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<th>Year</th>
<th>Geographic Location</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>On-Campus Property(^1)</td>
</tr>
<tr>
<td><strong>Criminal Homicide: Murder/Non-Negligent Manslaughter</strong></td>
<td>2017</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
</tr>
<tr>
<td><strong>Criminal Homicide: Manslaughter by Negligence</strong></td>
<td>2017</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
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</tr>
<tr>
<td></td>
<td>2015</td>
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<td><strong>Sex Offense: Rape</strong></td>
<td>2017</td>
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<tr>
<td></td>
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<tr>
<td><strong>Sex Offense: Fondling</strong></td>
<td>2017</td>
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</tr>
<tr>
<td></td>
<td>2016</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sex Offense: Incest</strong></td>
<td>2017</td>
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</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sex Offense: Statutory Rape</strong></td>
<td>2017</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
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</tr>
<tr>
<td><strong>Robbery</strong></td>
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</tr>
<tr>
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</tr>
<tr>
<td></td>
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<td><strong>Aggravated Assault</strong></td>
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</tr>
<tr>
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<tr>
<td></td>
<td>2015</td>
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<td><strong>Burglary</strong></td>
<td>2017</td>
<td>9</td>
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<td></td>
<td>2016</td>
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<td></td>
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<td><strong>Motor Vehicle Theft</strong></td>
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</tr>
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<td></td>
<td>2015</td>
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\(^1\) All “On-Campus Property” statistics include the data from “On-Campus Student Housing Facilities.”
Arrests and Referrals for Disciplinary Action
34 CFR 668.46(c)(1)(ii)

<table>
<thead>
<tr>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
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<td>2015</td>
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<table>
<thead>
<tr>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
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<td>2017</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
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</tr>
<tr>
<td>2015</td>
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Arrests: Drug Law Violations

<table>
<thead>
<tr>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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</thead>
<tbody>
<tr>
<td>2017</td>
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<td>2016</td>
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<td>2015</td>
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Disciplinary Referrals: Drug Law Violations

<table>
<thead>
<tr>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<tr>
<td>2015</td>
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</table>

Arrests: Liquor Law Violations

<table>
<thead>
<tr>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
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<td>2015</td>
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Disciplinary Referrals: Liquor Law Violations

<table>
<thead>
<tr>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
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<td>2015</td>
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<td>0</td>
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</tbody>
</table>

Hate Crimes 34 CFR 668.46(c)(1)(iii):
There were no reported hate crimes for the calendar years 2014, 2015, or 2016.

Violence Against Women Act Offense
34 CFR 668.46(c)(1)(iv)

<table>
<thead>
<tr>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
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<td>2016</td>
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<tr>
<td>2015</td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

Domestic Violence

<table>
<thead>
<tr>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>1</td>
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<tr>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>2015</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

Dating Violence*

<table>
<thead>
<tr>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2015</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Stalking

<table>
<thead>
<tr>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* A correction was made to the statistics for Dating Violence for 2017 statistics to increase “On Campus Property” from “4” to “5” as well as “On-Campus Student Housing Facilities” from “2” to “3.”

Unfounded Crimes Reporting 34 CFR 668.46(c)(2)(iii)(A):
North Central University has no unfounded crimes from calendar years 2015, 2016, and 2017.

2 All “On-Campus Property” statistics include the data from “On-Campus Student Housing Facilities.”
Crime Definitions:

- Primary Crimes 34 CFR 668.46(c)(1)(i):
  - Criminal Homicide:
    - Murder and non-negligent manslaughter:
      - The willful (non-negligent) killing of one human being by another.
    - Negligent Manslaughter:
      - The killing of another person through gross negligence.
  - Sexual Assault (Sex Offenses):
    - Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
    - Rape:
      - The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
    - Fondling:
      - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
    - Incest:
      - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - Statutory Rape:
      - Sexual intercourse with a person who is under the statutory age of consent.
  - Robbery:
    - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
  - Aggravated Assault:
    - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
  - Burglary:
    - The unlawful entry of a structure to commit a felony or a theft.
    - Structure:
      - Having four walls, a roof, and a door.
  - Motor Vehicle Theft:
    - The theft or attempted theft of a motor vehicle.
  - Arson:
    - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

- Arrests and referrals 34 CFR 668.46(c)(1)(ii):
  - Weapons: Carrying, Possessing, Etc.:
    - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
  - Drug Abuse Violations:
The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

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

- Hate Crimes 34 CFR 668.46(c)(1)(iii):
  - A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Hate crimes recorded are:
    - Race:
      - A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
    - Gender:
      - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
    - Gender Identity:
      - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
    - Religion:
      - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
    - Sexual Orientation:
      - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
    - Ethnicity:
      - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
    - National Origin:
      - A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
    - Disability:
      - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
  - The number of each type of crime above (other than arrests and referrals), and also includes statistics for:
    - Larceny-theft:
      - The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
    - Simple Assault:
• An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

  ▪ Destruction/Damage/Vandalism of Property:
    • To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

• Dating Violence 34 CFR 668.46(c)(1)(iv):
  o Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:
    ▪ Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    ▪ Dating violence does not include acts covered under the definition of domestic violence.

• Domestic Violence 34 CFR 668.46(c)(1)(iv):
  o A felony or misdemeanor crime of violence committed –
    ▪ By a current or former spouse or intimate partner of the victim;
    ▪ By a person with whom the victim shares a child in common;
    ▪ By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    ▪ By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
    ▪ By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

• Stalking 34 CFR 668.46(c)(1)(iv):
  o Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
    ▪ Fear for the person’s safety or the safety of others; or
    ▪ Suffer substantial emotional distress.

If you have any questions or wish to report a crime, please feel free to contact the Campus Safety and Security Department at 612.343.4445 or e-mail: security@northcentral.edu.
Location Definitions:

On Campus Property 34 CFR 668.46(c)(5)(i)(A):
Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and, any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non Campus Property 34 CFR 668.46(c)(5)(i)(B):
Any building or property owned or controlled by a student organization that is officially recognized by the institution; or, any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property 34 CFR 668.46(c)(5)(i)(C):
All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
Campus Geography 34 CFR 668.46(c)(10):

- The maroon areas are on-campus property, including student residence facilities.
- The green areas surrounding on campus property is the public property reporting areas.
Campus Policies Regarding the Report of Incidents Occurring on Campus 34 CFR 668.46(b)(2):

If criminal activity or other emergencies are occurring or have occurred on the campus of North Central University, immediately contact:

**On Campus Contacts**

- Campus Safety and Security Department 612.343.4445
- **Campus Safety and Security Emergency** 612.343.4444

**Off Campus Contacts**

**Emergency Minneapolis Police/Fire/Medical Services** 911

- Minneapolis Police Department – Non Emergency 612.348.2345
- Metro Transit Police Department – Non Emergency 612.349.7200
- Minneapolis Fire Department – Non Emergency 612.348.2345
- Police Telephone Reporting Service 311 or 612.673.3000

The North Central University Campus Safety and Security Department will dispatch available employee(s) to the scene for active incidents. Campus Safety and Security employees are the incident responders on campus and have the ability to notify the Minneapolis Police Department or other emergency personnel as requested by each those involved in an incident or as required by law.

After each incident, an employee of the Campus Safety and Security Department will write an incident report. Crime reports are included in the Daily Crime Log as required by the *Clery Act*. The information provided will be used to determine if a “Timely Warning” notification must be sent and/or its addition to the Annual Security Report.

**Timely Warning Reports to Campus Community Members 34 CFR 668.46(b)(2)(i):**

The circumstances for which a Timely Warning will be issued is when a *Clery Act* crime (listed above) has occurred in North Central University’s *Clery Act* geography (listed above) where:

- The crime has been reported to Campus Security Authorities, i.e. Campus Safety and Security, Resident Directors, etc. or reported to local police agencies
- Considered by the institution to represent a serious or continuing threat to students and employees

The Director of Campus Safety and Security is the individual responsible for issuing the Timely Warning from the Campus Safety and Security Department. The Director of Campus Safety and Security will review internal reports as well as reports from the Minneapolis Police Department and/or the Metro Transit Police Department in a timely manner to determine if a notification qualifies for campus notification.

If a report is considered by the Director of Campus Safety and Security to meet the requirements of a Timely Warning, a draft of the Timely Warning is sent to the Vice President of Business and Finance for consideration and approval. The Vice President of Business and Finance may approve or deny the sending of a Timely Warning with reason(s) justifiable under the *Clery Act*. Upon approval, the Timely Warning will be sent.

The means in which a Timely Warning will be disseminated to the campus community is in an email via the campus email system. This is the means reasonably likely to reach the entire campus community. The email will clearly indicate 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 why the alert was distributed.

**Preparing the Annual Disclosure of Crime Statistics 34 CFR 668.46(b)(2)(ii):**

The Annual Security Report provides crime statistics, safety information, as well as policies and procedures to all current and future community members of North Central University. Campus Safety and Security provides this information in accordance with the *Clery Act*. 

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The Director of Campus Safety and Security is the Security Officer as outlined by the Clery Act and prepares the Annual Security Report each year. The Director of Campus Safety and Security uses the Handbook for Campus Safety and Security Reporting, the Title IX Coordinator, the Clery Compliance Committee, as well as current policies and procedures from the Campus Safety and Security Department to compile the Annual Security Report.

The Annual Security Report contains crime statistics taken from the Campus Safety and Security Department’s internal records as well as records from local police departments, primarily the Minneapolis Police Department. The Director of Campus Safety and Security also contacts Student Development, the Student Success Center (counseling services), and the Title IX Office to inquire on any other information regarding reportable crimes. The Director of Campus Safety and Security does not receive any personally identifiable information when gathering statistics.

Every year, the Campus Safety and Security distributes a direct link to this report via email to all North Central University students, staff, and faculty. 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 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.

Person(s) or Organization(s) to Whom Community Members Should Report Crimes 34 CFR 668.46(b)(2)(ii):
North Central University would prefer and encourages all crimes to be reported directly to the Campus Safety and Security Department as well as to the Minneapolis Police Department. The Campus Safety and Security Department will record the incident in a report. The information provided will be used to determine if a “Timely Warning” notification must be sent and/or its addition to the Annual Security Report.

Listed below is the contact information of whom North Central University would prefer crimes to be reported if not directly reported to the Campus Safety and Security Department:

**On Campus Contacts**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Safety and Security Department</td>
<td>612.343.4445</td>
</tr>
<tr>
<td><strong>Campus Safety and Security Emergency</strong></td>
<td>612.343.4444</td>
</tr>
<tr>
<td>Director of Campus Safety and Security</td>
<td>612.343.4773</td>
</tr>
<tr>
<td>Assistant Director of Campus Safety and Security</td>
<td>612.343.3401</td>
</tr>
<tr>
<td>Resident Director On Duty</td>
<td>612.363.2686</td>
</tr>
<tr>
<td>Miller Hall Resident Director</td>
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</tr>
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</tr>
<tr>
<td>Phillipps Hall Resident Director</td>
<td>612.343.4168</td>
</tr>
<tr>
<td>Apartment Resident Director</td>
<td>612.343.4177</td>
</tr>
<tr>
<td>Dean of Residence Life and Student Conduct</td>
<td>612.343.4450</td>
</tr>
</tbody>
</table>

**Off Campus Contacts**

<table>
<thead>
<tr>
<th>Emergency Minneapolis Police/Fire/Medical Services</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minneapolis Police Department – Non Emergency</td>
<td>612.348.2345</td>
</tr>
<tr>
<td>Metro Transit Police Department – Non Emergency</td>
<td>612.349.7200</td>
</tr>
<tr>
<td>Minneapolis Fire Department – Non Emergency</td>
<td>612.348.2345</td>
</tr>
<tr>
<td>Police Telephone Reporting Service</td>
<td>311 or 612.673.3000</td>
</tr>
</tbody>
</table>

Students and employees may report crimes to any Campus Security Authority, which includes any of the “On Campus Contacts” listed above.

Confidentiality of Reports and FERPA:

The Campus Safety and Security incident reports are not confidential in the sense reports may be sent to other departments for investigative purposes, to the local police, or other agencies as required by law as well as disclosures required by the Clery Act. Campus Safety and Security will make every effort possible to maintain confidentiality and sensitivity to personal information to the extent allowable by law, including when required by the Family Educational

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Victims or Witnesses Voluntary, Confidential Crime Reporting 34 CFR 668.46(b)(2)(iv):

If you are the victim or witness of a crime and wish not to pursue action through the college disciplinary process or through the criminal justice system via the Minneapolis Police Department, you may still wish to file a report to ensure the crime is included in the Annual Security Report crime statistics. Confidential information may be given to a counselor in the Student Success Center or to the Campus Pastor. You must request the crime be disclosed to the Director of Campus Safety and Security while remaining anonymous. The director of Campus Safety and Security will only receive the crime report, not the names of anyone involved.

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

Every facility on the North Central University campus, including residence halls, are secured using a network controlled card access system. North Central University Campus Safety and Security also provides security personnel twenty-four hours a day patrolling the interior and exterior of campus facilities as well as other on campus property. Campus Safety and Security is responsible for documenting and investigating incidents of all types, enforcing parking regulations, and responding to a variety of requests for assistance. Campus Safety and Security has deployed a series of interior and exterior cameras around campus, including residence halls. North Central University has installed a large amount of lighting around the campus to provide consistent illumination throughout the campus area. Male residence halls are accessible by anyone who is inside a campus facility attached by skyway. Female residence halls are locked behind an additional key. All resident hall dorm room and apartment doors have additional locks and key entries.

Access to campus facilities is limited to those whom have been issued an ID card. Individual community members are granted access based upon their role in the institution. Vendors and guests with duties and/or responsibilities outside of regular business hours may be issued an ID card if approved by the Director of Campus Safety and Security and/or the Senior Command Staff. All access cards are set to expire at a maximum one year after the date of issuance unless an extended date is approved by the Director of Campus Safety and Security and/or the Senior Command Staff. Cards are then renewed annually with verification of employment and/or enrollment.

Guests, vendors, and other visitors are able to be granted access to campus offices during business hours through the intercom systems located at the East entrance of Miller Hall or at the East Entrance of the College Life Center. During the overnight hours, typically from 1:30 a.m. until 6:00 a.m., card access for students is limited to the Miller Hall East Door (i.e. front door). Access to campus facilities is available only by registering with the Campus Safety and Security Department located by the East entrance of Miller Hall.

North Central University has guidelines and procedures are set forth to help sustain a safer campus. After the 01:30 a.m. curfew, students may gain access to most residence halls by contacting the Campus Safety and Security Office in Miller Hall. Any students whom live in any Resident Facility not attached via skyway to Miller Hall have 24 hour access to their living spaces.

Students should not prop open the Resident Hall doors or any other building doors. Campus Safety and Security personnel will remove door props from exterior and dorm floor doors without notice. All community member should immediately report lost or stolen ID/access cards to the Campus Safety and Security Office near the East entrance of Miller Hall. If you do not recognize a person, or suspect suspicious behavior, contact Campus Safety and Security immediately.

Facilities Management inspects emergency lighting, egress lighting, fire extinguishers, and alarmed emergency exits on a monthly basis. Campus Safety and Security, in partnership with the Facilities Management Department monitor and maintain the lighting system. Students, staff, and faculty should report any and all maintenance problems online at https://skyline.northcentral.edu/facilities-management/. In partnership with Facilities Management, Campus Safety and Security conducts exterior lighting checks for both campus owned property and public property. The information is used to ensure lighting is kept up to date as well as notify the City of Minneapolis or Xcel Energy of any public property.
outages.

Campus Law Enforcement 34 CFR 668.46(b)(4):

Authority and Jurisdiction of Security Personnel 34 CFR 668.46(b)(4)(i):

Pursuant to Minnesota Statute Chapter 326, North Central University is authorized to operate a proprietary security department on university owned property for the safety and well-being of the campus community. Campus Safety and Security operates twenty-four hours a day under these principles. Campus Safety and Security personnel are not sworn or commissioned law enforcement personnel through the State of Minnesota.

The focus of North Central University Campus Safety and Security is prevention and deterrence. The primary role of personnel after a crime has been committed is observation and reporting. Campus Safety and Security officers are professionals, with special knowledge, training, and resources to assist most campus security issues. Personnel are responsible for enforcing the policies of North Central University and applicable Minneapolis City Codes, Minnesota Statutes, and Federal Regulations.

Campus Safety and Security personnel have the authority to ask for identification and determine whether the individuals have lawful business at North Central University, including asking for appropriate North Central University, vendor, or government issued identification. They have the authority to issue parking citations and call towing services for the University parking lots and ramps.

Working Relationship with Local Law Enforcement 34 CFR 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 other State and Civil Authorities. 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 Minneapolis Downtown Improvement District.

Authority to Make Arrests 34 CFR 668.46(b)(4)(ii)(A):

Security officers are private citizens; they have no specially conferred powers of arrest; however, citizen’s arrests are granted by Minnesota Statutes 629.30, 629.37, and 629.38 to all private citizens, including Campus Safety and Security personnel. Therefore, they have the authority to detain individuals who are a danger to themselves, the officers, or others as well as those individuals who break city codes as well as state and federal statutes. The Minneapolis Police Department receives all detentions as referrals from the Campus Safety and Security Department per Statute 629.39.

Agreements with Local Law Enforcement 34 CFR 668.46(b)(4)(ii)(B):

North Central University cooperates with outside agencies, including local, county, and state agencies, in the investigation of any criminal offense. A formal written memorandum of understanding is signed with the Minneapolis Police Department in accordance with Minnesota Statute 135A.15 Subdivision 4.

Accurate and Prompt Reporting of All Crimes 34 CFR 668.46(b)(4)(iii):

North Central University encourages all community members to contact the proper authorities in an accurate and timely manner during or after a crime has been committed, medical emergencies, and/or fires via the 911 service to the City of Minneapolis. All campus phones will dial 911 at no charge (dial 9 first for an outside line, then 911). The local dispatcher will be able to dispatch Minneapolis Police, Minneapolis Fire, and Hennepin County Medical Center Emergency Medical Services personnel to North Central University.

After calling 911, community members should also report any incident to Campus Safety and Security. Campus Safety and Security are not sworn law enforcement officers, therefore, is not a campus police agency. Security Officers may act on behalf of the institution to assist and respond with emergencies on the University campus. Reporting crimes or other incidents in a timely manner helps protect community members of North Central University.
When a victim of any crime elects to report the incident to Campus Safety and Security, he or she will be given the option to make a report to the Minneapolis Police Department. Campus Safety and Security will assist in any way possible when a victim asks for assistance to report. Campus Safety and Security ensures victims are empowered to with the ability to report any crime and reserve the right to not report a crime to law enforcement.

Witnesses of any crime are also encouraged to contact Campus Safety and Security as well as the Minneapolis Police Department. Witness have the ability to bring to the attention of Campus Safety and Security and/or the Minneapolis Police Department crimes when a victim is unable to report.

Listed below is information for reporting officials on and off campus:

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Procedure for Pastoral and Professional Counselors Voluntary Reporting 34 CFR 668.46(b)(4)(iv):

All incidents reported through Campus Safety and Security are reviewed for required statistical and notification purposes. North Central University, at this time, does not have a formal written process for the voluntary and confidential disclosure of crimes disclosed to pastoral or professional counselors. Pastoral and Professional Counselors do provide their advisees the option to report a crime to Campus Safety and Security on a confidential, voluntary basis for inclusion in the Annual Security Report.

Each year, the Director of Campus Safety and Security inquires of all campus security authorities, as well as, all pastoral and professional counselors whether they have any related incidents to report for inclusion in the Annual Security Report. Pastoral and professional counselors are encouraged to voluntarily and confidentially report crimes to the Director of Campus Safety and Security. All information reported is confidential and for statistical purposes only, no personally identifiable information is given to the Director of Campus Safety and Security.

Security Awareness 34 CFR 668.46(b)(5):

Each semester during “Welcome Week,” the Student Development Office partners with the Campus Safety and Security Department to discuss personal safety tips. The Director of Campus Safety and Security discusses the most common crimes on the North Central University campus as well as the surrounding Minneapolis area. If significant requests are received, a self-defense course may also be offered.

Additionally, the Campus Safety and Security Department will provide personal safety tips and training upon request by any group, whether staff, faculty, or students. The Campus Safety and Security Department will provide such instruction free of charge.

Whenever a “Timely Warning” is issued to the campus community, included in the notification are tips for personal safety. Each notification has a unique set of tips based on the incident to help inform community members of
how to be safe when on and around campus.

**Crime Prevention 34 CFR 668.46(b)(6):**

Each semester during “Welcome Week,” the Student Development Office partners with the Campus Safety and Security Department to discuss crime prevention strategies. The Director of Campus Safety and Security discusses the most common crimes on the North Central University campus as well as the surrounding Minneapolis area. As a part of ‘Welcome Week,’’ the Director of Campus Safety and Security also conducts a session with Resident Advisors and their part on the prevention of crime in their buildings. This presentation also includes their required reporting as Campus Security Authorities as required in the Clery Act.

Additionally, the Campus Safety and Security Department will provide crime prevention tips and training upon request by any group, whether staff, faculty, or students. The Campus Safety and Security Department will provide such instruction free of charge.

The instruction for students is designed to bring a better understanding to living in a community in the heart of downtown Minneapolis. The instruction for staff is designed to bring a better understanding on how they can have a safer work environment and help students be safe and successful while at North Central University. Campus Safety and Security will also talk about a variety of topics, including city life, parking safety both on and off campus, and safety tips while being social on and off campus.

**Criminal Activity in Non-Campus Locations 34 CFR 668.46(b)(7):**

North Central University does not have any officially recognized student organizations with non-campus property.

**Policies Regarding Alcoholic Beverages and Enforcement of Drinking Laws 34 CFR 668.46(b)(8):**

**Policies Concerning the Possession, Use, and Sale of Alcohol:**

North Central University prohibits possession, use, and sale/distribution of alcoholic beverages as a part of its Community Life Standards set forth in the Staff, Faculty, and Student handbooks. “Cultivating physical and emotional wholeness in all areas of your life is central to the academic experience at NCU. Gambling, profanity, possession or use of alcohol, tobacco products, marijuana, nonprescription drugs and abuse of prescription drugs are all prohibited both on and off campus.” This statement from the Community Life Standards clearly states possession, use or distribution of alcohol is prohibited on North Central University property and in conjunction with institutional activities.

**Policies on Enforcement of Alcohol Crimes and Penalties under Minnesota Law:**

All North Central University community members must refrain from the possession or consumption of any alcohol or alcoholic products on or off campus. The distribution of alcohol by community members is only permitted in employment roles when the distribution is a secondary function of that position (i.e. a restaurant which serves alcohol). Examples of unacceptable employment roles include, but are not limited to: bartending, working at a liquor store, etc. Violation of these policies of North Central University can result in disciplinary action up to and including discharge for employees and dismissal for students as well as referral for prosecution.

**Consumption, Purchasing, and Possession MN Statute 340A.503:**

Minnesota Laws forbid persons under the age of 21 from purchasing, possessing, or consuming alcohol, entering an establishment licensed specifically for the sale of alcohol with intent to purchase, and misrepresenting one’s age or providing false identification for the purpose of purchasing alcohol. The Minnesota Department of Public Safety may suspend licenses for ninety (90) days or more if a license is used by someone under the age of 21 to purchase alcohol.
Alcohol Penalties – Felonies MN Statute 340A.701:

It is a felony in the State of Minnesota to manufacture alcohol beverages in violation of Minnesota statutes, transporting or importing alcoholic beverages into the state with intent to sale is violation of Minnesota statutes. To sell or give away poisonous alcoholic liquids like denatured alcohol, or by selling, bartering, furnishing, or giving alcoholic beverages to a person under 21 years of age and that person becomes intoxicated and causes or suffers death or great bodily harm as a result of the intoxication.

Alcohol Penalties – Gross Misdemeanor MN Statute 340A.702:

It is a gross misdemeanor in the State of Minnesota to sell alcoholic beverages without a license, to neglect laws passed by the State of Minnesota. To sell or otherwise dispose of intoxicating liquor within 1,000 ft. of a state hospital, training school, or similar institution, or provide false information or withhold information during an official investigation.

Alcohol Penalties – Misdemeanor MN Statute 340A.703

Where no penalty is specified, the penalty for an Alcohol violation is a misdemeanor and a minimum fine of $100 will be assessed against a person under the age of 21.

Policies Regarding Illegal Drugs and Enforcement of Drug Laws 34 CFR 668.46(b)(9):

Policies Concerning the Possession, Use, and Sale of Illegal Drugs:

North Central University prohibits possession, use, and sale/distribution of alcoholic beverages as a part of its Community Life Standards set forth in the Staff, Faculty, and Student handbooks. “Cultivating physical and emotional wholeness in all areas of your life is central to the academic experience at NCU. Gambling, profanity, possession or use of alcohol, tobacco products, marijuana, nonprescription drugs and abuse of prescription drugs are all prohibited both on and off campus.” This statement from the Community Life Standards clearly states possession, use or distribution of illegal drugs is prohibited on North Central University property and in conjunction with institutional activities.

Policies on Enforcement of Illegal Drug Crimes and Penalties under Federal and Minnesota Law:

The possession, use, sale, manufacture, or distribution of any controlled substance in a non-prescribed way is illegal under both state and federal laws. Drug and alcohol laws are strictly enforced by local police authorities. Violators may be subject to University disciplinary action and criminal prosecution.

Penalties for Simple Possession 21 USC 844(a):

It is illegal for any person to knowingly or intentionally possess a controlled substance. Violations of this section and punishable by imprisonment for up to 1 year, a minimum fine of $1,000, or both. After a prior conviction for any drug offense, the violator shall be imprisoned for a term of at least 15 days and not more than 2 years, and fined a minimum of $2,500. A third conviction carries a penalty of imprisonment for at least 90 days but no more than 3 years, and a minimum fine of $5,000.

Civil Penalty for Possession of Small Amounts of Certain Controlled Substances 21 USC 844a(a):

Civil penalties up to $10,000 per violation may be assessed against any individual who knowingly possesses a controlled substance, where the amount in possession is determined to be a personal use amount.

Distribution to Persons under Age Twenty-One 21 USC 859(a) and (b):

Any person over the age of 18 who sells a controlled substance to anyone under the age of 21 is subject to twice the maximum punishment authorized by the federal government under the Controlled Substances Act.
Any person over the age of 18 who sells a controlled substance to anyone under the age of 21 for a second time is subject to three times the maximum punishment authorized by the federal government under the Controlled Substances Act.

**Distribution or Manufacturing in or near Schools and Colleges 21 USC 860:**

When a person at least 18 years old distributes a controlled substance with intent to distribute, distributes or manufactures a controlled substance in or on, or within 100 feet of a public or private elementary, secondary, vocational or public or private college, junior college, or within 1,000 feet of a playground, youth center, public swimming pool or video arcade facility, the punishment shall be a term of imprisonment of twice the amount of time and a fine of twice the amount above-provided.

**Criminal Forfeiture of Property 21 USC 853(a):**

Any person convicted of a drug offense under federal laws shall forfeit any property derived from or obtained directly or indirectly as a result of the violation, or any property used to commit or facilitate the violation.

**Denial of Federal Benefits to Drug Traffickers 21 USC 862(a):**

Any person who is convicted of any federal or state offense consisting of the distribution of controlled substances may be ineligible for any and all federal benefits for a minimum of 5 years.

**Denial of Federal Benefits to Drug Possessors 21 USC 862(b):**

Any person who is convicted of any federal or state offense involving possession of a controlled substance may be ineligible for any and all federal benefits, i.e. grants, loans, contracts, and licenses for a minimum of 1 year.

**Minnesota Laws about Illegal Drugs:**

Minnesota Statutes 152.01 through 152.025 are the statutory laws presented in the table below.

<table>
<thead>
<tr>
<th>Minnesota State Laws about Illegal Drugs:</th>
<th>Sale:</th>
<th>Possession:</th>
<th>Penalty:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Degree:</strong></td>
<td>17+ grams cocaine, methamphetamine, 10+ grams heroin, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 25 kilos marijuana.</td>
<td>50+ grams cocaine, methamphetamine, 25+ grams heroin, 50 kilos marijuana, or 500+ marijuana plants.</td>
<td>0-30 yrs., 4 yr. minimum if prior drug felony; up to $1 million fine. Imprisonment to 86 to 158 months.</td>
</tr>
<tr>
<td><strong>Second Degree:</strong></td>
<td>10+ grams any narcotic drug other than heroin, 3+ grams heroin, 50+ doses hallucinogen, 10+ kilos marijuana, or sale of Schedule I or II narcotic drug either to a person under 18 or in a school zone, park zone, public housing zone, or drug treatment center.</td>
<td>25+ grams cocaine, methamphetamine, 6+ grams heroin, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 25+ kilos marijuana, or 100+ marijuana plants.</td>
<td>0-25 yrs., 3 yr. minimum if prior drug felony; up to $500,000 fine. Imprisonment to 48 to 108 months.</td>
</tr>
<tr>
<td><strong>Third Degree:</strong></td>
<td>Any amount of narcotic drug, 10+ doses hallucinogen, 5+ kilos marijuana, or sale of any Schedule I or II drug or marijuana to a person under 18</td>
<td>10+ grams any narcotic drug other than heroin, 3+ grams heroin, 10+ grams of other narcotic drug, 10+ kilos marijuana, and 5 doses of a</td>
<td>0-20 yrs., up to $250,000 fine.</td>
</tr>
<tr>
<td><strong>Fourth Degree:</strong></td>
<td>Schedule I or II narcotic drug in a school zone, park zone, public housing zone, or drug treatment center.</td>
<td>Any Schedule I, II, or III drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to person under 18 or conspiracy for the same.</td>
<td>10 doses hallucinogen, any amount of Schedule I, II, or III controlled substance (including GHB/not including marijuana) with intent to sell.</td>
</tr>
<tr>
<td><strong>Fifth Degree</strong></td>
<td>Any amount of Schedule I, II, III, or IV drugs except 42.5 grams or less of marijuana.</td>
<td>Any amount of marijuana except small amounts for no remuneration, or any Schedule IV drug.</td>
<td></td>
</tr>
</tbody>
</table>

**Description of any drug or alcohol-abuse education programs 34 CFR 668.46(b)(10):**

**Annual Notification:**

Every year during the fall semester, North Central University publishes the “Drug Free Schools and Communities Act Annual Publication” in regards to Alcohol and Other Drugs use while attending or working at the institution. A direct link is emailed to all students, staff, and faculty via their university email address. The material is also published on the internal university website and a hard copy is available upon request in the Campus Safety and Security office. Every spring semester, all new students are also sent this information.

Reference to this material is included in the Student Handbook published each year. All new employees are given reference material as it is included in their onboarding process as is referenced in the staff and faculty manuals.

**Standards of Conduct:**

The Christian Community Life Standards state, “…Any violation of these standards is grounds for serious disciplinary action with the possibility of dismissal from NCU, dismissal from employment, suspension or such other action, as NCU deems necessary and appropriate …Also, NCU prohibits the drinking of alcoholic beverages, the use of tobacco and non-medical drugs…” This standard of conduct forbids the use of alcohol, even those of legal age to drink. The same standard of conduct also forbids the use of illegal drugs and abuse of medical drugs.

**Legal Sanctions:**

**Federal Laws:**

**Illegal Drugs:**

It is illegal for any person to knowingly or intentionally possess a controlled substance. 21 U.S.C § 844.

Violations of this section and punishable by imprisonment for up to 1 year, a minimum fine of $1,000, or both. After a prior conviction for any drug offense, the violator shall be imprisoned for a term of at least 15 days and not more than 2 years, and fined a minimum of $2,500. A third conviction carries a penalty of imprisonment for at least 90 days but no more than 3 years, and a minimum fine of $5,000.

Civil penalties up to $10,000 per violation may be assessed against any individual who knowingly possesses a controlled substance as listed in Section 401 (B) (1) (A) of the Controlled Substances Act, where the amount in possession is determined to be a personal use amount. 21 U.S.C. § 844.

When a person at least 18 years old distributes a controlled substance with intent to distribute, distributes or manufactures a controlled substance in or on, or within 100 feet of a public or private elementary, secondary, vocational or public or private college, junior college or NCU, or within 1,000 feet of a playground, youth center, public swimming
pool or video arcade facility, the punishment shall be a term of imprisonment of twice the amount of time and a fine of twice the amount above-provided. 21 U.S.C. § 845, 845a.

Any person convicted of a drug offense under federal laws shall forfeit any property derived from or obtained directly or indirectly as a result of the violation, or any property used to commit or facilitate the violation. 21 U.S.C. § 852.

Any person who is convicted of any federal or state offense consisting of the distribution of controlled substances may be ineligible for any and all federal benefits for a minimum of 5 years. 21 U.S.C. § 853a.

Any person who is convicted of any federal or state offense involving possession of a controlled substance may be ineligible for any and all federal benefits for a minimum of 1 year. 21 U.S.C. § 853a.

“Federal benefit” includes any grant or loan provided by an agency of the United States or through appropriated United States funds. Federal benefits include such benefits as student loans, grants, contracts and professional and commercial licenses. 21 U.S.C. § 853a.

Ineligibility to receive or purchase a firearm. 18 U.S.C. § 922 (g).

State Laws:
Alcohol:

Minnesota Laws forbid persons under the age of 21 from purchasing, possessing, or consuming alcohol, entering an establishment licensed specifically for the sale of alcohol with intent to purchase, and misrepresenting one’s age or providing false identification for the purpose of purchasing alcohol (MN Statute 340A.503). The Minnesota Department of Public Safety can suspend licenses for ninety (90) days or more if a license is used by someone under the age of 21 to purchase alcohol.

It is a felony in the State of Minnesota to manufacture alcohol beverages in violation of Minnesota statutes, transporting or importing alcoholic beverages into the state with intent to sale in violation of Minnesota statutes, to sell or give away poisonous alcoholic liquids like denatured alcohol, or by selling, bartering, furnishing, or giving alcohol beverages to a person under 21 years of age and that person becomes intoxicated and causes or suffers death or great bodily harm as a result of the intoxication (MN Statute 340A.701).

It is a gross misdemeanor in the State of Minnesota to sell alcoholic beverages without a license, to neglect laws passed by the State of Minnesota, to sell or otherwise dispose of intoxicating liquor within 1,000 ft. or a state hospital, training school, or similar institution, or provide false information or withhold information during an official investigation (MN Statute 340A.702).

Where no penalty is specified, the penalty for an Alcohol violation is a misdemeanor and a minimum fine of $100 will be assessed against a person under the age of 21.

Illegal Drugs:

Minnesota Statutes 152.021-152.027 and 152.092-152.095 are the variety of statues addressing illegal drugs and paraphernalia. Including in these statutes are manufacturing, possessing, intent to distribute, and distribution. Penalties at the state level vary from misdemeanors to felonies, however, Federal charges may still apply.

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</tr>
<tr>
<td><strong>Second Degree</strong></td>
<td>10+ grams any narcotic drug other than heroin, 3+ grams heroin, 50+ doses</td>
<td>25+ grams cocaine, methamphetamine, 6+ grams</td>
</tr>
<tr>
<td>Third Degree</td>
<td>Any amount of narcotic drug, 10+ doses hallucinogen, 5+ kilos marijuana, or sale of any Schedule I or II drug or marijuana to a person under 18 or employment of person under 18 to sell same, any amount of cocaine or heroin.</td>
<td>10+ grams any narcotic drug other than heroin, 3+ grams heroin, 10+ grams of other narcotic drug, 10+ kilos marijuana, and 5 doses of a Schedule I or II narcotic drug in a school zone, park zone, public housing zone, or drug treatment center.</td>
</tr>
<tr>
<td>Fourth Degree</td>
<td>Any Schedule I, II, or III drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to person under 18 or conspiracy for the same.</td>
<td>10 doses hallucinogen, any amount of Schedule I, II, or III controlled substance (including GHB/not including marijuana) with intent to sell.</td>
</tr>
<tr>
<td>Fifth Degree</td>
<td>Any amount of marijuana except small amounts for no remuneration, or any Schedule IV drug.</td>
<td>Any amount of Schedule I, II, III, or IV drugs except 42.5 grams or less of marijuana.</td>
</tr>
</tbody>
</table>

Health Risks:

**Alcohol:**

From the National Institute on Alcohol Abuse and Alcoholism:

Drinking too much – on a single occasion or over time – can take a serious toll on your health. Here’s how alcohol can affect your body:

**Brain:**

Alcohol interferes with the brain’s communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.

**Heart:**

Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including:

- Cardiomyopathy – Stretching and drooping of heart muscle
- Arrhythmias – Irregular heart beat
- Stroke
- High blood pressure

**Liver:**

Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including:

- Steatosis, or fatty liver
- Alcoholic hepatitis
- Fibrosis
- Cirrhosis
Pancreas:
Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion.

Cancer:
Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the:
- Mouth
- Esophagus
- Throat
- Liver
- Breast

Immune System:
Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body’s ability to ward off infections – even up to 24 hours after getting drunk.

Illegal Drugs:
Marijuana:
**Short-term Effects:**
- Enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; hallucinations; anxiety; panic attacks; psychosis.

**Long-term Effects:**
- Mental health problems, chronic cough, frequent respiratory infections.

**Other Health-related Issues:**
- Youth: possible loss of IQ points when repeated use begins in adolescence.
- Pregnancy: babies born with problems with attention, memory, and problem solving.

**In Combination with Alcohol:**
- Increased heart rate, blood pressure; further slowing of mental processing and reaction time.

**Withdrawal Symptoms:**
- Irritability, trouble sleeping, decreased appetite, anxiety.

Cocaine:
**Short-term Effects:**
- Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma.

**Long-term Effects:**
- Loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss from decreased appetite.

**Other Health-related Issues:**
Pregnancy: premature delivery, low birth weight, neonatal abstinence syndrome.
Risk of HIV, hepatitis, and other infectious diseases from shared needles.

**In Combination with Alcohol:**
Greater risk of overdose and sudden death than from either drug alone.

**Withdrawal Symptoms:**
Depression, tiredness, increased appetite, insomnia, vivid unpleasant dreams, slowed thinking and movement, restlessness.

**Heroin:**

**Short-term Effects:**
Euphoria; warm flushing of skin; dry mouth; heavy feeling in the hands and feet; clouded thinking; alternate wakeful and drowsy states; itching; nausea; vomiting; slowed breathing and heart rate.

**Long-term Effects:**
Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease: pneumonia.

**Other Health-related Issues:**
Pregnancy: miscarriage, low birth weight, neonatal abstinence syndrome.
Risk of HIV, hepatitis, and other infectious diseases from shared needles.

**In Combination with Alcohol:**
Dangerous slowdown of heart rate and breathing, coma, death.

**Withdrawal Symptoms:**
Restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps ("cold turkey"), leg movements.

**Inhalants:**

**Short-term Effects:**
Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition, lightheadedness, hallucinations/delusions; headaches; sudden sniffing death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma, or choking.

Nitrites: enlarged blood vessels, enhanced sexual pleasure, increased heart rate, brief sensation of heat and excitement, dizziness, headache.

**Long-term Effects:**
Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing.

Nitrites: increased risk of pneumonia.

**Other Health-related Issues:**

**In Combination with Alcohol:**

Nitrites: dangerously low blood pressure.

**Withdrawal Symptoms:**

Nausea, loss of appetite, sweating, tics, problems sleeping, and mood changes.

**Drug and Alcohol Programs:**

**Prevention:**

The Christian Community Life Standards is the basic prevention method used by North Central University in regards to alcohol and illegal drugs. It holds all students, staff, and faculty to a standard which doesn’t allow the use of alcohol, even if a person is of legal drinking age, and strictly forbids the use of illegal drugs.

In alignment of the Christian Community Life Standards, North Central University is a “dry” campus, which means even if students, staff, or faculty are of legal drinking age and are not breaking other laws, they are still in violation of campus policy and are subject to disciplinary measures. This prohibition includes off campus activities, even if the activity is not a school sponsored event.

**Counseling:**

The Student Success Center offers students basic counseling services. They are the focal point for any required counseling required by North Central University for a violation of the Alcohol and Other Drugs policy. They may refer students to off campus resources from a counseling center separate from North Central University. The Student Success Center does not currently work with staff or faculty members, but may be able to refer to off campus recourses.

**Treatment and Rehabilitation:**

North Central University works with organizations such as Teen Challenge and Life Rebuilders to refer students, staff, and faculty for treatment and rehabilitation services. These programs align well with the vision and mission of North Central University. If immediate attention is required for the health and safety of a student, staff, or faculty member, Campus Safety and Security along with Student Development will contact emergency medical services and have a transport occur to Hennepin County Medical Center for monitoring.

**Re-entry:**

Upon successful completion of counseling, treatment, or rehabilitation program, a former student may reapply to be granted re-entry into the community. This process is potentially screened by Student Development, the Student Success Center, the Registrar’s Office, and Campus Safety and Security. Not every department is necessarily involved based on the circumstances of their dismissal.

**Disciplinary Sanctions:**

Disciplinary sanctions for students, staff, and faculty violating North Central University’s policies in regards to Alcohol and Other Drugs includes, but is not limited to:

- Verbal and/or written warning
- Completion of a drug and/or alcohol rehabilitation program
- Suspension from class or work
- Expulsion from on campus living and/or classes
- Termination of Employment
These varying sanctions will be imposed upon those in violation of the Alcohol and Other Drugs policies and sanctions do not necessarily start at the least severe and work up to the most severe penalties.

Disciplinary results for violent crime or non-forcible sex offense citations HEOA Sec. 493(a)(1)(A):

North Central University will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code, defined below), or a non-forcible sex offense (i.e. incest and statutory rape), the report on the results of any disciplinary proceeding conducted by North Central University against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

In instances of alleged dating violence, domestic violence, sexual assault, or stalking, North Central University is required to provide both the complainant and the respondent with simultaneous written notification of any result of a disciplinary proceeding. In these cases, it is not necessary for a complainant to make a written request.

“The term "crime of violence" means-

a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.” (18 USC 16)

Policy regarding programs to prevent dating violence, domestic violence, sexual assault and stalking 34 CFR 668.46(b)(11), 34 CFR 668.46(k):

North Central University Sexual Misconduct Policy and Procedures:
Purpose, Scope, and Policy:

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 this policy.

All complaints will be taken seriously and no one who acts in good faith to report sexual misconduct, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of sexual misconduct will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action. If it is determined through an appropriate and prompt investigation that sexual misconduct has occurred, effective
corrective action will be taken to eliminate the sexual misconduct, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action may range from a written warning to dismissal.

**Definitions:**
**Sexual Misconduct:**
Sexual misconduct is a broad and overarching term used to identify the conduct that constitutes a form of sex discrimination which violates federal and state law, including Title VII of the Civil Rights Act of 1964; Title IX, Education Amendments of 1972; the Minnesota Human Rights Act, and NCU policy. All sexual misconduct is prohibited and includes, but is not limited to sexual harassment, sexual violence, domestic violence, dating violence, actual or attempted sexual assault, stalking, sexual coercion, sexual exploitation, and going beyond the boundaries of consent.

**Sexual Harassment:**
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, electronic or digital conduct or communication of a sexual or gender-based nature, when submission to or rejection of the conduct explicitly or implicitly affects a person’s employment or education, unreasonably interferes with a person’s work or educational performance, or creates an intimidating, hostile or offensive working, learning, or living environment. Sexual violence is a form of sexual harassment which may also constitute criminal conduct.

There are two kinds of sexual harassment:

1. **Quid pro quo harassment**, in which the harasser either provides or denies an employment or educational benefit in exchange for sexual favors, or makes an adverse employment or educational decision on the basis of rejection of sexual advances.

2. **Hostile environment harassment**, in which the working or learning environment is made abusive. An abusive or hostile environment is one that is reasonably and actually perceived by the complaining party as abusive by making it more difficult to do one’s job or pursue one’s education. Any act of sexual violence creates a hostile environment in violation of this policy.

Examples of quid pro quo sexual harassment include, but are not limited to, the following: a supervisor granting a promotion to an employee because the employee unwillingly consents to have sexual relations with the supervisor; a supervisor firing an employee because the employee refuses to have sexual relations with the supervisor; a faculty member providing an undeserved failing grade to a student because the student refuses to have sexual relations with the professor; a faculty member giving an undeserved high grade to a student because the student consents to have unwanted sexual relations with the faculty member; or a supervisor providing positive references or evaluations for an employee or student in exchange for sexual favors.

Examples of hostile environment harassment include, but are not limited to, the following: requests for sexual favors, persistent sexual slurs, repeated requests for an unwelcome sexual relationship, continual sexually suggestive jokes, gestures or sounds, a pattern of widespread favoritism based on sexual relationships, pornographic or suggestive materials offensive to others, or unwelcome sexual touching. A hostile environment can exist by virtue of a combination of individual incidents that would not, individually, constitute sexual harassment. In order for these examples or other behaviors to constitute hostile environment harassment, the effect of the harassment must create an abusive or hostile environment, usually over a period of time. Even one serious incident may, however, constitute hostile environment harassment, such as an occurrence of sexual violence.

Both men and women are protected from sexual harassment, whether that harassment is perpetrated by a member of the same or opposite sex. Sexual harassment may be committed by a male or a female toward either a male or a female.
Sexual Violence:

Sexual violence is the most severe form of sexual harassment. Under this policy it is defined as any actual, attempted, or threatened physical sexual act with another person without that person’s consent. It includes, but is not limited to sexual acts perpetrated by force (expressed or implied), or duress, deception, or coercion upon the victim. It includes acts referred to as “date rape” or “acquaintance rape,” and specially includes sexual acts involving a victim who is incapable of giving consent due to age, disability, or intoxication by alcohol or drugs. Sexual violence generally will constitute a crime punishable under Minnesota statutes. Safety is of primary concern in situations of sexual violence. Any other rule violations will be addressed separately from the sexual violence allegation and the use of alcohol or drugs never makes the victim at fault for sexual violence.

Consent:

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.

Incapacitated:

An incapacitated person is a person unable to consent to sexual activities due to the use of alcohol or drugs impairing judgment, lack of consciousness, being asleep, developmental disabilities, or lacks full knowledge or information of what is happening. The use of drugs or alcohol by the accused is not a defense against allegations of sexual misconduct.

Consensual Relationships:

Intimate or romantic relationships between employees, or between employees and students, even when within the bounds of acceptable Christian conduct, may nonetheless pose potentially serious moral, ethical, and legal concerns to the individuals and to the institution.

Where a power differential between the parties exists, even consensual relationships may constitute sexual misconduct if the effect of such a relationship interferes with an individual’s academic or professional performance or if it creates an intimidating environment. Further, conflicts of interest or breaches of professional ethics may arise if one party to the relationship evaluates the work or academic performance of the other, during the relationship or even after it ends. This includes situations in which a faculty member teaches a student or employee with whom he or she has had a relationship.

Employees are cautioned that such relationships could potentially result in a sexual misconduct charge, and could result in the individual with the power in the relationship bearing the burden of responsibility.

The institution recommends that where such relationships develop, the individual in a position of authority notify his or her supervisor and that he or she surrenders responsibility for evaluation. Further, where an employee is called upon to supervise an individual with whom he or she has had a romantic relationship, he or she should discuss this with a supervisor. The institution discourages romantic relationships between faculty members and students, and discourages faculty members teaching students with whom they have or have had an intimate or romantic relationship.

Sexual Exploitation:

Sexual exploitation is defined as taking non-consensual, unjust, or abusive sexual advantage of another. Examples include, but are not limited to (1) prostituting another person; (2) non-consensual video or audio-taping of sexual activity;
(3) going beyond the boundaries of consent, such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity; (4) engaging in non-consensual voyeurism; or (5) knowingly transmitting or exposing a sexually transmitted disease (STD) or HIV to another person without the knowledge of the other person.

**Domestic Violence:**

Domestic violence is a felony or misdemeanor crime of violence committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under Minnesota domestic or family violence laws, or anyone else protected under applicable domestic or family violence laws.

See Minnesota Statutes Section 518B.01

**Dating Violence:**

Dating violence is a form of sexual violence and is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The relationship existence is determined based on a consideration of the following factors (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

**Sexual Assault:**

Sexual assault is a form of sexual violence and is sexual contact or intercourse without consent.

See Minnesota Statutes Section 609.341

**Stalking:**

Stalking means to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim. Stalking behavior includes, but is not limited to a person who (1) follows, monitors, or pursues another, whether in person or through any available technological or other means; (2) repeatedly makes telephone calls, sends text messages, or induces a victim to make telephone calls to the actor, whether or not conversation ensues; (3) makes or causes the telephone of another repeatedly or continuously to ring; or (4) repeatedly mails or delivers or causes the delivery by any means, including electronically, of letters, telegrams, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies.

See Minnesota Statutes Section 609.749

**Retaliation:**

Retaliation means any materially adverse action taken because a person has or is believed to have exercised rights in good faith regarding a sexual misconduct policy violation.

**Terms:**

**Advisor:**

Any individual who provides the accuser or accused support, guidance, or advice.

**Community Member**

Community member refers to NCU’s students, faculty, staff, visitors, volunteers, vendors, consultants, third parties, and any person that provides services to NCU.
Complaint:
A complaint is an allegation that a student, employee or applicant for admission or employment has been subjected to unlawful discrimination or sexual misconduct.

Complainant
A complainant is an individual or group of individuals who believe that unlawful discrimination or sexual misconduct may have or has occurred.

Investigator:
An investigator is a faculty or staff member or administrator appointed by the Title IX Coordinator who is trained to respond to formal and informal complaints of sexual misconduct. NCU’s Investigators are:

- Student Incidents:
  - Jeremy Williamson, Dean of Students, Residence Life & Student Conduct
    - 612.343.4450
    - jdwillia@northcentral.edu

- Student Athlete Incidents:
  - Allison Meadows, Associate Athletics Director and Sr. Women’s Administrator
    - 612.343.3541
    - aimeadow@northcentral.edu

- Faculty Incidents:
  - Dr. Donald Tucker, Vice President of Academic Affairs
    - 612.343.4161
    - dltucker@northcentral.edu

- Staff Incidents:
  - Sue Bentley, Director of Human Resources
    - 612.343.4442
    - slbentle@northcentral.edu

Proceeding:
“Proceeding” means 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. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Respondent:
A respondent is an individual or group of individuals against whom an allegation of sexual misconduct is made.

Result:
Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

Title IX Coordinator:
The Title IX Coordinator has primary responsibility for oversight, enforcement, administration, and supervision of this policy and procedure, as well as identifying and addressing any systematic problems that arise during the review of complaints. The Title IX Coordinator is also the administrator to whom a complaint is reported. The Title IX Coordinator
ensures the complaint is addressed according to policy and procedures and may or may not act with an Investigator in resolving the situation. Complaints may be reported to:

- Oscar Mendoza, M.Div., Vice President of Business and Finance and Title IX Coordinator
  612.343.4747
  oomendoza@northcentral.edu

Procedures:

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.

**Interim 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.

**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).

Sanctions:
Depending on circumstances and the severity of the conduct, corrective action may range from a written warning to dismissal from NCU. Sanctions may be imposed on an individual who knowingly provided false information or initiated in bad faith a claim of sexual misconduct.

No Retaliation:
Federal and state law, as well as NCU policy, prohibits retaliation, threats of retaliation, suspension, or discharge against persons for raising good faith concerns regarding sexual misconduct. Any retaliatory conduct is subject to disciplinary actions.

Appeal Rights:
1. If the complainant or respondent is not satisfied with the results of the formal procedures and the final determination, the complainant or respondent may submit a written appeal to the University President within ten (10) calendar days of the receipt of the determination.

2. The appeal will be considered by a committee comprised of one Investigator not involved in the formal investigation and 2 other members to be appointed by the President. The complainant and respondent may each propose one committee member for consideration.

3. Within thirty (30) calendar days after receipt of the appeal, the committee will meet to review and evaluate the investigative report and determination, reach its conclusion by majority vote, and communicate its conclusion in the form of an advisory recommendation to the President. At the discretion of the committee, any party or witness may be asked to appear before the committee to clarify or supplement the record.
4. The President shall issue a decision in writing to the complainant and respondent within ten (10) calendar days of the receipt of the committee’s recommendation. Such decision shall be NCU’s final decision in the case.

Regardless of whether a complaint has been received, NCU may, at any time and at its sole discretion, initiate an investigation of or take action against any sexual misconduct occurring within the NCU community. In the event that the complainant does not wish to pursue the disciplinary process, any response by the University may be hindered by the complainant’s wishes for anonymity and/or inaction. In a case of sexual violence where a criminal investigation has been commenced by law enforcement authorities, the procedures outlined in this policy and stated timelines may be adjusted as reasonably required to avoid interference with the criminal justice process.

Contact Information:

- 24-Hour Emergency
  - 911 (dial 9 first if using on-campus phone)
- 24-Hour Emergency On-Campus
  - Campus Safety and Security
    - 612.343.4445
    - Office location MH128
- Oscar Mendoza, M.Div., Vice President of Business and Finance and Title IX Coordinator
  - oomendoz@northcentral.edu
  - Office: 612.343.4747
  - Office Location: College Life Center Administrative Offices
- Student Success Center
  - 612.343.5000
  - Office location: Miller Hall 227

Additional Resources:
- MN Coalition Against Sexual Assault – http://www.mncasa.org/
- National Sexual Assault Online Hotline – https://ohl.rainn.org/online/
- Rape Assistance in MN – http://rapehelpmn.org
- Stopping Sexual Violence – http://knowyourix.org/

Description of the Institution’s Education Programs:

Community Life Standards:

North Central University requires all students, staff, and faculty to sign and live by published “Christian Community Life Standards.” North Central University’s Christian Community Life Standards no only address the issues of sexual misconduct, the standards students, staff, and faculty are held to go beyond the context of dating violence, domestic violence, sexual assault, and stalking. Below is a complete published version of the standard.

Christian Community Life Standards (Full Version):

“The following Christian Community Life Standards have been adopted by the Board of Regents of North Central University. The standards embodied in this policy apply to the enumerated members of the North Central University community, both on and off the campus, and both during NCU term and when NCU is not in session. Christian life is not a “part-time” endeavor and, therefore, the Christian standards here set forth to apply to all members of the community where they may be located and at all times of the year.

At North Central, we strive to combine rigorous academic training with a strong spiritual environment. Students, administration, faculty, and staff cooperate to achieve a Christ-centered community where biblical standards are upheld. A personal relationship with Christ and active involvement in a local church are required for membership in the North Central community.

Any violation of these standards is grounds for serious disciplinary action with the possibility of dismissal from NCU, dismissal from employment, suspension or such other action, as NCU deems necessary and appropriate.
Certain practices are forbidden in Scripture and will not be tolerated in the lives of members of NCU community. Those practices include pornography, sexual relationships outside of marriage (promiscuity in any form), cohabitation and homosexuality. Also, NCU prohibits the drinking of alcoholic beverages, the use of tobacco and non-medical drugs, and gambling in any form. Also prohibited are any form of theft, dishonesty (including cheating and plagiarism) and civil disobedience (except in those rare cases that civil disobedience is warranted by an honestly held religious principle and informed conscience, if such action is taken after consultation with Church leaders). Sinful practices such as jealousy, pride, gossip, slander, profanity, vulgarity and greed are inconsistent with the goals of a Christian lifestyle and are likewise, to be avoided by all members of the community.

Members of the NCU community are expected to practice restraint and discretion in their participation in all forms of entertainment. Nothing should be viewed or listened to which is in conflict with standards maintained by the Assemblies of God. This standard applies to all entertainment, including live theater, dance, television, movie theaters, videos, radio and music.

North Central University encourages all members of NCU community to act with discretion in choice of dress. Our standards of dress incorporate obedience to the Biblical principles that we be modest in all things, that we do not offend in any way, and that we glorify God in everything. Our concern is that clothing of all types is characterized by modesty, neatness, cleanliness and appropriateness for a Christian community.

Community life at North Central University should be marked by careful consistent demonstration of Christian love and service to others, concern for evangelism and world missions, honesty, personal integrity, recognition of the rights of others, defense and advocacy of justice and glorifying God in all thought and action. Any type of discrimination against other racial or ethnic groups is forbidden, as is personal or sexual harassment of any nature. NCU expects all students, faculty, staff and other members of NCU to remove from their behavior, speech habits and thinking, as much as possible, all indication of racial or ethnic bias. Racism in any form will not be tolerated within the North Central University community.

North Central University community life is exemplified by, and takes as its model, the life of Christ. Dedication to the pursuit of excellence, forbearance for one another and daily commitment to Jesus Christ as Lord by continued study and obedience to Scripture in all areas of life remains our guiding light.”

**Required Training for all Students, Staff and Faculty:**

Every year, North Central University, in accordance with Minnesota State Law, requires all new students to participate in Sexual Assault training. The training covers a number of subjects, including the definitions of domestic violence, dating violence, stalking sexual assault, bystander effect, and touches on subjects like alcohol, parties, unwanted advances, and the university’s sexual misconduct policy.

The institution encourages returning students to participate in the same training each year as well as requires all staff and faculty to participate. This training also includes a question and answer session at the end to test the knowledge of each student, staff, and faculty member to ensure the concepts, ideas, and regulations in regards to sexual misconduct are understood.

**Culture of North Central University:**

North Central University wants all students, staff, and faculty to be on the same page in regards of sexual misconduct and to promote a healthy environment where everyone can learn and grow without the stress of constant worry in regards to stalking, dating violence, domestic violence, and sexual assault. The culture of North Central University condemns such actions and does not hesitate to address the issues when they are reported.

All new students living on campus (including transfer students) are required to attend a session on sexual misconduct and the culture of on campus living. This session covers not only stalking, dating violence, domestic violence, and sexual assault, the goal is to teach the students the heart of the issue and in doing so help prevent it from occurring. Every student is encouraged to report any sexual misconduct to their Resident Advisor, Resident Director, the Dean of Students, Security, the Title IX Coordinator, or to anyone willing to listen and report on their behalf.
“Sex and Chocolate” is a session Student Development holds each year to talk about cultural norms, shame, sexual history, sexual purity, and encourage smart choices held in the basis of purity. This session focuses more on life decisions and how making wrong sexual decisions not only have a physical effect, potentially have a legal effect, but also has a spiritual effect on every person involved.

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

In accordance with Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), the North Central University Campus Safety and Security Department provides a link to the Minnesota Department of Corrections “Tier 3” or Level 3 Predatory (i.e. Sex) Offender Information website. This information, which is included below, can also be found at https://skyline.northcentral.edu/security/ under “Student Resources” and “Staff Resources.” The Adam Walsh Child Protection and Safety Act of 2006 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.

The following link provides access to the Minnesota Department of Corrections Level 3 Predatory Offender Search website for general searches for Minneapolis, Hennepin County, as well as other localized searches, including North Central University (zip code 55404):

https://coms.doc.state.mn.us/PublicRegistrantSearch/

The Minnesota Department of Corrections is responsible for maintaining these websites.

Emergency Response and Evacuation Procedures 34 CFR 668.46(b)(13), 34 CFR 668.46(g):

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. 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. On top of fire drills and building evacuations which are tested along with community accountability processes, the Campus Safety and Security Department partners with the Emergency Preparedness and Incident Crisis team to facilitate annual test of the various emergency plans. This is a combination of table top drills, which include a wide variety of people from the institution, and includes full drills for the campus community.
During fire drills, 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 newer 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.

If any information about an emergency needs to be delivered outside the campus community, the Office of Communications and University Relations control the data to external sources. Campus Safety and Security will contact local law enforcement agencies as a part of this policy, but any other forms, including sending information to family members, is done through Communications and University Relations.

**Missing Resident Students 34 CFR 668.46(b)(14), 34 CFR 668.46(h):**

In the event an individual believes a resident student has been missing for 24 hours, the following department or persons should be immediately notified:

### On Campus Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Safety and Security</td>
<td>612.343.4445</td>
</tr>
<tr>
<td><strong>Campus Safety and Security</strong></td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>612.343.4444</td>
</tr>
<tr>
<td>Director of Campus Safety and Security</td>
<td>612.343.4773</td>
</tr>
<tr>
<td>Assistant Director of Campus Safety and Security</td>
<td>612.343.3401</td>
</tr>
<tr>
<td>Resident Director On Duty</td>
<td>612.363.2686</td>
</tr>
<tr>
<td>Miller Hall Resident Director</td>
<td>612.343.4187</td>
</tr>
<tr>
<td>Carlson Hall Resident Director</td>
<td>612.343.4189</td>
</tr>
<tr>
<td>Phillipps Hall Resident Director</td>
<td>612.343.4168</td>
</tr>
<tr>
<td>Apartment Resident Director</td>
<td>612.343.4177</td>
</tr>
<tr>
<td>Dean of Residence Life and Student Conduct</td>
<td>612.343.4450</td>
</tr>
</tbody>
</table>

### Off Campus Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Minneapolis Police/Fire/Medical Services</strong></td>
<td>911</td>
</tr>
<tr>
<td>Minneapolis Police Department – Non Emergency</td>
<td>612.348.2345</td>
</tr>
<tr>
<td>Metro Transit Police Department – Non Emergency</td>
<td>612.349.7200</td>
</tr>
</tbody>
</table>

If a student whom resides off campus is believed to be missing, immediately contact local law enforcement (i.e. the Minneapolis Police Department) All missing student reports, regardless who it is initially receives the report, should **immediately** bring it to the attention of the Campus Safety and Security Department as well as the Director of Campus Safety and Security.

Students have the option to designate an emergency contact person on the address form supplied to them by the Copying and Mailing Services department during the check-in process at the beginning of each school year. This person will be contacted by the appropriate personnel in the event of an emergency concerning the student. This information will be used by the institution to notify emergency contact(s) within 24 hours of the determination a student is missing by Campus Safety and Security, or by the Minneapolis Police Department.

All information given in regards to emergency contact information is considered confidential information and is protected under the Family Educational Rights and Privacy Act (FERPA) and by the Clery Act. Only authorized campus officials are allowed to access this information. In the event of a missing student, the Minneapolis Police Department is authorized to be disclosed with the necessary student and emergency contact information for the furtherance of a missing person investigation.

If a student under the age of 18 is not an emancipated individual, North Central University is required to notify the custodial parent(s) or guardian(s) as well as the listed emergency contact(s) within 24 hours after the student is determined to be missing.
University personnel will notify the Minneapolis Police Department if a person is in imminent danger or within 24 hours from the time the missing determination has been made. The only exception will be when the Minneapolis Police Department made the determination and contacted North Central University.

North Central University Campus Safety and Security, in partnership with Student Development will use the following procedures when a student is determined to be missing:

- North Central University will notify the registered contact person(s) within 24 hours of the initial determination and may act sooner if deemed necessary
- If a student is under 18 years of age and is not emancipated, North Central University will also contact the student’s custodial parent(s) or guardian(s) as well as the registered contact person(s) within 24 hours of the initial determination
- Regardless of age, emancipation status, or number of contacts registered with North Central University, the Minneapolis Police Department will be notified within 24 hours of the initial determination.
The Fire Statistics located below inform the community of North Central University about the number of fires which have occurred in a resident facility for the previous three (3) calendar years. Included in the statistics are the causes of each fire (when applicable), the number of injuries which required treatment at a medical facility, the number of fire related deaths, and the value of property damaged caused by each fire.

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to Fire</th>
<th>Value of Property Cause by Fire (In US Dollars)</th>
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<tbody>
<tr>
<td>1500 Building: 1500 10th Ave. S.</td>
<td>0</td>
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<tr>
<td>Elliot East: 812, 816, 820, 824, 826 S. 10th St. 928, 930 Chicago Ave. S.</td>
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<tr>
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<tr>
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<td>Zimmerman House: 801 E. 15th St.</td>
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3 As of September 1, 2017, the Elliot East Apartments were no longer used for Student Housing
<table>
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<tr>
<th>Residential Facilities</th>
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<td>Unintentional Cooking Rubber on a Coffee Mug in a Microwave</td>
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<tr>
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</tbody>
</table>
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 is 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.

4 A Fire Alarm System is a system which a central panel will sound a building wide alarm in the detection of a fire.
5 Resident units all have individual exterior exits vs. a common corridor.
6 As of September 1, 2017, the Elliot East Apartments were no longer used for Student Housing
7 The Elliot East unit at 930 Chicago Ave. S. has an individual exterior exit vs. a common corridor.
8 Miller Hall has a partial sprinkler system located in the basement of the facility.
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 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 is 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 is integrates with multiple levels of monitoring such as tamper warnings and dirty smoke detector pre alarm warnings.

Orfield Apartment 810 14th Street E; 915, 919, 923, 927 Chicago Ave S., 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; 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.⁹

⁹ As of September 1, 2017, the Elliot East Apartments were no longer used for Student Housing
901 Apartment – 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 Apartment – 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 Mircom 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.

Number of fire drills held during the previous calendar year 34 CFR 668.49(b)(3):

<table>
<thead>
<tr>
<th>Resident Facility</th>
<th>Number of Fire Drills Calendar Year 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500 Building:</td>
<td>0</td>
</tr>
<tr>
<td>1508 Building:</td>
<td>N/A&lt;sup&gt;10&lt;/sup&gt;</td>
</tr>
<tr>
<td>1512 Building:</td>
<td>0</td>
</tr>
<tr>
<td>901 Building:</td>
<td>1</td>
</tr>
<tr>
<td>Carlson Hall:</td>
<td>1</td>
</tr>
<tr>
<td>Elliot East:&lt;sup&gt;11&lt;/sup&gt;</td>
<td>0</td>
</tr>
<tr>
<td>Mensing Hall:</td>
<td>1</td>
</tr>
<tr>
<td>Miller Hall:</td>
<td>1</td>
</tr>
<tr>
<td>Orfield Apartment 810, 915, 919, 923, 927:</td>
<td>1</td>
</tr>
<tr>
<td>Phillipps Hall:</td>
<td>1</td>
</tr>
<tr>
<td>Zimmerman House:</td>
<td>1</td>
</tr>
</tbody>
</table>

Institutions policies on portable appliances, smoking, etc. 34 CFR 668.49(b)(4):

Smoking is a violation of the institution’s community life standards and is not permitted by students, staff, or faculty on campus property. Guests, vendors, and others may be asked to leave is smoking on campus property.

From the 2018-2019 Student Handbook:

Appliances:

To protect the community from risk of fire, residence hall residents are not permitted to use open-coiled appliances such as toasters, toaster or pizza ovens, hot plates, electric skillets, oil-type popcorn poppers, or indoor grills of any kind such as George Foreman grills. Hotpot water heaters, coffee machines, sandwich makers, or air-type popcorn poppers may be used in residence hall rooms. One microwave oven per room and one dorm-sized refrigerator for every two roommates are permitted. Irons may be stored in residence hall rooms, but may be used only in residence hall laundry.

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<sup>10</sup> The 1508 Apartment was not used as student housing during the 2017 calendar year
<sup>11</sup> As of September 1, 2017, the Elliot East Apartments were no longer used for Student Housing
rooms or areas designated by their Resident Director. Apartment residents are not restricted in their use of cooking or ironing appliances.

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

Residents should consult their Resident Advisor or Resident Director for more information on appliance guidelines.

**Candles/Open Flame/Fireworks:**

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 Campus Safety & Security office.

All members of the NCU community are expected to use extreme caution to avoid fire hazard. Any form of open flame, incense burning, candles with burnt wicks, or candle warmers are not allowed in the residence halls at any time. Candle or incense burning is permitted in on-campus apartments only; however, marijuana-scented candles or incense are not allowed on campus at any time. Residents may be held responsible for any resultant damage. Since disregard for this policy could endanger the NCU community, violations may result in significant conduct action.

Fireworks or explosives of any kind (including “stink bombs”) are not permitted on NCU property.

**Fire Safety Guidelines:**

No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. Tampering with fire notification or safety equipment is considered a compromise of campus safety and is prohibited. Students are required to evacuate any University building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by University staff.

**Institutions procedures for student housing evacuation 34 CFR 668.49(b)(5):**

**If a fire is detected, call 911 as soon as safely possible.**

From the 2018-2019 Student Handbook:

“Fire Evacuation Procedures:

If detecting smoke or fire, please follow the steps below:

1. Immediately activate the alarms by pulling down on a red pull station. CAUTION: The building alarm rings only in the affected building.
2. Depending on the size and type of fire, use appropriate fire extinguisher to contain.
3. Report the incident by phone, as soon as safely possible, to 911 first and then Security at extension 612.343.4445.
4. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
5. Assist the handicapped in exiting the building. Remember DO NOT use the elevators. Do not panic.
6. Once clear of the building, gather in the Atrium of the Sanctuary. If occupied, gather in the gym. If the Chapel or CLC is affected, gather in the Phillipps’ commons area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. Do not return to an evacuated building unless told to do so by a university official or a public official.”
Fire Safety Education and Training Programs 34 CFR 668.49(b)(6):
From the 2018-2019 Student Handbook:

“In order to test and practice fire alarm and evacuation procedures, NCU performs fire drills as prescribed by law in each on-campus housing facility. It is every person’s individual responsibility to respond and evacuate during a fire alarm. No student or employee should conduct room or building searches.”

At the end of each fire drill, Residence Life Staff speaks with the students and informs them of the reason for the fire drill, why safety is important, and the importance of evacuation whenever a fire alarm sounds. They include statistics on housing fires on college campuses and questions from the residents before they are allowed to return to their rooms.

Employees are given an Emergency Handbook which gives the same policies and procedures as “Student Housing Evacuation.” Employees, unless given specific direction from Residence Life, do not have any additional duties or responsibilities during a fire alarm evacuation.

Who should a fire be reported to 34 CFR 668.49(b)(7):
After a fire has occurred, the following people or departments must be notified of the incident:

**On Campus Contacts**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Safety and Security Department</td>
<td>612.343.4445</td>
</tr>
<tr>
<td>Campus Safety and Security Emergency</td>
<td><strong>612.343.4444</strong></td>
</tr>
<tr>
<td>Director of Campus Safety and Security</td>
<td>612.343.4773</td>
</tr>
<tr>
<td>Assistant Director of Campus Safety and Security</td>
<td>612.343.3401</td>
</tr>
<tr>
<td>Resident Director On Duty</td>
<td>612.363.2686</td>
</tr>
<tr>
<td>Miller Hall Resident Director (if applicable)</td>
<td>612.343.4187</td>
</tr>
<tr>
<td>Carlson Hall Resident Director (if applicable)</td>
<td>612.343.4189</td>
</tr>
<tr>
<td>Phillipps Hall Resident Director (if applicable)</td>
<td>612.343.4168</td>
</tr>
<tr>
<td>Apartment Resident Director (if applicable)</td>
<td>612.343.4177</td>
</tr>
<tr>
<td>Dean of Residence Life and Student Conduct</td>
<td>612.343.4179</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>612.343.4446</td>
</tr>
<tr>
<td>Director of Facilities Management</td>
<td>612.343.4779</td>
</tr>
</tbody>
</table>

Plans for future improvements in Fire Safety 34 CFR 668.49(b)(8):
There are currently no definite plans to improve the current fire safety systems. If funding were available, additional fire alarm monitoring devices would be installed in unmonitored buildings.