

2015-2016

**Campus Security
and Fire Safety
Report**

2014 Statistics



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Annual Campus Safety and Security Report

The Campus Safety and Security Report: 34 CFR 668.46(b)(2)(ii)

The Campus Safety and Security Report provides crime and safety information, policies and procedures to North Central University students, faculty and staff. Security provides this information in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or “the Clery Act.” The history of campus crime statistics and security information reporting started with the *Crime Awareness and Campus Security Act of 1990*, which amended the *Higher Education Act of 1965*. The *Crime Awareness and Campus Security Act of 1990* was renamed to “the Clery Act” by the 1998 amendment.

The Campus Safety and Security Report contains crime statistics taken from the Campus Safety and Security Department’s records as well as local law enforcement. Other members of the campus community may provide information regarding crimes and those sources of information are also used when preparing the report.

Every year, the Campus Safety and Security distributes a direct link to this report via email to all North Central University students, faculty and staff. Hard copies are available for no cost at the Campus Safety and Security Department in Miller Hall or by calling 612-343-4445. Prospective employees and students are notified that this report exists and of the reports content. Individuals may receive information regarding this report by contacting the Human Resources Department at 612-343-4442 or the Admissions Department at 612-343-4460 respectively.

The Campus Safety and Security Department would like to see every member of the North Central community work together to make the University a safer place. The following information will inform you of various policies and procedures, which could affect you. Training in personal safety awareness is available to every student, staff and faculty. The Campus Safety and Security Department hopes that everyone takes advantage of this training.

The Executive Director of Campus Safety and Security, Mike Cappelli, is the Campus Security Authority as outlined by the Clery Act. The Director of Campus Safety and Security, James Crabtree, assists with the Clery Act requirements for the University. The Campus Safety and Security Department is here to serve you. If you have any questions concerning Safety or Security, feel free to call 612-343-4445 or stop by the Campus Safety and Security Office located in Miller Hall first floor by the Main Entrance.

Security Alerts: 34 CFR 668.46(b)(2)(i)

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Security, constitutes an on-going or continuing threat, a campus wide “security update” will be issued by the Campus Safety and Security Department. This “security update” will be distributed from the Campus Safety and Security Department to students, staff and faculty in an email via the campus e-mail system. The email will clearly indicate that it consists of important information regarding the safety of the community and will describe the situation, including the date, time and location of the incident as well as when the alert was distributed.

Statement Addressing Voluntary Confidential Crime Reporting: 34 CFR 668.46(b)(2)(iii)

The North Central University Campus Safety and Security Department encourages anyone who is a victim or witness to any crime to report the incident promptly to the police. Additionally, the North Central University Campus Safety and Security Department will record the incident in a report. The security reports are not confidential in the sense that Security reports information to the local police or other federal agencies as required by law. North Central Campus Safety and Security recognizes the sensitivity of personal information and restricts such access to the extent allowed by law.

Procedure for Counselors to Encourage Voluntary Confidential Crime Reporting: 34 CFR 668.46(b)(4)(iii)

Campus Safety and Security reviews all reports. North Central University, at this time, does not have a formal process allowing counselors to voluntarily and confidentially report crimes. However, on a regular basis Campus Safety and Security inquires of all University officials considered campus security authorities, as well as, all pastoral and professional counselors whether they have any Security and Safety related incidents to report. Items

reported by the pastoral and professional counselors do not include confidential personal information, but only statistical information. Any reported incidents are included in the yearly campus crime report.

Procedures for Reporting Emergencies or Crime on Campus: 34 CFR 668.46(b)(2)(iii); 668.46(b)(4)(ii)

Report all emergencies involving a crime in process, a medical emergency and/or fire to 911 in a timely manner. All phones on campus will dial 911 at no charge. After calling 911, contact North Central Campus Safety and Security at 612-343-4444. To report non-emergency incidents occurring on campus, contact the Campus Safety and Security Department at 612-343-4445. Any time there is a reason to believe that a security problem has occurred or is in progress, students or university staff should call to report the incident to the Campus Safety and Security Department immediately. Reporting crimes or other public safety incidents in a timely manner helps protect others. The Campus Safety and Security Department will assist students with notification of proper authorities as needed.

The Campus Safety and Security Department is located in Miller Hall near the Main Entrance. Listed below is information for additional officials:

On Campus Numbers	
Campus Safety and Security Emergency	612-343-4444
Campus Safety and Security Office (non-emergency)	612-343-4445
Dean of Residence Life and Student Conduct	612-343-4450
Miller Hall Resident Director	612-343-4187
Carlson Hall Resident Director	612-343-4189
Campus Apartment/Fine Arts Resident Director	612-343-4177
Phillips Hall Resident Director	612-343-4168
Off-Campus Numbers	
Emergency	911
Police Tele-service Reporting	311
Minneapolis Police Department - Non Emergency	311
Fire Department - Non-Emergency	311

Security of the Campus Facilities and Residences: 34 CFR 668.46(b)(3)

North Central University provides security personnel twenty-four hours a day. They are responsible for documenting and investigating incidents of all types, enforcing parking regulations and responding to a variety of requests for assistance. North Central monitors all buildings through a card access system and the student resident doors have additional locks and key entries. Additional security measures include a video surveillance system that monitors the majority of the entrances of all residence buildings. Security lighting around campus provides consistent illumination throughout the campus area. Security and the Facilities Management Department monitor and maintain the lighting system.

Access to all campus buildings requires an identification card. Access to the campus offices is available during business hours through the intercom systems located at the East entrance of Miller Hall or at the Administrative offices at the East entrance of the College Life Center building. During night-time hours, 1:30 a.m. till generally 6:00 a.m., the building card readers will deny access to students, staff and faculty. Access to campus is available only by registering with the Campus Safety and Security Department located by the Miller Hall East entrance.

The following guidelines and procedures are set forth to help insure a safer campus.

- ❑ After curfew, students may gain access to a Residence Hall by contacting the Campus Safety and Security Office in Miller Hall.
- ❑ Students should not prop open the Resident Hall doors or any other building doors.
- ❑ Students should report all maintenance problems online at https://www.northcentral.edu/directory/offices/plantmaintenance?quicktabs_node767=2
- ❑ Immediately report lost or stolen ID/access cards to the Campus Safety and Security Office in Miller Hall near the East Entrance.
- ❑ If you do not recognize a person, or suspect suspicious behavior, contact Campus Safety and Security.

Campus Law Enforcement Policies: 34 CFR 668.46(b)(4)(i); 668.46(b)(4)(ii)

The North Central University Campus Safety and Security Department promotes a positive working relationship with the Minneapolis Police Department as well as State and Civil Authorities. North Central University cooperates with outside agencies in the investigation of any criminal offense. However, there is no formal investigatory agreement established with these agencies. We encourage all students, faculty and staff, to report accurately and immediately all emergency incidents to these authorities. NCU works in cooperation with the local police as a member of the Security & Police Collaborative.

Security Officers are Not Police. Uniforms and security tools do not mean Security Officers are sworn Police Officers. Security officers are private citizens; they have no specially conferred powers of arrest, other than those that MN statutes confer on every private citizen (MN Statute 629f).

The focus of North Central Security is prevention and deterrence. The primary role of a Campus Safety Officer after a crime has been committed is observation and reporting. North Central Security Officers are professionals, with special knowledge, training and resources to assist most campus Security issues. Security Officers are responsible for enforcing the policies of North Central University. They have the authority to ask for identification and determine whether the individuals have lawful business at North Central University. Security Officers have the authority to issue parking violation and call towing services for the campus parking lots and ramps. Security Officers have the authority to detain individuals who are a danger to themselves, the officers, or others as well as those individuals who break State laws according to Minnesota Statute 629.37-9. The Minneapolis Police Department receives all detentions as referrals from the Campus Safety and Security Department per applicable laws.

Off Campus Monitoring and Reporting: 34 CFR 668.46(b)(7)

The North Central University Campus Safety and Security Department does not provide security services or reporting services off-campus. The police monitor criminal activity off-campus. The Campus Safety and Security Department works with the Minneapolis Police Department in the Security Collaborative. The Campus Safety and Security Department assists the activities of the Minneapolis Police Department as needed. Additionally, the institution does not have any officially recognized student organizations with a significant off-campus presence.

Security Awareness and Crime Prevention Training: 34 CFR 668.46(b)(5); 668.46(b)(6)

Each semester during the Welcome Week, the Student Life Office and Campus Safety and Security Department discuss personal safety tips and crime prevention strategies. When appropriate, during staff meetings safety topics will be discussed. Safety guidelines and tips are included with each Security Alert that is distributed to the community. Additionally, the Campus Safety and Security Department will provide personal safety and crime prevention training upon request by any group, whether staff, faculty, or students. The Campus Safety and Security Department will provide such instruction free of charge.

Information Regarding Sex Offender Registration: 34 CFR 668.46(b)(12)

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family

Educational Rights and Privacy Act of 1974, the North Central University Campus Safety and Security Department provides a link to the Minnesota Department of Corrections Level 3 Sex Offender information website. This act requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement information provided by the State concerning registered sex offenders. The “Campus Sex Crimes Prevention Act” also requires sex offenders to register and to provide notice to each institution if they are employed, have a vocation or are a student at a place of higher education.

Follow the link provided to access the Minnesota Department of Corrections Level 3 Sex Offender information website: <http://www.doc.state.mn.us/level3/search.asp>

The Minnesota Department of Corrections is responsible for maintaining this website.

Emergency Response and Evacuation Procedures: 20 U.S.C. §1092(f)(J)(i)(ii)(iii)

Upon detecting an emergency situation, the Campus Safety and Security Department adheres to the emergency responses as outlined in the Security Officer Emergency Response Plan. Upon confirmation of an emergency or dangerous situation the on duty Security Officers are authorized to use emergency communication methods to notify the campus community of an emergency situation that would jeopardize their health and safety. Generic notification messages requiring only incident specifics have been prepared in advance to facilitate faster emergency response.

The Campus Safety and Security Department is responsible for the Emergency determination and notification process. Currently, the confirmation of a significant emergency is decided by the Director of Security or a Security Representative in collaboration with a Vice President. Determination of who to notify is indicated by the Emergency Response Plan. In a time critical situation, On-Duty Security Staff have the authority to initiate the notification system. In the event of an emergency, On-Duty Security Staff will, without delay, take into account the safety of the community by determining the necessary information to provide to the community about the situation. Using the generic prepared messages as a guide, a relevant and situation specific message can be created to advise the campus community.

In the event of the Emergency Notification System activation, the entire community will be notified – depending on the time of year. During summer break only those residing on campus are a part of the notification system.

Students and Employees may sign up for North Central University’s Emergency Notification System at <http://www.northcentral.edu/content/emergency-notification-system-ens>. The notification system is an opt-out system. Data is gathered from the students at the beginning of the school year while registering with the Mail Center. Emergency Notifications are sent out by the Campus Safety and Security Department in specific incidents where Student and Employee emergency action is necessary. The system is tested minimally on a bi-annual basis. Communication methods currently available include: text messages, email messages, voice messages. Community members are automatically enrolled in the emergency notification system.

Emergency Procedures have been established for Students and Employees to follow. Emergency response and evacuation procedure information is posted in every residence room, provided to all offices and included in every classroom. Extra copies are available to community members upon request at no charge. Residence Life monitors the dorm rooms; the Campus Safety and Security Department monitors the offices and classrooms.

The institution will test the emergency response and evacuation procedures on at least an annual basis. Fire drills and building evacuations are tested along with community accountability processes. Residents are coached on evacuation procedures and become familiar with the evacuation routes from their Residence Halls. The Campus Safety and Security Department tests their response procedures during the drills and uses it as a form of hands on training for new employees. The Emergency Preparedness and Incident Crisis Committee will review the process to determine program enhancements and standard accountability. Progress will be used as a stepping stone to future Emergency Program Tests.

Missing Student Notifications

If a person has a concern that a student may be missing, contact the Campus Safety and Security Department or the RD On-Duty.

In the event that a resident student is deemed missing the following actions will be taken:

- ❑ If a student is determined missing, North Central University will notify the Minneapolis Police Department within 24 hours from the time the determination has been made.
- ❑ Within 24 hours of police notification, North Central University will contact the indicated emergency contact specified by the student.
- ❑ If a student under the age of 18 is determined to be missing and if the student is not an emancipated individual, North Central University is required to notify the custodial parent or guardian within 24 hours after the student is determined missing.
- ❑ All official missing student reports must be referred immediately to the Campus Safety and Security Department (612) 343-4445.

Students have the option to designate an emergency contact person on the address form through the Mail Center at registration. This person will be contacted by the appropriate parties in the event of an emergency concerning the student.

University Policies Promoting Safety and Security

University polices exist to provide a basis for quality campus life and for setting a standard for all members of the community conducive to achieving the objectives of the University. Stated below are excerpts from university policies as they relate to issues of safety and security. For your safety and the safety of others, please read and become familiar with these polices.

Alcoholic Beverages and Illicit Drugs: 34 CFR 668.46(b)(8); 668.46(b)(9); 668.46(b)(10)

North Central University Students must refrain from the possession, use, or distribution of non-medical drugs in any form. In addition, students must refrain from the possession or use of any alcoholic or tobacco products. The use of a hookah or shisha is also not permitted. The distribution of alcohol or tobacco is permitted in an employment role when the distribution is a secondary function of that position (examples of an unacceptable employment role includes bartending, working at a liquor store, working at a tobacco shop or hookah bar, etc.) The unlawful possession, use, or distribution of illicit drugs is prohibited on North Central University property and in connection with University activities. The possession, use, or distribution of alcohol is also prohibited on college property and in conjunction with University activities.

The NCU Drug and Alcohol Policy Statement

The Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires institutions of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Violations of these policies of North Central University can result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution. Any person struggling in this area should discuss their concerns with a college official. Counseling assistance on campus and/or off-campus will be explained; professional treatment services are also available in the Twin Cities area. North Central University also offers HLTH 224 (Drugs/Health Education) <http://northcentral.edu/academics/courses/drugshealth-education>, an in-depth study on the effects of alcohol and other drugs; and ADC 140 (Introduction to Chemical Dependency) <http://northcentral.edu/academics/courses/introduction-chemical-dependency-counseling-0>, understanding substance abuse, substance abuse and the family, prevention, intervention and treatment.

Selected Alcohol and Drug Ordinances in the City of Minneapolis

The city of Minneapolis has many ordinances regulating and controlling the use and abuse of alcohol and other substances. The following laws are listed to highlight the consuming in public and the city drug ordinances.

364.40. Consuming in public. (as of 20150924)

No person shall consume intoxicating liquor as defined by Minnesota Statutes, Section 340A.101, Subdivision 14, or non-intoxicating malt liquor as defined by Minnesota Statutes, Section 340A.101, Subdivision 19, while (1) on a public street, highway, alley, sidewalk, boulevard, or any place frequented by the public; (2) on any private property without the consent of the owner of such property; or (3) while in a vehicle upon a public highway. This section shall not prohibit the consumption of such beverages at duly licensed on-sale premises, or if otherwise authorized by law. (Code 1960, As Amend., § 853.030; 80-Or-268, § 1, 11-14-80; Pet. No. 251179, § 35, 12-29-89)

223.70. Unlawful possession, sale, distribution. (as of 20150924)

It is unlawful for any person to have in his or her possession, or to sell, give away, barter, exchange or distribute any of the drugs specified in section 223.60 hereof, or any marijuana or narcotic drug, as defined in Section 152.01, subdivisions 9 and 10 of Minnesota Statutes, or any controlled substance as defined in Section 152.02, subdivisions 2, 3, 4, 5 and 6 of Minnesota Statutes, except on a written or oral prescription by a practitioner lawfully authorized to practice such profession. (Code 1960, As Amend., § 758.020; 76-Or-183, § 1, 10-29-76; 79-Or-108, § 2, 5-25-79; Pet. No. 251060, § 22, 12-15-89)

370.40. Possession by minors (as of 20150924)

No person under the age of twenty-one (21) years shall consume or have in his or her possession, at any place other than the household of the person's parent or guardian, any liquor or beer with intent to consume the same, and possession thereof shall be prima facie evidence of intent to unlawfully consume the same. (Code 1960, As Amend., § 855.040; Ord. of 5-25-73, § 1; 76-Or-129, § 4, 8-13-76; 86-Or-193, § 4, 8-8-86)

Effects of Alcohol and Illicit Drug Use

The use of illicit drugs and alcohol can have many adverse effects. The following list includes some, but not all of these effects.

Alcohol

Alcohol use can lead to impaired judgment; slowed reaction time; lowered inhibitions, which often leads to reckless decisions; lower memory retention; and long-term health problems including cardiovascular disease and permanent liver damage. Alcohol can become highly addictive to some people.

Cocaine

Using cocaine can lead to constricted blood vessels; dilated pupils; increased temperature, heart rate and blood pressure; tremors; paranoia; heart attacks; strokes; seizures; abdominal pain; cardiac arrest; respirator arrest; paranoid psychosis; and malnourishment. Cocaine is highly addictive to its users.

Heroin

Using heroin can lead to nausea and vomiting; depressed respiration; clouded mental functioning; infectious diseases, including HIV/AIDS; collapsed veins; bacterial infections; abscesses; infection of heart lining and valves; and arthritis and other rheumatologic problems. Heroin is highly addictive to its users.

Inhalants

Using inhalants can lead to drowsiness; lack of inhibitions; lightheadedness; agitation; anesthesia and possibly unconsciousness; impaired functioning; nausea and vomiting; delirium; slurred speech; lethargy; and general muscle weakness. Inhalants can become highly addictive to some people.

LSD (lysergic acid diethylamide)

Using LSD can lead to feelings of despair or fear; long-lasting psychosis, such as schizophrenia or severe depression; and loss of control. LSD users often build up a tolerance to the drug and therefore consume progressively larger amounts of the drug.

Marijuana

Using marijuana can lead to increased heart rate; feelings of anxiety, fear, distrust or panic; lower memory retention; loss of coordination and balance; acute toxic psychosis; cancer in the throat or lungs; impairment of the immune system; and heart attack. Marijuana can become highly addictive to some of its users.

Sexual Harassment Policy: 34 CFR 668.46(b)(11)

Policy Statement

Faculty, administration, staff and students are responsible for maintaining an educational and working environment that is harmonious with North Central University's mission and program as a Christian learning community. It is our goal to maintain an environment characterized by integrity, mutual trust and respect and free from intimidation, oppression and exploitation. Sexual harassment is destructive to that goal and will not be tolerated. NCU has adopted a sexual harassment policy as the basis for community education and complaint resolution.

Scope

This policy applies to all students and full-time and part-time employees of the university. Appropriate disciplinary action will be taken against anyone violating this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, dismissal of a student or termination of employment.

Prohibited Conduct

Sexual Harassment

Sexual harassment in any form is considered to be serious misconduct and prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 as well as Minnesota statutes. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment, academic advancement, or participation in any other University-sponsored activity;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic instruction or creating an intimidating, hostile or offensive working or learning environment

Sexual harassment is a specific form of discrimination in which power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is unfairly exploited. While it may most often take place in a situation of power differential between the persons involved, this policy recognizes also that harassment may occur between persons of the same community status, e.g., student-student, faculty-faculty, staff-staff. Also, the victim does not have to be of the opposite sex.

Examples of conduct that may constitute sexual harassment are:

1. Verbal: sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
2. Non-verbal: The distribution, display, or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive, or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles and any type of electronic communication (including but not limited to texting, e-mails, instant messaging, Facebook and any future technological communication) that is sexual in nature.
3. Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault (See section on Sexual Assault/Violence for a more detailed explanation of assault.)

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between individuals, including men and women, that are acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment or academic favor/benefits. The person typically involved is a supervisor, faculty member or an individual with actual power who can provide or withhold a benefit, service or evaluation and therefore has the power to harm the target of harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; A manager telling an employee she will fire him if he does not have sex with her; A faculty member promising a student a favorable grade if she goes on a date with him.
2. "Hostile environment," where the harassment creates an offensive and unpleasant working or academic environment. A hostile environment can be created by anyone in the work or academic setting, whether it be supervisors, other employees, faculty/instructors, students, or campus visitors. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

Other Violations

Other violations of this policy include, but are not necessarily limited to:

1. Retaliation against a person who has made a report or filed a complaint alleging any form of harassment; or
2. Deliberate false accusations of harassment. In such instances, the complainant will be subject to disciplinary action. Failure to prove a claim of harassment would not constitute proof of a false and/or malicious accusation.

Consensual Relationships:

North Central University strongly discourages romantic relationships between faculty and students as well as supervisors and subordinates (including student employees). Such relationships tend to create compromising conflicts of interest or the appearance of such. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment or academic decisions as well as leaving open vulnerability to unfair exploitation given the power differential. If a NCU employee chooses to become involved in such a relationship, it should be known that mutual consent will not automatically provide for immunity if a complaint of sexual harassment is filed.

Sexual Harassment Response

Prevention and Education

The University is committed to preventing and eliminating sexual harassment of students, faculty and staff. To assist in achieving this goal, North Central University hosts an online web training sight as our way of educating employees and students on sexual harassment. This training is provided to all new hires and includes a proficiency exam upon completion of the web training. Also, this policy is published in written format and distributed to all new employees and to students upon registration. The policy is available at appropriate locations on campus including the Student Life Office and the Human Resources Office.

Appointments and Responsibilities

Complainant Responsibilities

If an employee or student believes that he/she has been subject to harassment or any unwanted sexual attention, they should:

- Make their unease and/or disapproval directly and immediately known to the harasser and state clearly that the behavior needs to stop.
- Make a written record of the date, time and nature of the incident(s) and the names of any witnesses.
- Report the incident to the Compliance Officer or one of the Grievance Officers.

Compliance Officer Appointment and Duties

The President of North Central University shall appoint a Compliance Officer to act as the administrative coordinator and supervisor of the sexual harassment policy and procedures. Mike Nossner, Vice President of Student Development, is currently the Compliance Officer. The Compliance Officer shall serve for an indefinite term, until a successor is appointed by the President. The Compliance Officer shall report directly for this position to the President and shall have the following duties and responsibilities:

- Investigate and respond to any complaints regarding the sexual harassment policy and procedures;
- Ensure all vacancies in Grievance Officer positions are filled promptly;
- Schedule and coordinate training sessions for Grievance Officers and (segments of) the North Central University community, as necessary;
- Ensure that all reporting requirements of the policy and procedures are appropriately followed;
- Respond to inquiries and provide information and referrals to individuals or groups requesting assistance in regard to the policy and procedures; and
- Perform any other duties that may be assigned by the President.

Grievance Officer Appointment and Duties

The Compliance Officer of North Central University shall appoint six employees to serve as Grievance Officers. These individuals shall be trained to function as Grievance Officers and will be responsible for hearing, investigating and mediating reports of sexual harassment. All complaint resolutions will be reviewed annually by the Grievance Officers. Grievance Officers will serve an initial term of three years, the first year being primarily a period of orientation during which they will attend all meetings and training sessions and work with experienced officers. Additional three-year terms may be added by mutual agreement. A Grievance Officer may file an informal or formal complaint if: 1) He or she discovers a pattern of sexual harassment where there is no singular complainant; 2) A complainant decides to withdraw a complaint even in the face of supporting evidence; and/or 3) The Grievance Officer is presented with third-party information regarding an alleged incident(s) of sexual harassment (e.g., by a supervisor of the alleged harasser or by a peer of the complainant).

Non-Officer Responsibilities

If a supervisor, administrator, faculty member, resident assistant, or resident director receives a complaint or has knowledge of an incident(s), it is imperative that he or she report this incident(s) to a designated Grievance Officer. In those instances where there is doubt, lack of clarity, or need for further information regarding a given incident, these individuals are expected to seek counsel from one of the sexual harassment Grievance Officers, or the Compliance Officer.

Complaint and Resolution Process/Procedures

In determining whether an alleged incident(s) constitutes sexual harassment, those entrusted with carrying out this policy and procedures will examine the record as a whole.

Complaints may be presented in two ways: informally and formally. Any member of the North Central University community may go directly to one of the Grievance Officers with a complaint(s) according to the procedures outlined below, or may refer a complainant to the institutional Compliance Officer. Because of the need to gather accurate evidence, individuals are strongly encouraged to report any alleged incident(s) as soon as possible.

Both the informal and formal resolution process are considered confidential proceedings. The Grievance Officers shall instruct all concerned persons, including particularly the complainant, alleged harasser and any witnesses of the confidential nature of the process to ensure to the extent practicable, the privacy of all concerned. Any intentional breach of confidentiality may itself be grounds for discipline or a claim of retaliation.

Informal Resolution Process/Procedure

Employees and/or students can often stop or prevent sexual harassment by immediately and directly expressing their disapproval of an individual's sexually oriented attention or conduct. In any case, individuals should report all incidents of sexual harassment. Any member of the North Central University may bring an informal complaint to either the Compliance Officer or one of the Grievance Officers. The following course of action will be adopted and completed within 10 work or academic days (if the complainant is a student). If at any point in the informal process fair treatment of a complaint becomes jeopardized due to constrictions in time or unavailability of strategic witnesses, etc., extensions in this deadline may be granted at the discretion of the Compliance Officer.

The informal course of action and resolution will be as follows:

1. If a complaint is brought forward to a Grievance Officer, that officer should immediately report the complaint to the Compliance Officer for case assignment.
2. One male and one female Grievance Officer shall be assigned to the case and shall interview the complainant and any relevant witnesses identified.
3. The Grievance Officers will present the alleged harasser with the sexual harassment complaint. As a general rule, the name of the complainant shall be given to the accused. Granting anonymity will be based upon the reason for such a request, the potential for retaliation and the seriousness of the case.
4. Preliminary discussion and investigation may or may not include a meeting(s) between the complainant and the alleged harasser. If it does not, the Grievance Officers will meet with the complainant to discuss the content and results of meeting with the alleged harasser and to further explore options for resolution. In cases where such a meeting(s) between the complainant and the alleged harasser occurs, or at any time in the process, each party may be accompanied by an advisor/advocate of his or her choice.
5. Following the preliminary meeting(s), the Grievance Officers will continue the investigation in order to determine the merits of the complaint and achieve resolution. It is the intention of the institution and the Grievance Officers to protect the rights of all parties; that is, to facilitate remediation and reconciliation in cases where there is merit and to facilitate understanding and protection in cases where there is no merit.
6. When resolution includes certain other remedies such as reassignment or transfer of job/job duties, change of classes or housing, refund or credit of tuition, etc. it may necessitate coordinating and/or informing other individuals such as supervisors while maintaining confidentiality. The informing of other internal sources will be conducted on a need to know basis only.
7. Any remedy involving allocation of resources of the institution, expenditure of funds, or transfer of personnel is subject to the review and approval of the President, the President's representative, or the Compliance Officer.
8. If the complaint cannot be resolved informally to the satisfaction of either party, either party may move to the Formal Resolution Procedure.
9. The Grievance Officers will create an official, confidential record of the informal complaint and will submit it to the Compliance Officer. Such a record will consist of a statement of the complaint, the initial statement of the accused, a list of related meetings and conversations, an assessment of the findings and the action(s) taken. The official record will be placed in a locked file cabinet in the Human Resources Specialist's office. Only those cases resulting in legal action will be forwarded to the Office of the President.

Formal Resolution Process/Procedure

All incidents of sexual harassment or inappropriate sexually oriented conduct should be reported immediately. Any member of the North Central University community who believes he or she has been sexually harassed by any other member of the North Central University community, a guest, or a person conducting business with North Central University, may make a formal complaint against the alleged harasser(s).

The following steps have been established as the process for resolving a complaint using the formal resolution process/procedure. It should be noted that if, at any point in the formal process/procedure, the fair treatment of a complaint becomes jeopardized due to constrictions in time, or unavailability of strategic witnesses, etc., extensions in the deadlines may be granted at the discretion of the Compliance Officer. The formal process/procedure is as follows:

1. The complainant shall submit his or her complaint in writing to a Grievance Officer or the Compliance Officer, explaining the nature of the complaint(s), the facts upon which the complaint is based and the relief requested.
2. If the alleged harasser has not had the opportunity to resolve the complaint through the informal procedure, the complainant may be asked to refer the matter to an informal procedure rather than a formal procedure. If it cannot be resolved through the efforts of the informal process or if the complainant refuses to be involved in the informal procedure, then the matter will proceed through the formal process.
3. Within 4 work/academic days of receiving the formal complaint, the Grievance Officers shall send a copy of the written complaint to the alleged harasser and request a meeting to discuss the complaint and review with him or her the formal procedure, including a timeline for resolution.
4. Within 10 work/academic days of the meeting, the Grievance Officers will request a written reply from the alleged harasser, a copy of which will be forwarded to the complainant and any witnesses.
5. Within 4 work/academic days of receiving the written reply from the alleged harasser, the Grievance Officers will:

- A. Inform the complainant of the nature of the response;
 - B. Inform and counsel with the Compliance Officer;
 - C. If the case has not gone through the informal procedure, begin an investigation into the alleged incident(s);
 - D. If the case has gone through the informal procedure, the Grievance Officers will investigate any new facts raised in the written complaint.
6. Within 10 work/academic days of receiving the alleged harasser's response, the Grievance Officers will prepare a report that will include:
- A. A description of the alleged incident(s) and the issues at stake pursuant to the definition of sexual harassment stated earlier in the policy
 - B. A description of the evidence supporting or refuting the issues; and
 - C. A list of witnesses interviewed.

This report must not contain conclusions, impressions, or recommendations concerning the allegations.

The Grievance Officer(s) shall file the report with the Compliance Officer and shall no longer be actively involved in the case.

7. Within 5 work/academic days from notification by the Grievance Officer(s) the Compliance Officer will select a hearing board or refer to the appropriate hearing body as follows:
- A. If the alleged harasser is a student at North Central University, the Compliance Officer will appoint an ad hoc hearing board consisting of five members including of at least two females and two males, composed of the following individuals:
 - a. The Resident Director(s)
 - b. The Dean of Residence Life
 - c. The Dean of Community Life
 - d. An appointed faculty member
 - e. An appointed staff member
 - B. If the alleged harasser is an employee, the Compliance Officer will appoint an ad hoc hearing board consisting of five members including at least two females and two males, composed of the following individuals:
 - a. One member from the constituency of the complainant;
 - b. One member from the constituency of the alleged harasser;
 - c. Two members from constituencies not represented by the complainant and the alleged harasser; and
 - d. A fifth member who is mutually agreeable to the complainant, the alleged harasser and the Compliance Officer who shall act as chair.
8. Within 5 work/academic days of the hearing board's notification or appointment, the hearing board will convene and:
- A. Members of the appropriate hearing board will be given copies of the complaint and all supporting documentation.
 - B. The Compliance Officer will serve as consultant to the hearing board relative to issues concerning policy interpretation and definition and to assist with the hearing procedure and the coordination of the appearance of witnesses.
9. Within 10 work/academic days of the completion of the hearing, the hearing board will forward all reports and recommendations to the Compliance Officer.
10. Within 5 work/academic days of receiving the recommendation(s), the Compliance Officer shall make the final decision and will be responsible for the written notification to all parties.
11. The Compliance Officer, along with the Grievance Officer, will be involved in monitoring the implementation of any actions specified in the final decision.
12. Infractions of North Central University's policy and procedures on sexual harassment may result in a number of remedies designed to restore the complainant to circumstances that existed prior to the harassment, including but not limited to: restoration of pay, benefits, or rights lost; reassignment to another job site or teaching assistant position; transfer of class assignment or housing, etc.

13. Some cases may warrant disciplinary action including but not limited to letters of warning or reprimand; mandatory counseling; suspension with or without compensation; dismissal or termination.
14. An appeal of a decision resulting from a hearing as outlined in these formal procedures may be made to the President by either party within five days following notification of the decision. Appeals to the President may be made only in writing and the non-appealing party shall have an opportunity to respond in writing to the issues raised by the appellant. The only issues that will be considered by the President on appeal will be:
 - A. The allegation that new evidence has been discovered that was not available at the time of the hearing and if presented would materially affect the deliberations of the hearing board, or
 - B. Allegations of gross procedural errors in the hearing preceding that materially affect the fairness of the hearing.

The President's decision concerning the appeal shall be final.

15. An official, confidential record of all formal complaints will be kept in the Human Resources Office. Such a record will consist of proceedings from the informal complaint (if any), plus the Grievance Officers' investigations and the ad hoc hearing board's findings and recommendations.

Sexual Assault/Violence

Definition and Examples of Sexual Assault/Violence

North Central University seeks to provide to all of its employees, students and faculty a work place, academic setting and a living environment which is identified as a Christ-centered community free of risk, so far as possible, from sexual violence or attack. Sexual assault is the most serious form of sexual harassment and, as such, requires additional definition and explanation.

Sexual assault and violence is a physical act of aggression that can range from the touching of another's intimate body parts, either above or underneath the other person's clothing, without the individual's consent, to attempted rape or rape. Sexual violence is criminal conduct and is defined in Minnesota Statutes 609.341 to 609.351, as amended. For the purpose of implementing the sexual assault policy, NCU follows the definitions set forth in the state statute. "Intimate parts" include the primary genital area, groin, inner thighs, buttocks or breasts of a human being. "Consent" means a voluntary un-coerced manifestation of a present agreement to perform a particular sexual act. "Coercion" means words or circumstances that cause the complainant to reasonably fear that the actor will inflict bodily harm upon, or hold in confinement, the complainant, or force the complainant to submit to sexual penetration or contact, but proof of coercion does not require proof of a specific act or treatment. Aggression and lack of consent are two key factors which identify sexual violence.

Sexual assault may include but is not limited to the following:

- Touching, patting, grabbing or pinching another person's intimate parts.
- Coercing or forcing sexual touching upon another.
- Coercing or forcing sexual intercourse upon another.
- Threatening to force sexual touching or sexual intercourse upon another.

Rape (revised UCR definition): Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. (This includes the offenses of Rape, Sodomy, and Sexual Assault with an Object as converted from data submitted via the National Incident-Based Reporting System [NIBRS]).

Reporting Sexual Assault/Violence

Sexual assault, as with sexual harassment, will not be tolerated in the NCU community. It is a serious issue and the University is prepared to take prompt action against campus rape or assault, so-called "date rape", or any other form of criminal sexual misconduct. Therefore, prompt reporting of such incidences is crucial. Victims of sexual assault are strongly encouraged to report incidents of sexual misconduct for investigation to the designated individuals trained as

Grievance Officers. The Grievance Officers are the Vice President of Student Development, Director of Human Resources, Dean of Residence Life and Director of Security. Also, all responsible representatives of the institution, which include but are not limited to supervisors, administrators, faculty members, resident assistants, resident directors and other advisors who receive a complaint or have knowledge of an incident(s) of sexual assault are required to report any information regarding sexual misconduct to the designated sexual harassment Grievance Officers for investigation. Any other member of the North Central University community with knowledge of an incident(s) of sexual assault is likewise required to report such information to a designated Grievance Officer or any other responsible representative of the school. These reporting requirements are essential in avoiding risks to individuals with knowledge of a sexual assault and to the institution, as well as to all other individuals who are a part of the North Central University community.

It is essential that all incidents of sexual assault and violence be reported immediately to avoid ongoing harm to the campus community. Victims of sexual assault will be strongly encouraged to report incidents of sexual misconduct for investigation not only to a University Grievance Officer, but to the appropriate law enforcement authorities. Victims of sexual assault are also encouraged to preserve any proof of the criminal offense. Often, victims wish to rid their lives and personal belongings of anything related to the offense, but all evidence must be preserved to assist in helping the victim.

Process/Procedure for Sexual Assault/Violence Complaints

The following policy applies to criminal incidents occurring on property owned by North Central University in which the complainant is a student or employee of North Central University. This policy will be posted at appropriate locations on campus at all times.

Complaints and Investigations

Complaints of sexual assault/violence will be investigated by those entrusted at NCU with carrying out this policy under the direction of the President's Office, in the same manner as all incidents of other forms of sexual harassment (See Sexual Harassment Complaint and Resolution Process).

Violations

Individuals who are found to have violated the sexual violence policy will be disciplined by North Central University in accordance with the severity of the incident. For students found to have violated the Sexual Assault/Violence policy, the imposition of sanctions may include expulsion or suspension from North Central University. For employees of North Central University, discipline for a violation of the sexual violence policy may include suspension with or without compensation, or termination.

Victims' Rights During an Investigation

When sexual assault and violence are reported, victim's rights shall include the following:

- Filing criminal charges with local law enforcement officials in sexual assault cases.
- Access to counseling services.
- The prompt assistance of campus authorities, at the request of the victim, in notifying the appropriate law enforcement officials and disciplinary authorities of a sexual assault incident.
- The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes or to alternative University-owned housing, if alternative classes or housing is available and feasible.
- An investigation and resolution of a sexual assault complaint by campus disciplinary authorities.
- A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus disciplinary proceeding concerning a sexual assault complaint.
- The complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing and maintaining evidence in connection with a sexual assault incident.
- The assistance of campus authorities in preserving, for a sexual assault complainant or victim, materials relevant to a campus disciplinary proceeding.

- Notice to a sexual assault victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices.
- Notice of any sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.
- Under the Crime Victim's Bill of Rights, the right to assistance from the Office of the Crime Victim Ombudsman (OCVO) and from the Crime Victims Reparations Board (CVRB). The OCVO offers assistance to crime victims who feel that their rights have been violated, or that they have been treated unfairly by the criminal justice system or by victim assistance programs. Their number is 651-642-0550 or 1-800-247-0390. The CVRB helps crime victims with some of their financial losses due to crime. To determine eligibility, one can call 651-282-6256 or 1-888-622-8799.

Accused Rights During an Investigation

- A sexual assault suspect's participation in and the presence of the victim's attorney or other support person at any campus disciplinary proceedings concerning a sexual assault complaint.
- Notice to a sexual assault suspect of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices.
- Notice of any sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

Prevention Awareness Programs (VAWA)

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault and stalking that occurred on campus, on public property within or immediately adjacent to the campus, or on non-campus buildings or property that the institution owns or controls. VAWA also requires the institution to publish certain policies related to domestic violence, dating violence, sexual assault, and stalking.

The HEA defines the new crime categories of domestic violence, dating violence and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994, as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by –

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic violence or family violence laws of jurisdiction.”

“Dating violence” means “violence committed by a person -

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and
 - the frequency of interaction between the persons involved in the relationship.”

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to -

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

“Consent” means conduct or words that indicate a person freely and voluntarily agrees to engage in a sexual act at the time of the act.

- A person must be of legal age to give consent.
- A person who is incapacitated cannot give consent.
- Consent to a prior sexual act does not imply ongoing future consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Silence, absence of resistance, or the failure to give a negative response does not imply consent.
- Consent can be withdrawn at any time.

The use of coercion, threat, or force takes away a person’s ability to give consent. Sexual coercion is unreasonable pressure for sexual activity through words or circumstances that cause a person to reasonably fear that the other will inflict bodily harm. Force is the use of physical violence to gain sexual access, including threats, intimidation, and actual physical imposition.

Annual training of Employees and Students (VAWA)

North Central University (NCU) is committed to maintaining a Christ-centered community, free of discrimination, including sexual harassment, sexual violence, and sexual misconduct in all of its forms. NCU prohibits domestic violence, dating violence, sexual assault, and stalking. NCU will not tolerate sexual misconduct by or against its students, faculty, or staff. In addition, visitors, volunteers, vendors, consultants, third parties, or any person that provides services to NCU are required to comply with the provisions of this policy. All community members must comply with this policy, whether on campus or off campus, when engaged in activities sponsored by NCU, or otherwise related to NCU or its business. Such activities include, but are not limited to classes, seminars, meetings, and study abroad programs.

The purposes of this policy include:

1. Prohibiting all forms of sexual misconduct
2. Creating a work environment that is free from sexual misconduct
3. Encouraging good faith complaints when sexual misconduct has occurred
4. Providing options for addressing and resolving complaints of sexual misconduct

All incoming students and new employees are required to attend a program on primary prevention and awareness. Persons who believe that they have experienced sexual misconduct or have witnessed sexual misconduct of another community member are expected to bring the conduct to the attention of appropriate individuals so that NCU can take prompt corrective action. NCU will take prompt corrective action against any sexual misconduct by or against its community members. All NCU community members are directed to implement and abide by the procedures outlined in the Title IX policy.

Definitions:

Awareness Programs:

are defined as community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander Intervention:

is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander interventions include a full range of options and levels of action, from speaking to a resident assistant about an encounter in a residence hall to calling the police. Interventions can occur with friends, acquaintances, and strangers... professors, [crisis] hotline staff, counselors, roommates, and others. Some interventions are best done by a group of friends and others are more effective in private, side conversations. Staying safe is always emphasized and balanced with keeping others safe. When people feel seriously threatened, authorities such as Campus Safety and Security should be called.

Ongoing Prevention and Awareness Campaigns:

are defined as programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

An excerpt from the Annual Title IX Sexual Misconduct ongoing training for SaVE Act and VAWA:

“The purpose of the [ongoing] training is due to the fact that sexual misconduct, which includes sexual harassment and sexual violence, is a significant issue on college and university campuses. Recently the Campus Sexual Violence Elimination Act (SaVE Act) was passed by Congress with the goal of eliminating sexual misconduct on our campuses. A component of the act includes providing mandatory training to all employees and students regarding sexual misconduct, covering what it is, how to prevent it, and most importantly where those affected can go for help.”

The ongoing training is given on an annual basis contains the same information as our primary prevention and awareness program.

Primary Prevention Programs:

are defined as programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Risk Reduction:

is defined as options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Procedures to Follow if a Sex Offense or Other VAWA Violation Occurs

If you have personally experienced any form of sexual misconduct, tell someone as soon as possible. Immediate notification, ideally within the first 24 hours after any sexual misconduct occurs, helps assure the preservation of evidence. Preserving evidence may be necessary for the proof of criminal sexual misconduct or to obtain a protection order. In an emergency, call 911 (if on campus, dial 9 for an outside line) or call the Office of Campus Safety and Security at 612.343.4445. In order to initiate NCU’s response and resolution process under this policy, you or another person must notify the Title IX Coordinator.

If a member of the NCU community has a concern or has become aware of an instance of possible sexual misconduct involving a student, faculty or staff member, the Title IX Coordinator must be immediately contacted.

It is strongly recommended that any individual involved in resolution of a sexual misconduct complaint seek personal support through relationships with a few trusted family members or friends. Additional support is available for students through the Student Success Center and Student Life, and for employees through Human Resources.

NCU shall train all Investigators appointed by the Title IX Coordinator to assist in responding to informal and formal complaints of sexual misconduct. At least annually the Title IX Coordinator shall review all currently trained and appointed Investigators with the President and ensure their training is current.

NCU shall provide a prompt, fair, and impartial investigation and resolution. The complainant and respondent are entitled to the same opportunities to have others present during a NCU misconduct proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The complainant and respondent shall be simultaneously informed in writing of the outcome of any proceeding, right to appeal, any change in results that occurs prior to the time that such results become final and when such results become final.

There are two procedures to consider for addressing sexual misconduct concerns, the Informal Complaint Procedure and the Formal Complaint Procedure. All proceedings of informal and formal complaints are confidential. All those involved in the process (complainant, respondent, Investigators, Title IX Coordinator and others) are required to keep all

information confidential, except as may be required by applicable law or court order. Mental health professionals are generally required by law to protect confidential communications, unless he or she perceives an immediate or serious threat to a person or if there is an allegation of abuse to a person under 18.

Under the Clery Act, NCU is obligated to report annually sexual misconduct and issue a timely warning through the Office of Campus Safety and Security if there exists an ongoing threat to the community. Any publically available notice or recordkeeping will keep the victim's name confidential and any identifying information will be protected to the extent reasonably possible to take appropriate preventative measures.

In addition to and separate from addressing sexual misconduct concerns within the institution, complainants may notify or decline to notify local law enforcement. NCU will give assistance to any complainant who requests help notifying law enforcement. A report to police is not necessary for NCU to proceed with interim measures, informal procedures, or formal procedures.

Formal and Informal Complaint Procedures:

Informal Complaint Procedure:

In the Informal Complaint Procedure, a complainant may discuss a sexual misconduct concern with the Title IX Coordinator without putting the complaint in writing. A complainant may, however, elect to discontinue the informal complaint procedure and commence a formal complaint at any time. The informal complaint procedure will not be employed in cases of sexual assault.

The role of the Title IX Coordinator and/or the Investigators is to assist in resolving the complaint by direct involvement or by assisting the complainant in resolving the complaint. The steps are:

1. The complainant should contact the Title IX Coordinator. If the complainant informs any other community member of a sexual misconduct concern, other than the Title IX Coordinator, that community member shall promptly inform the Title IX Coordinator of the concern.
2. In order to promptly respond, the Title IX Coordinator, or a designated Investigator, should ensure the following procedure is completed within thirty (30) calendar days of the date the complaint is received:
 - a. Either the Title IX Coordinator and/or Investigator along with one additional person assigned by the Title IX Coordinator, shall meet with the complainant to understand the nature of the concern and obtain a complete description of the alleged misconduct
 - b. Provide a copy of and review this policy and its procedures with complainant
 - c. Offer appropriate assistance to the complainant
 - d. If deemed appropriate, meet with the respondent
3. If feasible and appropriate, informal resolutions may be attempted to resolve the complaint. These resolutions include, but are not limited to, the following:
 - a. The respondent being directed, in writing, to cease the behavior
 - b. Third-party assistance to the complainant and/or the respondent to resolve past differences, and/or to establish guidelines for future interactions
 - c. Changing the work, living, transportation or academic environment of the complainant and/or respondent
4. If the parties agree, the resolution will be implemented and the informal process will be concluded. If the parties do not agree upon a resolution, or at any time during the informal process, the complainant may initiate a formal complaint.
5. Whether or not the complainant files a formal complaint and/or the parties reach a resolution, NCU may at its sole discretion initiate a formal investigation and take appropriate actions to attempt to fully resolve any harm that occurred and prevent any further harm.

The Title IX Coordinator and/or Investigator (as appropriate) shall keep a written record of the investigation and resolution. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant, the respondent, and senior administrator responsible for the involved student, faculty or staff member (if

applicable), and kept as part of the record. A full copy of the record shall be promptly provided to the Title IX Coordinator.

Formal Complaint Procedures:

When informal complaint procedures are not possible or appropriate or fail to satisfactorily resolve the concern of sexual misconduct, the complainant may file a formal written complaint with the Title IX Coordinator.

1. The complaint should describe in detail the alleged sexual misconduct and the action the complainant requests to resolve the matter. All written complaints must be signed and dated by the complainant and, where known, should contain the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, a detailed description of the actions constituting the alleged unlawful discrimination or sexual misconduct, and any other relevant information. If possible, names, addresses and phone numbers of witnesses or potential witnesses should also be included.
2. Within five (5) working days after receipt of the signed complaint, the Title IX Coordinator, or a designated Investigator will review the complaint to determine if the complaint sufficiently describes the alleged sexual misconduct.
 - a. If the complaint does not sufficiently describe a concern within the definition of sexual misconduct under this policy, the complaint will be returned and other assistance may be recommended.
 - b. If the complaint does not sufficiently describe the factual details of the concern so that a determination of sexual misconduct can be made, the complaint will be returned and the complainant may submit an amended complaint providing enough factual details to allow a determination to investigate.
3. Within ten (10) working days of receiving a complaint or amended complaint, either the Title IX Coordinator or Investigator, will notify the respondent that a formal complaint has been received and an investigation has begun. The Title IX Coordinator or an Investigator will also give the respondent a copy of this policy.
4. Within the next ten (10) working days the Investigator and one additional person assigned by the Title Coordinator will meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The Investigators will also meet with the respondent to present a copy of the complaint and this policy, to receive the respondent's response to the complaint and to review with the respondent the scope and nature of the investigation.
5. The Investigators shall thoroughly investigate the complaint. Prior to completing the investigation, the Investigators shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the investigators should speak with, and to request any additional information.
6. After completion of the investigation, the Investigators shall meet with the Title IX Coordinator and the senior administrator responsible for the involved student, faculty or staff member (if applicable) to review the Investigators' report and reach conclusion based on a preponderance of evidence (i.e., more likely than not standard) regarding the allegations and appropriate corrective action(s), if any.
7. It is the goal of these procedures that, to the extent possible, the above steps be completed within sixty (60) calendar days of receiving the formal complaint. The Title IX Coordinator shall forward to the complainant and respondent all of the following:
 - a. a summary of the investigative report including the conclusion reached as to whether sexual misconduct did or did not occur with respect to each allegation in the complaint
 - b. a description of actions to be taken, if any, to resolve any sexual misconduct that occurred, and to prevent similar issues from occurring in the future
 - c. a description of the complainant's and respondent's right to appeal either the finding or the appropriateness of the corrective action(s)

Possible Sanctions Following a Final Determination Proceeding Regarding Forcible or Non-Forcible Sex Offense:

A student found guilty of violating NCU's sexual misconduct policy could be criminally prosecuted in the state courts and is subject to the following University sanctions based on the severity of the conduct: a "no contact" order, written or verbal apology, discrimination or harassment education, verbal or written warning, transfer to different classes or

reassignment/cancellation of housing, probation, suspension, or dismissal from the University. Employees who are found to be guilty of violating SEU's sexual misconduct policy may be terminated. Guests and other third parties who are found to have violated the sexual misconduct policy are subject to corrective action deemed appropriate by the University, which may include removal from the University and termination of any applicable contractual or other arrangements. NCU will follow up with complainants after the sanctions have been given to ask if they have experienced retaliation or any further incidents.

Interim Protective Measures:

Interim protective measures, such as changing the work, transportation, living or academic environment, will be considered immediately, regardless of whether the complainant chooses to report the crime to local law enforcement. NCU will provide a written explanation of the complainant's rights and options, as well as a copy of this policy. NCU will make information available to complainants on the right to seek orders for protection, no contact orders, or restraining orders.

Written Notifications:

NCU will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. The University will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations as well as protective measures. The accommodations or protective measures are provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. When a student or employee reports they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus, the University will provide the student or employee with written explanation of their rights and options.

Prompt, Fair, and Impartial Proceedings:

is defined as a proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the complainant and the accused of the delay and the reasons for the delay;

Conducted in the manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

Proceeding:

is defined as all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

Result:

is defined as any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

FERPA Compliance:

Compliance with the provisions given by the Campus SaVE Act and VAWA do not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations.

Personal Safety Reminders

Protecting Oneself:

- Be prepared to protect oneself both physically and psychologically:
- Think through how a person usually reacts to a crisis. Flee, freeze, or fight? Think of a few past examples to see if there is a pattern. One can often change a reaction by practicing a different response.
- Talk to others about ways to handle confrontations and rehearse alternatives.
- There is no one default reaction that will work every time. All situations are different. The best response depends on a combination of factors such as the location, the assailant, presence of weapons, one's personal responses, etc.

Walking:

- Plan and use the safest and most populated route.
- Choose well-lighted streets at night.
- Stay alert to your surroundings; look confident and purposeful.
- Become familiar with businesses that are open late.
- If feeling uneasy, go directly to a place where there are other people.
- Walk with a friend if possible, particularly at night.
- Carry keys and money in a pocket, not in a purse or wallet.

If someone in a car is following you:

- Turn around and walk quickly in the opposite direction. Try to obtain the license plate number and a description of the car and call the Police or NCU Campus Safety and Security.

If someone is following you on foot:

- Turn around to let the person know he/she has been seen. Immediately cross the street and walk or run toward a place where there are other people. Call the police, NCU Campus Safety and Security, or get someone else to call.

Verbal harassment:

- Ignore it and walk away. If alone at a bus stop, proceed to the next stop if there are other people there.

Keeping safe in your car:

- Drive with car doors locked and windows closed.
- Keep wallet, purse and valuables out of view while driving. Do not leave them on the seat.
- If you see another motorist in trouble, do not stop. Call the Police for assistance.
- Park in well-lighted areas.
- Look around before getting out of a car.
- Put valuables and packages in the trunk before arriving at a destination.
- Always lock the doors to a vehicle.
- When returning to a car, have the door key in one's hand.
- Look inside before getting in.

Safety in the workplace:

- When working late, lock doors.
- Keep purse in a locked cabinet or drawer. Never leave it on or underneath a desk.
- Avoid using stairs in a remote section of the building.
- Never prop doors open, especially fire doors, even for a short time.

- Do not hold the door open for strangers.

Residence Security Tips:

- Keep dead bolts locked at all times.
- Plan an escape route from your residence in case of fire or other emergency.
- Lock room every time you leave it, even if it is for a short time.
- Do not allow unknown people into residence hall, apartment, or house.
- Do not prop open exterior residence hall doors.
- Upon returning to residence hall room, if seeing signs of forced entry, leave immediately and call security. If living off campus, leave immediately and call the police.
- Have keys in hand to unlock doors when returning home.
- Be familiar with the security services in your community.

At home:

- If there is a stranger at a door, never indicate that one is home alone.
- Do not open the door to anyone without verifying their identity. Have the person slip their identification cards under the door.
- Never let a stranger through an apartment security entrance.
- Do not give any information to "wrong number" callers. Ask, "What number are you calling?"
- Never tell an unknown caller that you are home alone.
- Verify the identity and intent of those calling for information, by calling the person's agency.
- Hang up immediately if receiving unwanted calls. Do not say anything. If the calls continue, keep a record of the date, time and content of each call. Then notify the police and the phone company, by blocking the number calling.

Face-to-face confrontations:

The single most effective weapon is one's own judgment. Rely on it to choose the best response at the time, whether it is to:

- Run
- Stall
- Negotiate
- Verbally assert yourself
- Scream to attract attention
- Distract or divert the assailant
- Physically resist or fight off the attacker

Please, report all suspicious people or activity to the appropriate law enforcement agency or to the Campus Safety and Security Department.

Crime Statistics

The following statistics, provided in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, are for your information. Security calculates the statistics on a calendar year basis and includes crimes/arrests that occurred on the campus of North Central University, property owned/controlled by students or student organizations recognized by the university and on public property adjacent to our property. The data includes crimes reported to the University in addition to crimes reported to the Minneapolis Police Department. If you have any questions, please feel free to contact the Campus Safety and Security Department at 612.343.4445 or e-mail:

security@northcentral.edu

Total Crimes Reported For: Offense Type (includes attempts)	Residence Buildings			On Campus*			Non-Campus Building or Property			Public Property			Unfounded Cases
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2014
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	-	0	0	-	0	0	-	0	1	-	0
Rape	-	-	0	-	-	0	-	-	0	-	-	0	0
Fondling	-	-	0	-	-	0	-	-	0	-	-	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	1	5	3	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	2	0	0
Burglary	9	16	1	13	18 [^]	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	-	-	-	2	2	1	0	0	0	1	4	5	0
Domestic Violence	-	0	0	-	0	0	-	0	0	-	1	0	0
Dating Violence	-	0	0	-	0	1	-	0	0	-	0	0	0
Stalking	-	0	1	-	0	1	-	0	0	-	0	0	0

There were no reported hate crimes for the years 2012, 2013 or 2014.

Total Crimes Reported For: Offense Type (includes attempts)	Residence Building			On Campus*			Non-Campus Building or Property			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Liquor Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	5	1
Referral	0	0	1	0	0	1	0	0	0	0	0	0
Weapons Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0

*On Campus data includes data from the Residence Building category.

[^] The significant increase in burglaries was due to one individual who committed multiple offenses from unlocked residence hall living areas.

- The Minneapolis Police Department did not provide crime data for the 2012 calendar year.

Crime Data...There are problems with using crime data alone to judge if a certain address is a good place to live.

Please consider the following:

Comparing raw numbers of crimes in two areas to decide which is safer is difficult. The same number of incidents means different things in different areas. Some neighborhoods, such as those near downtown, have many people moving through them every day. Other neighborhoods have relatively few people in them during the day. Three daytime assaults in a quiet, outlying neighborhood might be a major crime problem; three daytime assaults near downtown might be typical or even low. This makes it difficult to compare areas just on the number of crimes.

No one can predict solely based on past data exactly where crime will occur in the future. This makes it difficult to choose a house or a block that will always be “safe.”

People do not always report crime to the police - as much as 50 percent of some types of crime may go unreported. Some people do not report crimes they consider “minor,” and that is an individual decision. Historically, some groups of people have been more likely to report crime to the police than other groups.

People are often most afraid of crimes committed by strangers. However, friends, acquaintances and family members commit many crimes. Both stranger and non-stranger crimes are included in most of the data we provided in this report.

Occasionally, programming or human errors may place crimes in the wrong location on maps.

Most importantly, many things that may make one feel unsafe do not get included in crime statistics. Everyone is different. One may feel uncomfortable in places with poor lighting or where there is a lot of noise, or where people hang out on street corners and ask for money. None of this shows up in our crime data.

What feels “safe” is different for each person. It is important to trust ones instincts.

“Unfounded Crimes”

The University may, in very limited circumstances, remove reports of crimes that have been “unfounded.” In these instances, the University must obtain written notification from the law enforcement agency responsible for conducting the investigation indicating how they concluded the crime did not occur. If the complainant elected to notify the University of a Clery crime and not law enforcement, overwhelming evidence that the crime did not occur must be obtained, documented, and presented to the Director of Campus Safety and Security prior to the crime being “unfounded.” The number of “unfounded” crimes will be included in the annual crime report.

On campus crimes include those within the grey area. Public property (like the sidewalks and streets) is in a different category. Public property includes any public area that is immediately adjacent to the campus.



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Annual Fire Report

On Campus Housing Fire Safety Statistics

The chart below indicates the statics concerning the on campus student residential facilities in the most recent calendar year for which data is available.

	<i>Fire Statistics</i>											
<i>Residence Hall</i>	2012				2013				2014			
	<i>Fires</i>	<i>Fire Related Deaths</i>	<i>Fire Related Injuries</i>	<i>Amount of Damage to Property</i>	<i>Fires</i>	<i>Fire Related Deaths</i>	<i>Fire Related Injuries</i>	<i>Amount of Damage to Property</i>	<i>Fires</i>	<i>Fire Related Deaths</i>	<i>Fire Related Injuries</i>	<i>Amount of Damage to Property</i>
<i>Carlson Hall</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>1500 Apartment</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Miller Hall</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Phillipps Hall</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Mensing Hall</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>901 Apartments</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Orfield Apartments</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Elliot East Apartments</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Zimmerman</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>1508 Building</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>1512 Building</i>	0	0	0	0	0	0	0	0	0	0	0	0

On Campus Housing Fire Safety Equipment

North Central University maintains fire suppression and detection equipment in residence halls as required by NFPA, state and local fire regulations. The following list gives a brief description of the fire system in all residence hall buildings, explaining the panel and the features that the panel controls.

Carlson Hall - 1500 10th Avenue S, Minneapolis, MN 55404

This building's Mircom FX-2000 panel and fire detections system has many features. This fire panel is monitored by a third party service. The system has an enunciator panel located on the 15th St. second floor entrance to aid in emergency service response. The enunciator panel serves as a satellite panel for the main panel located in the first floor and reads all of the data from the main fire panel. This system is also addressable meaning it can locate and display the exact activated detector. This fire system has many sensors to detect possible hazards. The detectors integrated into this system are; pull stations for manual notification, smoke detectors, heat detectors, duct sensors for fire in the heating and forced air systems, fire sprinkler monitoring and carbon monoxide detectors. This system integrates with multiple levels of monitoring such as tamper warnings and dirty smoke detector pre alarm warnings.

Miller Hall - 910 Elliot Avenue S, Minneapolis, MN 55404

This building's Mircom FX-2000 panel and fire detections system has many features. The system has an enunciator panel located on the Elliot Ave. first floor entrance to aid in emergency service response. The

enunciator panel serves as a satellite panel for the main panel located in the basement and reads all of the data from the main fire panel. This system is currently set up to display floor zones where the alarm is originating from. This fire system has many sensors to detect possible hazards. The detectors integrated into this system are; pull stations for manual notification, smoke detectors, heat detectors, duct sensors for fire in the heating and forced air systems, fire sprinkler monitoring and carbon monoxide detectors.

Phillips Hall - 825 S 9th Street, Minneapolis, MN 55404

This building's Notifier panel and fire detections system has many features. This fire panel is monitored by a third party service. This system's panel is located off the miller hall parking lot main first floor entrance to aid in emergency service response. This system is also addressable meaning it can locate and display the exact location of the activated detector. This fire system has many sensors to detect possible hazards. The detectors integrated into this system are; pull stations for manual notification, smoke detectors, heat detectors, duct sensors for fire in the heating and forced air systems, fire sprinkler monitoring and carbon monoxide detectors. This system integrates with multiple levels of monitoring such as tamper warnings and dirty smoke detector pre alarm warnings.

Mensing Hall - 920 S 7th Street, Minneapolis, MN 55415; 620 10th Avenue S, Minneapolis, MN 55415

This building's Silent Knight panel and fire detections system has many features. This fire panel is monitored by a third party service. The system has an enunciator panel located on the 7th St. first floor main entrance to aid in emergency service response. The enunciator panel serves as a satellite panel for the main panel located in the first floor choir room and reads all of the data from the main fire panel. This system is also addressable meaning it can locate and display the exact location of the activated detector. This fire system has many detectors to detect possible hazards. The detectors integrated into this system are; pull stations for manual notification, smoke detectors, heat detectors, duct sensors for fire in the heating and forced air systems, fire sprinkler monitoring and carbon monoxide detectors. This system integrates with multiple levels of monitoring such as tamper warnings and dirty smoke detector pre alarm warnings.

*Orfields - 915, 919, 923, 927 Chicago Avenue S, Minneapolis, MN 55404
810 14th Street E, Minneapolis, MN 55404*

These buildings' Edwards Systems analog panels and fire detections system has many features. This system's panels are located on the Miller Hall parking lot side of the buildings on the first floor entrance to aid in emergency service response. This system is set up to display floor zones where the alarm is originating from. This fire system has many detectors to detect possible hazards. The detectors integrated into this system are; pull stations for manual notification, smoke detectors, heat detectors and carbon monoxide detectors.

*Elliot East - 812, 816, 820, 824, 826, S 10th Street, Minneapolis, MN 55404
928, 930 Chicago Avenue S, Minneapolis, MN 55404*

This building's Mircom FX-2000 panel and fire detections system has many features. The system's panel is located in Elliot East building 820's first floor entrance to aid in emergency service response. The system is currently set up to display floor zones where the alarm is originating from. The fire system has many sensors to detect possible hazards. The detectors integrated into this system are; pull stations for manual notification, smoke detectors, heat detectors and carbon monoxide detectors.

901 (8-plex) - 901 E 15th Street, Minneapolis, MN 55404

This building's FCI analog panel and fire detections system has many features. This system's panel is located on the 15th St. side of the building on the first floor entrance for quick alarm location by emergency services. This system is set up to display floor zones where the alarm is originating from. This fire system has many sensors to detect possible hazards. The detectors integrated into this system are; pull stations for manual notification, smoke detectors, heat detectors and carbon monoxide detectors.

1500 Building - 1500 10th Avenue S, Minneapolis, MN 55404

Each unit has their own smoke detector.

1508 Building – 1508 Elliot Ave S, Minneapolis, MN 55404

Each unit has their own smoke detector.

1512 Building – 1512 Elliot Ave A, Minneapolis, MN 55404

Each unit has their own smoke detector.

Zimmerman - 801, 803, 805 E 15th Street, Minneapolis, MN 55404

This building's Microm FA-300 panel and fire detections system has many features, including: Communication panel, integrated dialer. The fire panel is not addressable but classifies zones by floor. This fire system's detectors are pull station, smoke, heat sensors.

Supervised Fire Drills

Fire and evacuation drills are conducted in the residence halls during the fall semester. The drills are supervised and conducted by the North Central Security Office and the Residence Life Staff. Students must participate in the fire drills and it is a violation of the college conduct code not to evacuate during a drill. During the 2013 calendar year, each resident hall had one supervised fire drill.

Fire Safety Violations and Prohibitions

The *Student Guide 2014-2015* contains information on residence hall policies. Each freshman is given a hard copy of the handbook when entering North Central University. The handbook is located on the college webpage under Student Life. Listed below are the fire safety policies for all of the residence halls.

To promote safety and reduce the risk of fire, North Central University prohibits open flame usage except for religious holidays or special events in designated areas when a permit had been filed and approval obtained from the Minneapolis Fire marshal. Information on the permit application can be obtained through the NCU security office.

Candles, candle warmers, incense burning, or open flames are not allowed in the residence halls at any time. Candle or incense burning is permitted in on-campus apartments only, however residents may be held responsible for any resulting damage. Fireworks or explosives of any kind (including "stink bombs") are not permitted on NCU property.

Residence hall residents are not permitted to use open-coiled appliances such as toasters and toaster ovens, hot plates, electric skillets, oil-type popcorn poppers, or indoor grills of any kind such as George Foreman grills. Apartment residents are not restricted in their use of cooking appliances. Air-type popcorn poppers, coffee machines, sandwich makers and hotpot water heaters may be used in residence hall rooms. One refrigerator of five cubic feet in capacity is permitted for every two roommates. One college-size microwave per room is also allowed. Irons may be used only in residence hall laundry rooms or designated areas.

Residents are encouraged to limit their use of electrical power strips, "splitters", or extension cords. Halogen lamps are not permitted in any on-campus facility. Air conditioners or space heaters are not permitted in the residence halls. Live Christmas greenery and trees are not allowed in any on-campus housing.

Smoking is a violation of community life standards and is not allowed on campus.

Fire Evacuation Procedures

The *Student Guide 2014-2015* contains information on residence hall policies. Each freshman is given a hard copy of the handbook when entering North Central University. The handbook is located on the college webpage under Student Life. Listed below are the fire evacuation procedures for all of the residence halls.

In the event of a fire, please follow the steps below:

- ❑ Do not shout "Fire" Stay calm and keep order.

- ❑ Activate the nearest fire alarm.
- ❑ Evacuate the building immediately using the nearest exit; stair or fire escape should be used instead of the elevator.
- ❑ Report to the Word and Worship Center and check-in with University staff (NCU Security, Resident Director, Resident Adviser, etc.)
- ❑ If the University Officials have not notified the Minneapolis Fire Department, call 911. Be prepared to provide the location of the fire and appropriate building entrance.
- ❑ Once evacuated, individuals should re-enter the building only after being given permission by University officials or the Minneapolis Fire Department.

Tampering with fire notification or safety equipment is considered a compromise of campus safety and therefore may be grounds for dismissal from the University and may result in the city, state and/or local penalties.

Fire Reporting

How to Report a Fire

If a burning odor or smoke is present in any college building members of the campus are encouraged to call the North Central Campus Safety and Security Department at 612-343-4445 or at extension 4445 immediately. Report the location of the fire and, if known, what is burning. If a fire is detected, sound the building alarm by pulling an alarm station while evacuating.

When to Report a Fire

If a fire occurs in a building on campus and is resolved without assistance, please inform the North Central Campus Safety and Security Department of the fire so that the incident may be documented.

Policies for Safety Education and Training

Fire safety training is provided on an as need basis for students, faculty and staff. North Central Campus Safety and Security is trained on fire related procedures on a yearly basis and coordinates or assists with emergencies as needed.

Future Plans

There is nothing definite at this time.