropriate based on the willingness of the parties and the nature of the alleged conduct. The College will not pursue an informal

resolution process for acts of sexual misconduct. Sanctions are generally not pursued as the result of an informal resolution process, but can be given if found necessary, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached. The College reserves the right to cancel informal resolution if sufficient evidence suggests the act could be ongoing then a formal investigation or other sanctions or remedies may be necessary and appropriate.

2. If the Title IX Coordinator is able to resolve the complaint in an informal manner satisfactory to both the reporting party and the responding party, the Title IX Coordinator or their designee shall send a written notice to that effect to both parties with a written report to the appropriate Dean or Vice President.
3. It is not necessary to pursue informal resolution first in order to make a formal complaint, and anyone participating in informal resolution can stop that process at any time and request to continue through the formal process.
4. If an allegation includes actions that involve criminal activity and/or sexual misconduct, reports will be coordinated by the Title IX Coordinator. Individuals are strongly encouraged to also file a report with Hastings Police Department.

Formally reporting an act of sex/gender based harassment, discrimination, or sexual misconduct Filing a complaint: Reporting party(s) are encouraged to file complaints as soon as reasonably possible to increase the ability of Hastings College and/or law enforcement (if reported to law enforcement) to gather adequate information and take appropriate remedial action. Actions may be limited where a significant amount of time has elapsed between an incident and the filing of a complaint. A person who is the reporting party of sexual misconduct is encouraged to make a formal report to:

- [online HC Cares report form](#) ;
- hccares@hastings.edu;
- the Title IX Coordinator (402) 461-7300 in the Office of Human Resources, kfluckey@hastings.edu ;
- Deputy Title IX Coordinator (402) 461-7305 in the Office of Student Engagement; and/or
- the Hastings Police Department (911) or (402) 461-2364;
- During weekends or when College administrative offices are closed, to Hastings College Campus Safety (402) 984-8064 (cell).

Complaint Intake: Following receipt of notice or an incident complaint, the Title IX Officer or Deputy Title IX Coordinator will make an initial determination as to whether the information has weight to indicate there may have been a violation of this policy. If it appears a violation may have occurred, a pattern of misconduct, and/or a perceived threat of further harm to the community or any of its members is present, then an investigation will be pursued. If the complaint does not appear to allege a policy violation or if conflict resolution is desired by the reporting party and appears appropriate, then the complaint will not proceed to investigation.

Investigator assignment: The Title IX Coordinator will designate the two persons who have been trained annually, who do not have any (real or perceived) conflicts of interest with either party, to represent the College and to conduct an investigation into the reported incident.

Investigation: If a reporting party wishes to pursue a formal complaint or if the College determines an investigation is necessary, the Title IX Officer will assign two trained College investigators.

- a. Investigations will be thorough and impartial.
- b. The College will inform parties involved at regular intervals of the status of the investigation. c. The College will designate a reasonably prompt timeframe for the major stages of a complaint process (investigation, review of materials, findings determination and appeal procedures) with the aim to complete the entire process within 60 college business days. Factors may extend investigations beyond the 60 business days. In these occurrences, written notification will be given to all parties explaining the cause for an extension to the process. The College may also undertake a delay when criminal charges are being investigated upon request by the police department conducting the investigation. The College disciplinary process will continue regardless of the status of criminal investigation or charges involving the same incident.
- d. The reporting party and responding party will be given equitable rights during the investigation and grievance/adjudication process. Each party will have an opportunity to present information, documents and witnesses to the persons deciding if the act of sex/gender based harassment, discrimination or sexual misconduct occurred and the nature of the sanction if it is determined that the act occurred.
- e. The responding party will be provided notice of the allegations against them.
- f. In incidents of sexual misconduct, the College prohibits questioning about the reporting party's prior sexual conduct with anyone other than the responding party. Evidence that a prior consensual dating or sexual relationship between the parties does not by itself imply consent or preclude a finding of sexual misconduct.
- g. Both the reporting party and responding party may ask an advisor (maximum of two) of their choosing to be present at any investigation interview or at a findings/sanctioning meeting; however:
 - the advisor's presence in an investigation interview or a findings/sanctioning meeting is for support and advice purposes only;
 - advisors are not permitted to speak for/on behalf of the student, reporting party or responding party or to otherwise engage in the proceedings in any way or to cross examine witnesses;
 - the advisor may be a friend, family member, attorney or other person of the reporting party's or responding party's choosing;
 - if any advisor, including an attorney, is deemed to be disruptive or attempts to speak for or on behalf of the reporting party or responding party, or who attempts to participate in the proceedings, that advisor may be excluded from the investigative interview or the findings/sanctioning meeting or meeting room.
- h. Failure by a responding party to cooperate in an investigation or respond in a timely manner may be grounds for discipline.
- i. If at any time during the investigation, the reporting party declines to cooperate in the investigation or if it is determined that the reporting party no longer wishes to pursue their complaint, the matter may be considered closed with appropriate notification to both parties. The reporting party can decide to resume the investigation at a later date as long as a finding was not determined by a Hastings College administrator through the original investigation.

- j. To the extent practicable and allowable by law, all aspects of the complaint and investigation conducted in accordance with these proceedings will be private.
- k. All affected parties shall cooperate fully in the investigation and shall maintain and preserve the privacy of the investigation.
- l. No party shall employ audio or video taping devices during any portion of the procedures detailed in this policy.
- m. After the fact-finding process has been concluded, the investigators shall send simultaneous written notice to both parties as to the next step of the grievance process.
- n. The investigators will also explain to both the reporting party and responding party that they will have access to review all investigation materials upon request and after the completion of the investigation. An in-person review will be arranged with the Title IX Coordinator. Personal identifying information for witnesses and other information as deemed necessary by the Title IX Coordinator will be removed from all investigation materials prior to review.
- o. At any point during the investigation, if it is determined there is no reasonable cause to believe that College policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Improper Conduct During an Investigation: Any member of Hastings College's community who provides knowingly false information or who refuses to cooperate in an investigation related to this policy will be subject to disciplinary action, up to and including expulsion, suspension, termination, removal from campus, cancellation of contract or any other means necessary to address the behavior.

Student Withdrawal from College while Allegations Pending : Should the responding party (who is a student) decide to withdraw from the College and then not participate in the investigation and/or hearing, the process will continue in the student's absence to a reasonable resolution. That student will not be permitted to return to the College unless any and all sanctions have been satisfied. The Title IX Coordinator will continue to act to promptly and effectively remedy the effects of the conduct upon the reporting party and the community.

Employee Resignation from College while Allegations Pending: Should a responding party (who is an employee) resign while allegations are pending, the records of the Title IX Officer will reflect that status, as will College's responses to any future inquiries regarding employment references for that individual. Should an employee decide to leave and not participate in the investigation and/or hearing, the process will continue in the employee's absence to a reasonable resolution and that employee will not be permitted to return to the College unless any and all sanctions have been satisfied. The Title IX Officer will continue to act to promptly and effectively remedy the effects of the conduct upon the reporting party and the community.

Disciplinary Procedures and Action

1. Upon receipt of the investigative report and investigation documents, the Title IX Officer will review all materials to ensure a fair, equitable and private/confidential investigation process; to assess evidence and credibility of information; and to make sure all investigation materials are present.
2. Upon review of the investigation materials the Title IX Coordinator will forward it to the appropriate, annually trained Dean, Vice President, or designee for a disciplinary decision of whether a policy violation has or has not occurred, and for determination of applicable sanctions.
3. The preponderance-of-the-evidence (i.e., more likely than not) standard will be used. A student or

employee will be found either in violation or not in violation of this policy.

4. Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed.
5. Where the responding party is found in violation of this policy due to the alleged violation(s), the College will act to end the discrimination or other misconduct, prevent its recurrence, and remedy its effects on the reporting party and the HC community.
6. Sanctions for violations of the HC Cares policy include:
 - termination;
 - expulsion;
 - suspension;
 - removal from campus;
 - suspension/expulsion from campus housing;
 - cancellation of contract and/or termination;
 - administrative leave;
 - conduct probation;
 - anger management, violence, or substance abuse screening;
 - participation in an intervention program or support group;
 - educational sanction or paper;
 - permanent no contact order;
 - other appropriate institutional sanctions.
7. Other members of Hastings College's community who are not students, staff or employees, and who may not be explicitly subject to this College procedure, upon a finding of a violation, shall be subject to adverse actions such as removal from campus, cancellation of contract or any other means necessary to address the behavior.
8. After the disciplinary process has been concluded, the appropriate Dean, Vice President, or designee shall send simultaneous written notice to both parties including information on the policy violation, the disciplinary finding(s), the sanctions and appeal procedure.
9. All parties will receive written notification of the outcome, including the findings, any resulting responsive actions, and the rationale for the decision. This written notification of a final decision will be delivered to the parties without undue delay between the notifications. The notification will also explain appeal options and procedures to both parties.
10. A copy of this notification will also be given to the Title IX Coordinator.

HC Cares Appeal Procedure Once the College has responded to a report of sex/gender based harassment, discrimination or sexual misconduct, either party has the ability to petition for appeal by written request to the Title IX Coordinator within five business days of the date of the decision. The written request for appeal must be based on at least one of the following reasons listed below and must include justification for that reason:

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (i.e. substantiated bias, material deviation from established procedures, etc.).
2. The sanction(s) imposed are substantially disproportionate to the severity of the violation or fall outside the range of sanctions Hastings College has designated for this violation.
3. To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the appeal.

The Title IX Coordinator will review the petition for appeal and determine if at least one of the reasons stated above are met, to decide if the appeal will be granted or denied. In the case that the appeal is denied because none of the reasons have been met, then the original findings and sanctions stand.

In the case where reason #1 or #2 have been met and the appeal is granted, the Title IX Coordinator will forward the appeal to the Vice President or designee, for a finding and decision.

In the case where reason #3 is met and the appeal is granted, the appeal will first be remanded to the original investigator(s) of the incident for investigation of new evidence. New evidence will then be forwarded to the original sanctioning individual(s) for reconsideration. The sanctioning individual(s) will then forward a recommendation to the Vice President or their designee to render a finding.

The Vice President or designee, will review all written documentation of the case or record of the original hearing, and pertinent documentation regarding the reasons for appeal, as the appeal process is not intended to be a rehearing of the case.

The Vice President or their designee, will render a written decision of the appeal outcome.

In the event that the Vice President or designee recused themselves from serving as the appeals officer on a particular case, they will designate a trained member of the Title IX team to serve as the Appeals officer.

When either party requests an appeal, the other party (parties) will be notified and given the opportunity to respond in writing to the appeal. The appeal will also be shared with investigators and they will have an opportunity to respond in writing to the appeal.

All parties will be informed of whether the petition for appeal is granted or denied, and the results of the appeal decision.

All findings of an appeal are final and binding, and no further appeals are permitted. All sanctions imposed by the College administrator will be in effect during the appeal process.

Standard of Evidence: preponderance-of-the-evidence (i.e., more likely than not) standard will be used in all cases.

Response to a report of dating violence, domestic violence, sexual assault or stalking: When Hastings College receives a report of dating violence, domestic violence, sexual assault or stalking the reporting and responding party receives a copy of the HC Cares policy and a copy of the brochure “A Resource Guide for Students and Employees on Sexual Misconduct.”

Conduct Policy for Student Code of Conduct Violations

Jurisdiction of Hastings College: Generally, Hastings College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the Hastings College community and/or the pursuit of its objectives.

Hastings College does have jurisdiction to sanction a student for activities that take place off campus when those activities adversely affect the interests and/or reputation of the College or cause injury or harm to any person. The College is regularly notified of student violations of the law within the City of Hastings. Among those violations open to College sanction are: 1) disturbance of the peace, 2) selling alcohol without a license, 3) procuring alcohol for minors, and 4) any form of criminal violence to person or property.

Conduct—Rules and Regulations: Any student found to have committed the following misconduct is subject to the following disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty. (See the following section in the Student Handbook on “Academic Dishonesty.”)
 - b. Furnishing false, fraudulent, misrepresentation of self or information to any Hastings College office, faculty member, staff or administrator.
 - c. Forgery, alteration, or misuse of any Hastings College document, record, or instrument of identification.
 - d. Tampering with the election of any Hastings College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or other authorized non-Hastings College activities, when the act occurs on College premises.
3. Physical abuse; verbal abuse; threats; intimidation; bullying or harassment; any kind of sexual violence including but not limited to sexual assault, dating violence, domestic violence and abuse and sexual harassment; harassment of any kind; stalking; coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or defacement, vandalism, or damage to property of Hastings College or property of a member of the College community or other personal or private property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. It includes any activity that is expected of someone joining or participating in a group that humiliates, degrades, abuses or endangers them regardless of a person’s willingness to participate. Such activities and situations include, but are not limited to, paddling in any form, creating excessive fatigue, forced consumption of any substance (such as food, beverages, tobacco, alcohol), forced road trips, kidnapping, morally degrading games or stunts, or other activities prohibited by law or College policy.
6. Failure to comply with directions of Hastings College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys (including electronic) to any Hastings College

facilities or unauthorized entry to or use of any College facility.

8. Illegal use, possession, or distribution of any drug or other controlled substance or use, possession or distribution of any analog drug or other chemical substance, compound or combination when used to induce an altered state; and/or including any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its intended use.
9. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
10. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at College-sponsored or supervised functions.
11. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by Hastings College.
12. Attempted or actual theft or other abuse involving computers, cell phones or electronic devices and equipment including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the content or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - e. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - f. Use of computing facilities to send obscene or abusive messages.
 - g. Use of computing facilities to interfere with normal operation of the Hastings College computing system.
13. Attempted or actual theft involving the Hastings College telephone system or other abuse including, but not limited to:
 - a. Unauthorized use of another individual's identification, password or calling card.
 - b. Use of the telephone system to send obscene and/or abusive messages.
14. Abuse of the Hastings College Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial or College official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceedings.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial

system.

15. Violation of published Hastings College policies, rules or regulations including rules adopted from time to time governing campus residential facilities.
16. Violation of federal, state or local law on Hastings College premises or at Hastings College sponsored or supervised activities, or in any other setting.

Sanctions: Any of the following sanctions may be imposed upon any student found to have violated the Hastings College Student Code of Conduct. A decision as to whether a student has violated college policies and the Code of Conduct are made using the standard of preponderance of evidence, in other words, that an act was more likely than not to have occurred.

1. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Referral—to counseling services and/or law enforcement.
3. Loss of Privileges—Denial of specified privileges and/or participation in extracurricular activities for a designated period of time.
4. Fines—Appropriate fines may be imposed.
5. Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions—Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Student Life).
7. Administrative or Conduct Probation—probationary status for a specified period of time whereby subsequent infractions would trigger additional consequences, including suspension or expulsion. Conditions for successfully completing probationary status may be specified.
8. Campus Housing Suspension/withdrawal—separation of the student from the living on campus for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. Campus Housing Expulsion—Permanent separation of the student from the residential areas.
10. College Suspension or Withdrawal—Separation of the student from Hastings College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
11. College Expulsion—Permanent separation of the student from Hastings College.
 - a. The institution may impose sanctions including revocation of scholarships for grave misconduct demonstrating flagrant disregard for the rights of others. In addition, the institution may withhold awarding a degree otherwise earned until the completion of processes set forth in this Code, including the completion of any sanctions imposed. In addition, deactivation—loss of privileges, including College recognition, for a specified period—may be imposed. The sanctions listed above may also be imposed upon groups or organizations. Other than College expulsion, disciplinary sanctions shall not be made part of the student’s academic transcript, but shall become part of the student’s confidential record. These records are maintained for five (5) years after final disposition of the case.

Upon written request, the institution can release a student disciplinary proceeding for any violent crime or

sexual misconduct offense where the incident results in the student's death (the victim of the incident), to the student's next of kin.

Interpretation and Revision:

- A. Any questions of interpretation regarding the Student Code of Conduct shall be referred to Student Engagement and/or the president of Hastings College for final determination.
- B. The Student Code of Conduct shall be reviewed every five (5) years or earlier if deemed necessary by the Student Life Council under the supervision of Student Engagement.

All students who enroll at Hastings College are expected to abide by this Student Code of Conduct. The College, in turn, will attempt, during the student's tenure, to lend advice, support, and counsel as solicited and/or needed.

All students, on or off campus, and their guests are expected to show consideration and exhibit respect for the residents of Hastings, especially close neighbors, and behave in a manner compatible with the standards of the larger community. In addition, all HC students are expected to exhibit respect for the social regulations, personnel, and property when visiting other colleges and communities.

Referral, Hearing Procedures and Jurisdictions: The student judicial system comprises systems that include the following: Community Accountability Board and Restorative Justice Panel, Student Judiciary Council, Administrative Hearing, and Academic Affairs Committee. Reports of violations of Student Code of Conduct are referred to the respective body or office that is responsible for adjudication. Reports or referrals of violations that occur in campus housing jurisdiction are referred to the Community Accountability Board. Students who are referred to these bodies are informed of hearing procedures. Reports or referrals for violations outside of these jurisdictions are referred to the Director of Student Engagement or Director of Operations. The Department of Student Engagement makes final determination of whether a case will be conducted through the Community Accountability Board or through the Administrative Hearing process. If the Department of Student Engagement determines that the referral will be adjudicated through Student Judiciary Council, the referral is forwarded to the Chair of SJC for further processing. If the Department of Student Engagement determines that the referral will be adjudicated through the Administrative hearing process, the Department of Student Engagement promptly summons/contacts the student(s) to make an appointment for a hearing to discuss the report/violation.

Referrals for violations can be made by any student, faculty or staff via an online form at www.hastings.edu/concerns ; however, referral for violations that occur in residence halls and Bronco Village Apartments are typically made by the respective residence hall or Bronco Village Apartment staff. Hearings are closed to only the adjudicating body/administrator and the referred student(s). However, in cases involving sexual violence (including sexual misconduct, domestic violence, dating violence, sexual exploitation, stalking, retaliation, intimidation, sexual harassment and hostile environment caused by sexual harassment), students (both the reporting and the responding party) may invite an advisor of their choosing to attend the hearing. In the event that a student chooses to ask an advisor to be present at a hearing with the student, it is important to note that the advisor's presence in a hearing is for support and advice purposes only i.e., advisors are not permitted to speak for/on behalf of the student, or to otherwise engage in the proceedings in any way or to cross examine witnesses. The advisor may be a friend, family member, attorney or other person of the student's choosing. However, if any advisor, including an attorney, is deemed to be disruptive or attempts to speak for or on behalf of the student or

who attempts to participate in the proceedings, that advisor may be excluded from the hearing or meeting room.

Community Accountability Board

Membership

1. Hall Representative
 - a. Students will be elected at the beginning of the fall semester and serve for the full academic year.
 - b. A student representative will be selected via an electronic vote within the hall's residents to serve on the Board.
 - c. Each residence hall will have one representative.

2. Bronco Village Apartment Representative
 - a. Students will be elected at the beginning of the fall semester and serve for the full academic year.
 - b. A student representative will be selected via an electronic vote with the Bronco Village Apartment residents to serve on the Board.
 - c. The Bronco Village Apartments will have two representatives.

Jurisdiction and Responsibilities

1. To hear and to determine a findings for cases involving violations of the Student Code of Conduct committed inside or on the property of an individual residence hall, campus house, or Bronco Village Apartment.

Powers

1. Determine a findings for a student of either responsible or not responsible for violating the Student Code of Conduct.
2. Forward to case to Restorative Justice Panel to determine a sanction for the violation.

Appeal

If the Community Accountability Board hears a case, offenders have the right to appeal a decision to SJC or the Dean of Student Engagement or the Director of Student Engagement/Operations. See Appeals Procedures for details about the appeals process.

Restorative Justice Panel

Membership

1. Students previously adjudicated through CAB
 - a. Students will be selected to participate as a final step of the adjudication process.
 - b. A student representative will be selected via invite by CAB Advisor.
 - c. Restorative Justice Panel will have a maximum of five participating members.

Jurisdiction and Responsibilities

1. To hear and to recommend a sanction for cases involving violations of the Student Code of

Conduct committed inside or on the property of an individual residence hall, campus house, or Bronco Village Apartment.

Powers

1. Recommend a sanction for a student responsible for violating the Student Code of Conduct.
2. Forward recommended sanction to Department of Student Engagement.

Appeal

If the Restorative Justice Panel hears a case, offenders have the right to appeal a decision to SJC or the Dean of Student Engagement or the Director of Student Engagement/Operations. See Appeals Procedures for details about the appeals process.

Student Judiciary Council

Membership

1. Seven students—elected at large by a vote of the entire student body each spring.
2. Two teaching faculty/staff members—elected by the student membership.
3. One staff advisor – Director of Student Engagement.

Chairperson —A student elected by the membership.

Jurisdiction and Responsibilities

1. To hear and to adjudicate cases involving violations of the Code of Conduct committed outside the jurisdiction of the individual residence hall councils and/or are referred to SJC Chair by the Director of Operations or Director of Student Engagement.
2. To hear and adjudicate any cases within the jurisdiction of the Community Accountability Board which that council has formally chosen not to handle.
3. To handle appeals of individuals from the decisions of Community Accountability Board, Inter-Greek Council, or any other campus regulatory body.
4. To rule on any question of constitutional action of a Student Association Cabinet Member, Student Senator, or Executive Council Member will be referred to the Student Judiciary Council at the request of any Student Association member.
5. To rule on any elected Student Government member who is found responsible of violating the Hastings College Code of Conduct, or other all-campus policy, shall be subject to review by the Student Judiciary Council and will determine if the person in question should be removed from their elected position.
6. To inform the referred student of adjudication procedures, including when a hearing is scheduled.

Powers

1. Levy appropriate sanctions
2. Require that fines levied be paid in a timely fashion to the Business Office.
3. Recommend expulsion or suspension from the college to the Dean of Student Engagement.

Appeal

If SJC hears a case (not an appeal), offenders have the right to appeal a decision to the Executive Vice President for Enrollment and Student Experience. If SJC is hearing an appeal, the SJC decision is

binding. In cases of expulsion or suspension, the SJC recommends action to the Department of Student Engagement. See Appeals Procedures for details about the appeals process.

Appeals Procedures In cases adjudicated by Community Accountability Board, an individual may make an appeal to the Department of Student Engagement or to the chairperson of the Student Judiciary Council. In cases adjudicated by the Director of Student Engagement, an appeal may be made to the Dean of Student Engagement. In cases adjudicated by the Dean of Student Engagement, an appeal may be made to the Executive Vice President for Enrollment and Student Experience. The appeal must be within five (5) business days following the receipt of the decision/sanction. Appeal must be in writing and clearly state one of the reasons listed below:

1. Flagrant violation of one of the procedures in the judicial systems document that could change the outcome of the decision; or
2. Discovery of new evidence that was not available at the time of the decision; or
3. The severity of the sanctions.

If the appeals body, Dean of Student Engagement, or Executive Vice President for Enrollment and Student Experience determines that there is sufficient justification, they may ask the adjudicating body or individual to reconsider the case. Decisions by appeal bodies and individuals are binding. A student may only appeal once during the process of a case adjudication.

Crime Statistics

Criminal Offense Reporting Table

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property
Murder/Non-negligent manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Manslaughter by Negligence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Rape	2016	1	1	0	0
	2017	2	2	0	0
	2018	3	3	0	0
Fondling	2016	1	1	0	0
	2017	1	1	0	0
	2018	0	0	0	0
Incest	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Statutory rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Robbery	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Aggravated Assault	2016	1	0	0	1
	2017	0	0	0	0
	2018	0	0	0	0
Burglary	2016	7	7	0	0
	2017	1	1	0	0
	2018	0	0	2	0
Motor vehicle theft	2016	0	0	0	0
	2017	1	0	0	0
	2018	0	0	0	0
Arson	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

VAWA Offense Reporting Table					
		Geographic Location			
Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property
Stalking	2016	4	2	0	0
	2017	1	0	0	0
	2018	0	0	1	0
Dating Violence	2016	0	0	0	0
	2017	3	3	0	0
	2018	1	1	0	0
Domestic Violence	2016	0	0	0	0
	2017	1	0	0	0
	2018	0	0	1	0

Hate Crimes Reporting Table	
2016	No Hate Crimes Reported
2017	No Hate Crimes Reported
2018	No Hate Crimes Reported

Unfounded Crimes Reporting Table			
	2016	2017	2018
Unfounded Crimes	0	0	0

Arrests and Disciplinary Referrals Reporting Table					
		Geographic Location			
Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Arrests: Drug Abuse Violations	2016	0	0	0	1
	2017	2	0	0	1
	2018	0	1	6	0
Arrests: Liquor Law Violations	2016	1	0	0	2
	2017	2	1	0	2
	2018	1	1	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2016	2	0	0	0
	2017	5	5	0	0
	2018	3	3	0	0
Disciplinary Referrals: Liquor Law Violations	2016	23	22	0	2
	2017	53	53	0	0
	2018	48	48	0	0

The Handbook for Campus Safety and Security Reporting can be found at this [link](#) and contains expectations for the Annual Security Report contents, along with Clery Act crime definitions.

Nebraska Sex Offender Registry

Campus community can visit the [Nebraska Sex Offender Registry](#) online. The Nebraska Sex Offender Registry and Community Notification System are maintained by the Nebraska State Patrol as mandated by state law. Information about Level III sex offenders and where they reside may be found at the State Patrol's website. Level III sex offenders have been determined to be at high risk of re-offending, according to the State Patrol.

Annual Fire Safety Report 2019

Overview The Higher Education Opportunity Act of 2008, requiring all academic institutions maintaining on-campus student housing facilities to publish an Annual Fire Safety Report. This report must include information about campus fire safety practices and standards.

Residence Hall Policies regarding portable electrical appliances, smoking, and open flames:

Electrical Equipment: The following are allowed in campus housing: clocks, lamps, razors, small microwave ovens and hair dryers (used in restrooms only). The following are not allowed: toasters, toaster ovens, George Foreman grills, air fryer, hot plates, electric skillets, electric blankets, crockpots, space heaters, halogen lamps, homemade lamps or similar appliances and devices. Electric coil resistance appliances are not permitted. No electrical wiring may be changed or added by students. Use of extension cords is discouraged, but if necessary must be 14 gauge and UL approved. Using multiple power strips to plug into one outlet is not allowed.

Candles—Burned or Unburned— are not permitted : Students may not have burned or unburned candles in their rooms. Candle warmers are not permitted. The burning of incense and any other material is not allowed.

Holiday Lights and Decorations: Only artificial trees may be used during the Christmas season. Decorations may be displayed one week before Thanksgiving break and must be taken down before winter break. For lighting placed inside residential areas, only 25 foot light strands designed for indoor use and UL listed may be used. Light strands may not be strung around areas of egress,

including doors, windows and hallways. Care should be given to ensure that light strand placement does not hinder the safety and accessibility of the room.

Bronco Village Apartment Patios and Balconies – Christmas or decorative lights may only be used on patios and balconies. Christmas lights may only be displayed one week before Thanksgiving break and must be taken down before Christmas break. For the safety of others, do not throw any items, including cigarette or cigar butts, from your balcony.

Smoking, E-Cigarettes and Chewing Tobacco: Smoking, e-cigarettes and vaping is prohibited in all on-campus facilities. All policies related to tobacco smoking apply to the use of e-cigarettes. Persons who choose to smoke outside the residence halls, Bronco Village Apartments or other campus buildings, must stand 50 feet away from the buildings. Each residential facility may have additional policies concerning smoking outside of their building. All cigarette butts should be disposed of properly. Hookahs are not permitted on campus. Chewing tobacco is not permitted in campus housing or academic buildings.

Barbecue Grills at Campus Houses or Bronco Village Apartments

:

- Campus House – The use of a personal gas grill is allowed outside of the Campus House if it is located away from house/buildings. Residents wishing to use a personal gas grill must meet with the Babcock Resident Director to designate a specific location outside of the house that is safe for grilling. Community grills are not provided for Campus Houses.
- Bronco Village Apartments – The use of personal grills anywhere on apartment property, including balconies is strictly prohibited because they are a fire hazard. Residents with personal grills on their patios or balconies will be requested to remove them. Community grills are provided for Bronco Village residents. After using the community grills, please leave the equipment, grills, and area clean for the next person.

Evacuation Procedures/Reporting Fires

In the event of an unexplained fire or smoke:

1. Pull the fire alarm
2. Exit the building immediately
3. Call 911
4. Call Campus Safety at 402-984-8064
5. Contact your Resident Assistant or Community Living Coordinator

All evacuation procedures are posted in all of the residence halls, apartments, and houses. Exit signs are located in the hallways indicating the closest exit out of the building.

If a fire does occur on campus faculty, staff, and students are to call 911 and then call Campus Safety. If there is a fire in a Campus Residential facility a Community Living Coordinator will respond with Campus Safety. The Director of Physical Plant Services or Campus Safety will respond accordingly along with the Director of Residence Life, the Dean of Student Life, and/or Vice President for Finance.



Contact Numbers

Hastings Fire Department	911
Campus Safety Cell Phone	402-984-8064
On-duty Community Living Coordinator	402-461-1313
Physical Plant Services (Maintenance and Custodial)	402-461-7762
Director of Physical Plant Services	402-461-7457
Dean of Student Engagement	402-461-7770
Vice President for Finance	402-519-8494
Director of Operations	402-461-7444

Students are required to be alert to anything that might jeopardize fire safety in their building. They should turn off and unplug appliances when not in use. No substance should ever be burned in the building. Students are required to leave the building immediately when the fire alarm goes off.

It is unlawful in the City of Hastings to tamper with fire alarms or fire fighting equipment. Any unauthorized use or tampering with the fire alarm system, fire extinguishers, or similar equipment in a residence hall or apartment is a felony and is punishable under state fire regulations. Violators will also be subject to college disciplinary action.

Fire Safety and Education All Residential staff receives fire safety training annually at the start of the school year. The students are informed of the fire safety procedures at the start of the school year in their respective residential areas.

Each Campus Safety Officer, Community Living Coordinator, Resident Assistant, and Maintenance Staff person are trained on the use of fire extinguishers during annual housing staff that happens in August. Fire safety training is provided by the Hastings Fire Department.

Residence Life staff conducts fire drills each semester and maintains a current list of students that have mobility concerns during the evacuation process. The drills are supervised and conducted by the Office of Campus Safety and the Department of Student Engagement. Students must participate in the fire drills and it is a violation of the college conduct code to not evacuate during a drill.

All students must evacuate a residence hall when a fire alarm sounds. The Resident Life Staff (RAs) living in each hall assist in the evacuation process. Residents are instructed on the location of the assembly area for their hall by the RAs. Residents are not permitted to re-enter the building until the "all clear" is given by a Campus Safety Officer and Fire Department. Should weather conditions be inclement or the situation prohibits a timely re-entry, evacuated students will be temporarily relocated to another campus building.

Evacuation routes are posted on the back of the door of each residence hall room. Students should become familiar with multiple evacuation routes out of their building and leave from the nearest safe exit. Students evacuating should take only important personal possession within their immediate vicinity as well as shoes and outer clothing suitable for the weather.



Residence Life staff also conduct health and safety checks of all campus housing facilities a minimum of one time per semester. The purpose of a health and safety check is to ensure residents are in compliance with fire safety policy and have a safe environment within their campus housing assignment.

Description of Student Housing and Fire Safety System

Altman Hall

A co-ed residence hall, Altman Hall was built in 1963 and can house 144 students. Women are housed on the south side and men on the north.

Babcock Hall Babcock Hall, a three-level facility, was built in 1978 and renovated in 2014. The residence hall provides housing for 77 women and men.

Bronco Hall Bronc Hall, a three-level facility, was built in 1960 and renovated in 2014. The residence hall provides housing for 122 men.

Taylor Hall Taylor Hall was built in 1938 and renovated in 1990. The residence hall provides housing for 104 women.

Weyer Hall Weyer Hall was built in 1963 and is a three-story residence hall providing housing for 36 men and women.

Bronco Village Bronco Village opened August 1, 2004, and is for sophomore, junior, and senior students. There are six buildings, and they house 288 students.

Houses Hastings College operates six houses around the perimeter of campus. Houses are single gender (all male or all female) or co-ed. They house 4-9 students, depending on the size of the house.

Hastings College is continuously examining the need for fire sprinklers all residential facilities as they are remodeled.

Student Housing Facility Fire Safety System 2018

	Fire Monitoring System	Sprinkler System	Smoke Detection System	Fire Extinguishers	Evacuation Plans/ Placards	Number of Fire Drills Each Academic Year
Altman Hall	X	X	X	X	X	2
Babcock Hall	X	X	X	X	X	2
Bronc Hall	X	X	X	X	X	2
Taylor Hall	X		X	X	X	2
Weyer Hall	X		X	X	X	2
Apartment 911	X	X	X	X	X	2
Apartment 915	X	X	X	X	X	2

Apartment 917	X	X	X	X	X	2
Apartment 919	X	X	X	X	X	2
Apartment 921	X	X	X	X	X	2
Apartment 923	X	X	X	X	X	2
McKay House	X		X	X	X	0
706 E. 7th Street	X		X	X	X	0
710 E. 7th Street	X		X	X	X	0
714 E. 7th Street	X		X	X	X	0
905 N. Elm			X	X	X	0
1018 Pine Knoll			X	X	X	0

Fire Log 2018

	Total Fires in Buildings	Fire #	Date	Time	Cause	Number of Injuries Requiring Treatment	Number of Deaths Related to the Fire	Value of Property Damaged by Fire
Altman Hall	0							
Babcock Hall	0							
Bronc Hall	0							
Taylor Hall	0							
Weyer Hall	0							
Apartment 911	0							
Apartment 915	0							
Apartment 917	0							
Apartment 919	0							
Apartment 921	0							
Apartment 923	1	1	12.2.18	5:30pm	Cooking	0	0	\$0.00
McKay House	0							
706 E. 7th Street	0							
710 E. 7th Street	0							
714 E. 7th Street	0							
905 N. Elm	0							
1018 Pine Knoll	0							

Fire Report - Total Occurrences On Campus

Criminal Offense	2016			2017			2018		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Altman Hall	0	0	0	0	0	0	0	0	0
Babcock Hall	0	0	0	0	0	0	0	0	0
Bronc Hall	0	0	0	0	0	0	0	0	0
Taylor Hall	0	0	0	0	0	0	0	0	0
Weyer Hall	0	0	0	0	0	0	0	0	0
Apartment 911	0	0	0	0	0	0	0	0	0
Apartment 915	0	0	0	0	0	0	0	0	0
Apartment 917	0	0	0	0	0	0	0	0	0
Apartment 919	0	0	0	0	0	0	0	0	0
Apartment 921	0	0	0	0	0	0	0	0	0
Apartment 923	0	0	0	0	0	0	1	0	0
McKay House	0	0	0	0	0	0	0	0	0
706 E. 7th Street	0	0	0	0	0	0	0	0	0
710 E. 7th Street	0	0	0	0	0	0	0	0	0
714 E. 7th Street	0	0	0	0	0	0	0	0	0
846 N Ash	0	0	0	-	-	-	-	-	-
905 N. Elm	0	0	0	0	0	0	0	0	0
1018 Pine Knoll	0	0	0	0	0	0	0	0	0