

Union College  
Security Report  
*And*  
Fire Safety Report  
Student Right to Know Information  
June 1, 2013

In compliance with the Campus Security Act of 1990, and the Higher Education Act of 2010 as amended, Union College presents the following reports:



# Introduction

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which requires colleges and universities to publish an annual security report containing campus security policies and procedure, as well as crime statistics. In addition, the Higher Education Opportunity Act (HEOA) 2008 requires colleges and universities to publish an annual fire safety report on student housing containing information with respect to the campus fire safety and standards of the institution.*

*The Clery Act was enacted in 1990, and amended in 1992, 1998, 2000, and most recently in 2008. All statistics in this Annual Security Report Report are presented and updated in compliance with all amendments to the act.*

## Campus Security

Campus Security patrols campus buildings, parking lots and all other College grounds. Patrols are conducted by students.

## Safety and Security Reference Numbers

Security, Fire, Medical Emergency	911
Security Department	402-432-3964
Campus Emergency Number	2911 or 402-486-2911
Vice President of Student Services	402-486-2507
Administrator on Call	402-486-2700

**Note:** Dialing 911 from any campus phone connects the caller with the Lincoln Police Department.

# Table of Contents

- Introduction ..... 2
- Safety on Campus..... 4
- Crime Statistics ..... 5
- Fire Report ..... 8
- Fire Safety..... 9
- Definitions ..... 10
- Safety Tips ..... 11
- Rape-Prevention & Resources ..... 12
- Campus Security..... 17
- Alcohol & Drug Prevention..... 19
- Discrimination and Harassment ..... 21
- Dating Violence ..... 26
- Sex Offender Policy ..... 27
- Individual Responsibility ..... 28
- Building Hours ..... 29
- Parking Policies ..... 29
- Disaster Readiness ..... 30
- Workplace Violence..... 31

# Safety on Campus

Safety on the Union College campus is a concern for students, parents, and college employees. Education – the business of the college – can only take place in an environment in which each student and staff member feels safe. The college administration recognizes this and has made security a top priority.

Union College has a small town feel and a neighborly attitude. The crime rate is low, but crime prevention is a high priority among community members. The campus security is proactive, and the students and staff all share in the responsibility of making Union College a safe place to study, work, and live.

This report is written in compliance to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998*. The report contains the mandated information about current campus policies concerning safety and security issues and the required crime statistics.

## Reporting Procedures

A victim of a criminal act should contact the Head of Security, Vice President for Student Services, or the Lincoln Police Department to make a report of the incident. The incident will be documented. All felony crimes will be investigated by the Lincoln Police Department. Reporting crimes and the subsequent investigation will assist in preventing future incidents. The guilty party will be processed through the appropriate system, either the College or local court.

Anyone who witnesses a crime or suspicious person or incident should contact the Head of Security at once. Your awareness and input are essential to campus crime prevention.

If an incident occurs off campus, the Vice President of Students can assist in contacting the appropriate law enforcement agency.

## Student Right-To-Know and Campus Security Act of 1990

Title II of Public Legislation 102-26, called the “Campus Crime Awareness and Campus Security Act of 1990,” requires colleges and universities to distribute to all current students and employees and applicants for enrollment or employment, two types of information: (1) descriptions of policies relating to campus security and (2) statistics concerning specific types of crimes. A description of these policies and statistics is given in this booklet and is placed on line yearly at [http://www.ucollege.edu/employment/safety-and-crisis information](http://www.ucollege.edu/employment/safety-and-crisis-information)

# CRIME STATISTICS

Any questions or suggestions regarding campus security and safety should be addressed to any of the following:

- Security: Ron Dodds: 402-450-9186.
- Inequities and sexual assault: Trudy Holmes-Caines: 402-486-2312.
- Sexual harassment Linda: 402-486-2507.

Input from all campus constituencies is welcome and encouraged.

The following crimes or offenses of have been reported to the college or to local police agencies.

## **CRIMINAL OFFENSES (On Campus) – Union College**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Criminal offense	0	0	0	0
Murder or non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses – forcible (incest or statutory rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	1
Burglary	1	3	0	1
Motor vehicle theft (not theft from a vehicle)	0	0	0	0
Arson	0	0	0	0

**CRIMINAL OFFENSES (Public Property Adjacent)**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Criminal offense	0	0	0	0
Murder non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses – forcible (incest or statutory rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft (not theft from a vehicle)	0	0	0	0
Arson	0	0	0	0

**CRIMINAL OFFENSES – Hate Crimes**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Criminal offense	0	0	0	0
Murder non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses – forcible (incest or statutory rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft (not theft from a vehicle)	0	0	0	0
Arson	0	0	0	0

## CRIMINAL OFFENSES –Hate Crimes (Off Campus)

	2008	2009	2010	2011
Criminal offense	0	0	0	0
Murder non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses – forcible (incest or statutory rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft (not theft from a vehicle)	0	0	0	0
Arson	0	0	0	0

## Arrests (On Campus)

Crime	2008	2009	2010	2011
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	0	2	0	0
Liquor law violations	0	0	0	0

## Arrests (Off Campus)

Crime	2008	2009	2010	2011
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	0	0	0	0
Liquor law violations	0	0	0	0

### **Disciplinary Actions (On Campus)**

<b>Crime</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	0	0	2	0
Liquor law violations	0	0	0	0

### **Disciplinary Actions (Off Campus)**

<b>Crime</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	0	0	0	0
Liquor law violations	0	0	0	0

## **Annual Fire Safety Report**

The College maintains evacuation procedures which are practiced in fire drills. Whenever the fire alarm is activated due to an alarm malfunction or false alarm, evacuation procedures are implemented and everyone is kept outside of the building until the fire department issues an all clear to return.

Posters that summarize emergency procedures including fire evacuation are maintained in classrooms and offices.

As part of Union College, efforts to ensure student and staff safety, fire extinguishers are inspected on a monthly basis and replaced when needed. Also when new areas are remodeled, fire suppression systems are installed in order to prevent any major fires. Anyone discovering a fire may activate the manual fire alarms located throughout the building, call "911," or the College Administrator at 2911. The Lincoln Fire Department responds to all fire emergencies.

Any questions or suggestions regarding fire safety and evacuation procedures should be addressed to the Director of Plant Services Ext. 2536. Input from all campus constituencies is welcomed and encouraged.

Fire drill records and incident records are kept in the Plant Services Office.

## Fire Alarm Report Statistics

<b>Date</b>	<b>Location</b>	<b>Cause</b>	<b>Type of Alarm</b>	<b>Number of occupants evacuated</b>
05/13	Rees Hall	Microwave	False	NA
01/13	Rees Hall	Dirty sensor in Georgetown entrance	False	NA
06/11	Rees Hall	Oven fire	<b>Valid</b>	20
03/11	IRR	Heater fire	<b>Valid</b> (1 <sup>st</sup> East Kiddie College)	None per fire department instruction

### Fire Safety

#### Building fire alarms:

When an alarm sounds, everyone in the building must evacuate. The alarm is responded to by the Lincoln Fire Department. When the all clear signal has been given, people, can return to the building.

Most fires can be prevented if we will all follow guidelines and use common sense when handling fire and flammables. On a campus like ours, there are a number of areas which have potential fire hazards that require special attention, including laboratories, areas with oxygen-enriched atmospheres and areas being remodeled. Be aware of any hazardous materials in your area, and keep heat, fuel and oxygen – the three requirements for a fire – separate. Special care is needed where Bunsen burners are used. They should be burning only when needed and never left unattended. Keep combustible materials away from the flame.

In the event of a fire, personnel safety should be the first concern. Important points to remember are:

- Always turn in the alarm first.
- Never put yourself in jeopardy to use an extinguisher.
- Do not use the elevator, use the stairs.

### Fire Alarms

Fire alarms are located throughout the College facilities and can be quickly activated. Fire alarms are designed to be activated by any one of the following methods:

1. Fire alarm pull box
2. Smoke detector

3. Heat detector
4. Fire sprinkler
5. Fire protection dry chemical system (kitchen hood)

When a fire alarm is activated by one of the above methods, the signal is received at the Lincoln Fire Department and they will dispatch trucks to take care of the emergency. When an alarm sounds, immediate evacuation is required.

## Crime Definitions

### **Arson**

To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

### **Aggravated Assault**

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or 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.

### **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.

### **Burglary**

The unlawful entry into a building or other structure with the intent to commit a felony or theft.

### **Homicide**

The killing of one human being by another.

### **Larceny**

The unlawful taking, carrying, or riding away property from the possession, or constructive possession, of another person.

### **Motor Vehicle Theft**

The theft of a motor vehicle.

### **Murder**

The willful (non-negligent) killing of one human being by another.

### **Rape**

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of

his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

### **Robbery**

The taking, or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or putting the victim in fear of immediate harm.

### **Drug/Narcotic Violations**

The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

### **Liquor Law Violations**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).

### **Weapons Possession**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instrument, explosives, incendiary devices, or other deadly weapons.

## **Safety Tips**

The Security Department would like to offer the following tips that can be used in an effort to prevent you from becoming a victim.

- *When studying in an obscure or somewhat isolated area, make sure you are aware of your surroundings and the people around you. If you feel uncomfortable, find a better location and let someone know where you are.*
- *Never place valuables in a highly visible area. If possible, keep purses, loose change, computers and electronic devices in a locker or secured cabinet.*
- *When studying in a public area, keep personal belongings in view at all times. If possible avoid leaving them behind even for a second to use the restroom or get a drink.*
- *Never prop doors open, especially fire doors and exterior entrance doors.*
- *If you observe a suspicious person, dial 402-486-2911.*
- *When possible walk with another person to a car or the residence hall if another classmate is not available, call the Campus Security at 402-432-3964.*

- *Walk on designated walkways that are well lit. Report poor lighting to Campus Security Department at 402-432-3964. Avoid shortcuts through areas with poor lighting.*
- *If you suspect that you are being followed, turn or cross the street. If you are being followed, find a “safe” area such as an office, highly visible area, or a place where there are people who can see you.*
- *Do not give personal keys away, keys can be duplicated. Always keep keys in your possession.*
- *Engrave valuables with the name and/or driver’s license number.*
- *Report all thefts immediately.*
- *Keep security, fire and emergency numbers near a phone.*
- *Be alert and aware of surroundings when walking outdoors.*
- *Purses should be carried close to the body and secured under one arm, not swung from the strap.*
- *Do not walk, jog, or run alone, especially after dark.*
- *Do not hitchhike.*
- *Walk with confidence. Show that you are aware and in control. Body language works!*

## RAPE: Prevention & Resources

Rape and “having sex” is not the same thing. Rape is an act of hostility, power, control, degradation and violence. Rape is a traumatic, life-changing event for the survivor and survivor’s close friends and family. Many psychological and physical symptoms may be experienced by the survivor who has been raped. This is a clear sign that the issue is not resolved and counseling might be useful.

### **Can it happen to you?**

**Yes.** Survivors of rape include people of all ages, ethnic and social groups—men, women, and children.

### **Try to lessen your chances of becoming a victim**

- Be aware of situations that might be dangerous.
- Know how to avoid these situations.
- Know that choices you can make if you are in a potential rape situation.

A high percentage of rapes occur in dating situations or are perpetuated by someone you know – **acquaintance rape**. This may make you question your own instincts, choices, and trust.

**REMEMBER:**

- Everyone has the right to say “no” to unwanted sexual contact.
- **NO ONE** has the right to force sexual contact on another person.
- **On a date: Avoid assumptions.**
- Be aware of what your date thinks about sexual relationships. Does he/she believe the following MYTHS:
  - “Women give sex and men take it.”
  - “If your partner says ‘no’, you must try to make him/her say ‘yes’.
  - “Sex is payment for a good time or money spent on a date.”
  - “Sex is a form of conquest – a score.”
  - “Sex is a way to control, limit or subdue another person.”
  - “You are an odd person if you do not have sex on a date because everyone else does.”

**Know that you do NOT have to have sex with anyone**, even if someone you are presently dating is someone you have had sex with before. Sex is not something one partner owes another. Sex is not something that must be done to prove your worth. A person who insists on sex in these circumstances is not looking for a loving relationship. Instead, that person is using their partner in a destructive manner. If you find yourself in an unequal relationship, you may be paying a high price. Many rapes are planned. The motive is control.

**Communicate Clearly:**

- Be assertive.
- Don’t expect your date to guess what you are thinking.
- Mean what you say and say what you mean firmly. No means no.
- Miscommunication can make you more vulnerable to rape; don’t send mixed signals.

**Situational concerns:**

- Make sure you have something to say about where you are going and who will be with you.
- Have other transportation available if you should choose to leave your date.
- Keep some money with you for an emergency.
- Let other people know where you are going and what your plans are.
- Stay in group situations if you don’t know your date well.
- Trust your instincts. If you feel uneasy about a situation, do something about it even if you are afraid of appearing stupid or overly cautious.
- Believe in yourself. Have the strength to be independent. Don’t be intimidated.

**Maintain self-control:**

If you allow alcohol or other drugs to impair your thinking or ability to take action, the rapist's actions become easier. If you feel like forcing sex on someone because you are angry, need to feel powerful or believe your partner owes it to you, seek professional help and learn to deal with these emotions in a constructive way.

**Other situations to avoid becoming a victim:**

- Do not prop doors open in apartments or residence halls.
- Be cautious about laundry rooms, stair wells and elevators. If something does not feel or look right, do not enter.
- When walking, be aware of your surroundings. Evaluate what people are doing.
- Wear shoes you can run in.
- Avoid hitchhiking.
- Know the location of safe places or emergency phones in your neighborhood.
- Park your car in well-lit areas; use a buddy system when returning to your vehicles; keep your car in good repair and your gas tank full.
- Let people know where you are going and when you are expected to arrive or return.

**Choices if it happens to you:**

- **Escape:** Have a plan in mind and think it through. Use a surprise move to distract the attacker in order to get away.
- **Defend yourself:** self-defense may be useful if you are adept at it. It is useful only if you are ready to use it immediately. Often there is not time to use it effectively or you have not practiced it for some time. If you choose to use it, hit to hurt, run fast toward help and don't look back. Eyes, nose, throat, knees, shin, foot and groin are effective areas to hit.
- **Draw attention:** Yell loudly, blow a whistle, break a window, make a scene and yell assertively. Yelling "Fire!" will bring more attention than yelling "Help!"
- **Stall for a time:** Pretend to cooperate until you can get near people or possible escape.
- **Pretend you are crazy**
- **Throw up**
- **Talk your way out of it:** Try to get the assailant to see you as a person rather than an object by telling him/her about yourself. Don't plead or bargain with the assailant.

**REMEMBER, THERE IS NO RIGHT OR WRONG WAY TO RESPOND!!**

## **WHAT TO DO IF YOU BECOME A VICTIM – OPTIONS:**

The first thing you should do is tell someone you know and trust. Seek help. If rape has just occurred have a medical examination as soon as possible before any evidence is destroyed. **DO NOT** bathe, douche or change clothing first. Medical examinations are encouraged for all rape survivors to lessen the chances of complications of trauma or sexually transmitted diseases and check for pregnancy.

## **REMEMBER:**

Reporting rape to the police is your choice. Making a police report does not require you to prosecute. Many rapists are repeat offenders. Making a report will help to put a stop to the crime. Most of your hospital bills for the exam will (may) be paid for by the county if you report the assault to the police before or at the time of medical care. IF you have been a survivor of rape in the past, we urge you to talk to someone trained in rape counseling that can help you resolve the issue so that you once again feel in control of your life.

- You have the right to be believed.
- You have the right to be treated non-judgmentally.
- You have the right make your own decisions.

## **If a sexual offense occurs, the victim should:**

- Go to a safe place.
- Call Campus Security: 402-486-2533 if the incident occurred on campus. Call the local police at 911 if it occurred off campus.
- Contact a friend or family member.
- Do not shower, bathe, or douche.
- Do not urinate if possible.
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If the clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
- Get prompt medical attention.
- Do not destroy the physical evidence that may be found near the crime. If the crime occurred in the victim's home, the victim should not clean or straighten until the police have had an opportunity to collect evidence.
- Tell someone all details remembered about the assault.
- Write down all details remembered as soon as possible.

Following an incident, victims are encouraged to make a report to campus security and local police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made later. The earlier an incident is reported, the easier it is to collect valuable evidence. Victims have the option of keeping their report of sexual assault in complete confidence, protecting their right to privacy.

College disciplinary action, criminal prosecution, and civil suits are all options available to victims of sexual assault. The security office will report all incidences of sexual assault to

Title IX Officer or the Vice President for Student Services for review. Both the victim and the accused will be given the opportunity to present the facts as they see them and both will be informed of the results of the proceeding. Sanctions for sexual assault may range up to and include suspension or expulsion from Union College. If requested, the victim's class schedule may be changed if possible.

### **Date Rape Drugs**

The use of date rape drugs facilitates sexual assault. An assailant may attempt to disguise date rape drugs in food, drink, or alcohol. The intended effects range from total incapacitation to making the victim compliant by producing feelings of wellbeing and short-term memory loss. Some drugs may also have an apparent aphrodisiac and intoxication effect. The drugs often produce a drunken appearance, including light-headedness, staggering, confusion, relaxed muscle tone, and amnesia that persist up to 24 hours. Date rape drugs also carry the possibility of serious reactions including hallucinations, seizures, insomnia, anxiety, coma, and even death. These drugs should not be considered harmless or socially acceptable under any circumstances. If you suspect you or someone you know has been drugged and/or assaulted, follow the steps listed above

# Campus Security

Union College provides security to the campus community through Campus Security. The Security Department works to facilitate the safety and security of the students, staff, faculty, visitors, and property of the college. Campus Security is service-oriented organization that promotes safety, security, education, and personal responsibility.

Campus Security Department coordinates all campus safety operations on campus and consists of one supervisor and student assistant.

Student security assistants receive training in basic campus safety procedures and emergency procedures. They conduct on-foot and vehicular patrols of the campus. In addition, and escort service is provided in the evening and nighttime hours.

Campus Security Officers enforce all college rules and regulations and patrol the campus with an emphasis placed on crime prevention and education. Campus Security maintains a close working relationship with the Lincoln Police Department and state police agencies. The Lincoln Police Department has a substation on campus which facilitates rapid emergency response. Security encourages the prompt reporting of all crimes and attempted crimes, and summons the Lincoln Police and/or Fire Departments when the situation warrants.

## **Trespass Policy**

Only those persons having legitimate business with Union College, members of the college community and their invited guests, are permitted on campus. The college reserves the right to exclude all persons not conforming to acceptable behavior from these premises. Those who disregard this warning are considered in violation of the Nebraska criminal trespass code and liable to prosecution.

Campus Security officers may escort non-members of the college community off the college campus. Disciplinary action may be taken in the event a Union College student is found in a limited access facility with no legitimate purpose.

## **Firearms**

Union College Student Handbook forbids firearms on the campus, in any campus housing, or at any college function. The “possession, use or sale of firearms, explosives, dangerous chemicals, substances or instruments or other weapons which can be used to inflict bodily harm to any individual or damage on the building and grounds of the college is forbidden.” Any student who violates this guideline will be subject to disciplinary action up to and including expulsion.

**Contacting Help on Campus**

Call 911 for city police response and 402-486-2911 to alert campus officials.

For information, non-emergency issues, and parking concerns.

The night number is 402-432-3964.

These phone numbers are listed in the campus directory and on the college website, and posted in every classroom on the “Emergency Procedures” packet. Many campus phones have the numbers posted on them as well.

# Alcohol and Drug Prevention Policy

Union College is committed to providing an educational environment which is conducive to the development of every student. Because Union College believes a lifestyle that is drug and alcohol free is essential for achieving this goal, it has established a policy that seeks to maintain a campus environment free of these substances.

In compliance with the Drug-Free Workplace Act of 1988, the College prohibits the unlawful use, possession, distribution, dispensing, or manufacture of controlled substance by its students and employees. Further the College requires any individual who receives federal funding to certify that they will not engage in the unlawful use, possession, distribution, dispensing, or manufacture of controlled substances while associated with the College.

Union College reserves the right to investigate violations of policy by students, employees or faculty where reasonable suspicion exists. This includes the right to search an office, locker, vehicle, residence hall room, briefcase, book bag, or handbag, and the right to require an appropriate test, and/or confirmation by re-test.

No search will be made without the prior authorization of a Residence Hall Dean, Vice President of Students, a Vice President, or President of the College. Any search or required testing will be treated with high confidentiality.

## **Sanctions**

Unlawful possession, use or distribution of alcohol or illicit drugs by students, staff or faculty on College property or as part of any College activity may lead to sanctions within the College, the severity of which shall increase as the seriousness of the violation increases. Sanctions may include but are not limited to the following:

- A verbal or written reprimand;
- Completion of an appropriate educational or rehabilitation program;
- A disciplinary warning, with notice that repetition of the offense or continuation of the offense may result in a more serious sanction;
- Suspension from the College (student) or from employment (employee) or from a specified College activity or facility for a fixed period of time or until completion of an appropriate rehabilitation program;
- Expulsion from the College (student) or termination of employment (faculty or staff); and/or other appropriate sanctions.

## **External Sanctions**

Unlawful possession, use or distribution of alcohol or illicit drugs may lead to a referral to the appropriate local, state, and/or federal authorities for prosecution for a misdemeanor

or a felony, depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment.

Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including the following:

- Difficulty with attention and learning
- Physical and psychological dependence
- Damage to the brain, liver, and heart
- Unwanted sexual activity
- Accidents due to impaired judgment and coordination

Union College provides a healthy and safe learning environment. The college does not permit students whose behavior, judgment, or functioning is impaired by alcohol and/or drugs to attend classes or participate in college activities. The Counseling Center provides referral services but no direct treatment for alcohol or drug related problems. Community resources for these services include:

- Houses of Hope of Nebraska Inc.  
1124 North Cotner Boulevard Lincoln, NE 68505  
(402) 435-3165
- Substance Abuse Services  
(First Step Recovery)  
210 Gateway Suite 342 Green Tree Court  
Lincoln NE 68505  
Phone: (402) 434-2730  
Hotline: (402) 434-2730  
<http://firststeprecovery.com/>

### **Smoking**

Union College does not allow smoking on campus.

### **Missing Student**

If a member of the college community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and wellbeing through the collaboration of campus security and the Vice President for Student Services. Campus security department will enlist the aid of the neighboring police agency having jurisdiction. Concurrently college officials will endeavor to locate the student through contact with family, friends, associates, and/or employers and determine whether the student has been attending classes, labs, recitals, and scheduled college meetings/ or appearing for scheduled work shifts.

Union College will file an official missing person report to the law enforcement agency with jurisdiction within 24 hours of a student missing. Campus security will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If located, the student's state of health and intention of returning to the campus is verified. If appropriate, a referral will be made to the Counseling Center.

### **Counseling and Treatment Programs**

Union College encourages individuals with alcohol and other drug related problems to seek assistance. The College provides an educational program for its students and employees to help them develop an awareness of the risks involved in alcohol and drug use and to promote the benefits of a lifestyle free from these substances.

If a student finds themselves in a situation of needing assistance with a drug use evaluation, they may contact First Step Recovery or Parrallels. When alcohol and drug violation occurs and the student is required to have an evaluation, at First Step or Parrelles. Professionals will evaluate the person and make a recommendation as the next step in treatment. The student is required to follow the recommendations for treatment of the evaluator to remain a student at Union College.

### **Discrimination and Harassment**

**4.14 DISCRIMINATION AND HARASSMENT**, OPR: President, 06/09, 04/13 (Needs review) (E-26)

Union College is committed to providing employees and students with an environment free of discrimination, harassment or intimidation. As such, employees, students, and other individuals working at the College, such as vendors, volunteers and contractors are prohibited from engaging in discrimination, sexual harassment, or any other unlawful harassment. Discrimination or harassment of co-workers or students is inconsistent with the College's faith-based principles and standards of acceptable Christian behavior, and will result in appropriate disciplinary action, up to and including termination or expulsion.

**Discrimination:** The policy of Union College prohibits unlawful discrimination against an employee or a student on the basis of race, color, sex, national origin, age, disability, or any other legally protected status under Nebraska law, with respect to any conditions, benefits, aids, or services provided by the College.

**Harassment:** Union College wants its employees and students to enjoy an environment free of harassing conduct or conduct which, if not curtailed, has the potential of creating a hostile, intimidating or offensive working or school environment. As a result, it is against the policy of Union College for any employee, student, supervisor, manager, or independent contractor to harass another on the basis of race, color, sex, national origin, age, disability or any other legally protected status under Nebraska or federal law. Employees and students are encouraged to report incidents of harassment before they become severe or pervasive in order that Union College may address the conduct immediately.

**Sexual Harassment:** Sexual harassment involves unwelcome conduct of a sexual nature. It includes sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or because of an intellectual or other disability.

**Employee Sexual Harassment:** Sexual harassment of employees occurs when unwelcome sexual advances, requests for sexual activity or any other unwelcome verbal, written, visual or physical conduct of a sexual nature occurs, and

1. Submission to or rejection of the conduct is used as the basis for an employment decision or action; or
2. Submission to the conduct is made, either explicitly or implicitly, a term or condition of employment, or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating or offensive work environment.

**Student Sexual Harassment:** Sexual harassment of a student occurs when unwelcome sexual advances, requests for sexual activity or any other unwelcome verbal, written, visual or physical conduct of a sexual nature occurs, and

1. Submission to or rejection of the conduct denies, limits, provides different, or is used as a basis for the provision of a school-related benefit, aid, or service; or
2. Submission to the conduct is made, either explicitly or implicitly, a term or condition of a school-related benefit, aid, or service; or
3. The conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Examples of conduct which may constitute sexual harassment of an employee or student include, but are not limited to verbal or visual harassment or abuse (degrading sexual comments, unwelcome propositions, sexually offensive jokes, gestures, materials, objects, and tricks), unwelcome requests for sexual favors or activity, inappropriate touching or physical actions of a sexual or abusive nature (pinching, hugging, patting, repeated brushing against another person's body, sexual coercion, sexual battery, sexual assault, and rape), or a suggestion, threat, or action that makes the effected individual's employment or educational opportunities and benefits subject to submission to sexual demands, harassment, or sexually offensive conduct.

Harassment does not include occasional compliments or voluntary personal relationships between employees or students. However, some conduct that may be appropriate in a social setting is not appropriate in our College environment.

**Other Unlawful Harassment:** Unlawful harassment may also consist of verbal, visual or physical conduct that denigrates, threatens, or shows hostility or aversion toward an individual or group because of his or her race, color, gender, national origin, disability or any other protected status under Nebraska or federal law, and has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive work or school environment.

Examples of conduct which may constitute unlawful harassment of an employee or student include but are not limited to epithets, slurs, insults, negative stereotyping, threats, disparaging remarks, written or printed material of a disparaging or hostile nature, intimidation or hostile acts, or offensive jokes or tricks based upon or because of a person's protected status, including race, color, national origin, ethnicity, age, disability or any other legally protected status under Nebraska or federal law.

**Communication of Policy:** Unlawful discrimination and harassment violates Union College's employee and student policies and the Christian values upheld by the College. For these reasons, it is expressly prohibited. As a preventive measure, Union College will actively seek to educate all faculty and staff (through regular meetings, special seminars, etc.), about the prohibition of all forms of harassment and discrimination and the steps to report suspected violations. In addition, the College shall communicate its policy against harassment and discrimination to employees and students by publishing the policy within the College in a manner that faculty, staff, and students are aware of its content.

**Reporting Incidents:** Any employee or student who in good faith believes that he or she has been harassed or discriminated against in violation of this policy should immediately report the incident to one of the following:

**Employees:** Employees may report an incident of harassment or discrimination to any of the following persons, depending on the employee's comfort level.

The Sexual Harassment Compliance Officer is Linda Wysong Becker, 486-2507.

1. His or her supervisor; OR
2. Vice-President over the department to which the employee reports; OR
3. The Vice-President of Financial Administration; OR
4. The College President, OR
5. The Vice President for Academic Administration, OR
6. The Sexual Harassment Compliance Officer, OR
7. Multi-Cultural Ombudsperson, OR
8. Disability Compliance Officer, OR
9. Any other member of College management with whom he/she feels most comfortable approaching.

**Students:** Students may report an incident of harassment or discrimination to any of the following persons, depending on the student's comfort level.

The Sexual Harassment Compliance Officer is Linda Wysong Becker, 486-2507.

1. His or her teacher; OR
2. His or her faculty advisor; OR
3. The Vice President for Academic Administration; OR
4. The Vice President for Student Services; OR
5. The College President; OR
6. The Sexual Harassment Compliance Officer; OR
7. Multi-Cultural Ombudsperson; OR
8. Disability Compliance Officer; OR
9. Any other member of college management with whom he/she feels most comfortable approaching

If possible, the employee or the student should tell the person engaging in the inappropriate behavior that the conduct is offensive and should be immediately stopped. Employees and students are encouraged to report incidents of harassment or discrimination within 72 hours so that the college can undertake a prompt investigation.

Union College believes that it is every employee's and every student's obligation to report complaints or incidents of possible discrimination or harassment. Employees or students who observe incidents of harassment, discrimination, or intimidation against others should report such conduct to their supervisor, their teachers, their faculty advisor, the vice president of their department, the Vice President of Financial Administration, the Vice President for Academic Administration, the Vice President for Student Services, or the President of the College. Any supervisor or member of management receiving a complaint of harassment or discrimination should immediately report it to the Sexual Harassment Compliance Officer.

**Non-Retaliation:** The College prohibits retaliation, discrimination, harassment, or intimidation, against employees or students for reporting, in good faith, suspected incidents of harassment, discrimination, or intimidation, or for cooperating with or participating in the College's investigation of such conduct.

While the College urges individuals to report alleged harassment, discrimination, or intimidation, unfounded allegations can irreparably harm an employee's or a student's reputation and limit their ability to fulfill job or educational responsibilities. Employees or students who bring malicious, spiteful, or knowingly false allegations of harassment will be subject to discipline.

**Investigations:** The College will investigate all claims of harassment or discrimination in a confidential, objective, and thorough manner. The College will take all possible steps to maintain the anonymity of the complaining party, if requested, and will inform the complaining party if that anonymity cannot be maintained for whatever reason. Generally, within seven working days of a complaint, an appropriate officer (as determined by the College) will review the matter and determine the scope and nature of the investigation.

The duration and extensiveness of the investigation will vary depending upon the allegations but will not exceed 60 days absent extraordinary circumstances. If the investigation cannot be completed within this timeframe, the College will inform the complaining party of the delay and provide an updated timeline for completion. The involved parties will have an equal opportunity to present relevant witnesses and evidence, if deemed necessary by the College, as provided in the College's Grievance Policy.

Students and employees accused of campus misconduct may also face criminal charges arising from the same behavior. The existence of a criminal process or investigation does not relieve the college of the duty to investigate, and the college will proceed with its investigation in a timely manner. This may raise the issue for accused individuals that participation in the campus process may lead to statements that could incriminate the accused individual if campus records are admitted in court. Accused individuals who are concerned about the implications of such statements should consult with qualified legal counsel. The college has the expectation that accused individuals will participate in campus resolution processes (and does not permit students with pending conduct matters to withdraw until those matters are resolved). An individual who fails to cooperate in a campus investigation may face charges for failure to comply with the reasonable directives of campus officials, which may result in expulsion. Attendance at any interview, meeting or hearing is required when requested. When criminal charges are pending (or impending), the accused individual may elect not to answer questions that could lead to self-incrimination, but still must attend the meeting to assert that intention for any or all questions the college needs to ask.

Upon conclusion of the investigation and consultation with the President, and based on a preponderance of the evidence gathered, the College will take whatever appropriate remedy or correction it deems necessary to stop any discriminatory or harassing behavior, up to and including termination of employment or expulsion from school. If required by the allegations made, the College may take immediate action to protect a complaining party from ongoing harassment prior to the conclusion of the investigation. The College will notify both parties, in writing, of the outcome of the complaint. If necessary, the College will take reasonable steps to prevent recurrence of any harassment.

**Non-Employee:** Any employee who believes that he or she or any other employee has been the subject of sexual or other unlawful harassment as defined in this policy by a non-employee or non-student, such as a client, vendor or visitor, during work or school time or in relation to the employee's work or the student's education at the College, should immediately report the incidents by following the procedure set forth above. An investigation of the complaint will be undertaken as stated above. If Union College concludes that a non-employee or non-student has sexually or otherwise unlawfully harassed any employee or student during work or school time or in relation to the employee's work or the student's education at the College, immediate and appropriate action, will be taken by the College, as feasible.

## **Dating Violence**

Union College provides on-campus security, referral services, education, and victim services to combat violence against all persons. "Dating violence" is defined as violence committed by a person "who is or has been in a social relationship of a romantic or intimate nature with the victim;" and "where the existence of such a relationship shall be determined based on a consideration of...the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship" 20 U.S.C 1152(f) (1).

The college Counseling Center offers support for individuals who have experienced dating violence which may include crisis intervention, personal counseling, support groups, and/or resource and referral assistance. Counseling is also available for friends and partners of people who have experienced this kind of violence. The Counseling Center does not limit its services to those who are victims of sexual assault. It is committed to enhancing the development of students by supporting, educating, and collaborating with them as they learn to make healthy choices. The college supports the following:

### **Dating Bill of Rights**

I have the right:

- To ask for a date.
- To refuse a date.
- To suggest activities.
- To refuse any activity.
- To have my own feelings and express them.
- To have my values and rights respected.
- To tell my partner when I need affection.
- To refuse attention.
- To have friends and space aside from my partner.

I have the responsibility:

- To determine my limits and values.
- To respect the limits of others.
- To communicate clearly and honestly.
- To not violate the limits of others.
- To ask for help when I need it.
- To be considerate.

A student victim of sexual assault or dating violence has the right, in addition to filing charges through the criminal justice system, to file a complaint with the Vice President for Student Services, relative to acts of violence toward them or another committed by Union College student(s). It does not matter whether the act of violence occurred on or off campus since the college reserves the right to hold students accountable for certain types of off-campus behavior. Disciplinary action will result if a student's behavior jeopardizes

the educational atmosphere or mission of the institution. Examples of such off-campus behavior would include but not be limited to crimes of violence, sexual assault and/or alcohol or drug violations.

**Campus resources for dealing with dating violence:**

- Counseling Center  
402-486-2540
- Sexual Harassment Compliance Officer  
President Linda Becker
- Title IX Coordinator ext. 2507  
Dr. Trudy Holmes-Caines  
402-486-2312  
Everett Dick Building Room 403D

**Community-based resources include:**

- Lincoln Police Department  
575 South 10th Street Lincoln, NE 68508  
(402) 441-7204
- Nebraska Domestic Violence Hotline: 1-800-876-6238
- Voices of Hope: 402-475-7273  
<http://voicesofhopelincoln.org/>
- Friendship Home: (402) 437-9302  
<http://www.friendshiphome.org/>

## **Chapter 1 Sex Offender Policy**

Union College considers the protection of our community from sex offenders to be a matter of significant importance. The Nebraska Sex Offender Registration Act allows the college to provide notice to the campus community concerning sex offenders who are, or will be attending classes or working on the campus, and to assist our community members in developing constructive plans to prepare themselves and their children residing near released sex offenders.

The college is authorized to notify the community when information is received that a registered sex offender may be expected on or near college campus, including off-site buildings and associated college activities. Information that is relevant and necessary to protect the public and to counteract the danger by a particular offender may be released pursuant to the Nebraska Sex Offender Registration Act.

Any student or employee of Union College that is a sex offender is required, in addition to residency registration, to register with the Lancaster County Sheriff disclosing his or her involvement or relationship with Union College. Such registration shall be completed on a form approved by the Nebraska State Patrol. Any student so registered is subject to the

disclosure requirements of the Nebraska Sex Offender Registration Act which supersedes any expectation of privacy provided pursuant to The Family Educational Rights and Privacy Act.

### **Sexual Assault Prevention and Response**

Sexual assault, any assault committed with a sexual motivation or intent, includes but is not limited to sexual misconduct with a minor, indecent liberties, incest, and rape. The college Counseling Center provides crisis intervention, counseling, and community resource information and referral. A brochure on sexual assault is available online at

[http://www.ndvsac.org/wp-content/uploads/Brochures/Sexual Assault Broch Dec11.pdf](http://www.ndvsac.org/wp-content/uploads/Brochures/Sexual_Assault_Broch_Dec11.pdf)

### **Notice of Availability of Annual Campus Crime (*Your Right to Know*) Report**

Each year all college students and employees receive an email providing the URL to this report. Prospective students and employees are informed of the report and how to obtain it. The website for the report is posted in all college class schedules and listed periodically in the student newspaper. The report is always available in the Student Services office Dick Building Room 104.

### **The Individuals Responsibility**

Although Union College works hard to ensure the safety of all individuals within its community, students and employees must take responsibility for their own safety and that of their belongings. Simple, common sense precautions are the most effective means of maintaining personal security. All individuals should strive to make themselves less vulnerable to crime.

For example, although Union College campus is well lit and may appear safe, all members and guests of the college community, walking across campus or to/from parking lots at night, whether male or female, may request an escort from security by calling 402-432-3964. Unnecessary valuables or extra cash should not be brought to campus. Be aware of your surroundings to prevent opportunistic crime.

All valuable personal property should be engraved with the owner's driver's license number (not Social Security number). Bicycles should be secured with a good lock. Cars should be locked and parked in well lighted areas with all valuable items locked in the trunk. Students and employees should notify Campus Security of any individual present in a building or on campus who appears to have no legitimate business there or who arouses suspicion in any way by calling security at 402-450-9186

# Building Hours

In general buildings are open from 6:30am until 11:00pm. There may be some variance for certain buildings, such as The Lifestyle Center, Gymnasium and Food Service. They all have specific hours posted when they are open.

## **Access after normal hours:**

The Security Department will admit a specific individual or group to a building and/or room after hours, on weekends and holidays only if they have specific written authorization from a division chair. Authorization should be written for an individual or group by the person in charge of the room or involved.

Authorized person(s) must not allow unauthorized individuals to enter the room or area involved.

## **ADDITIONAL SERVICES PROVIDED BY CAMPUS SECURITY**

### **Escort**

During the hours Security personnel are on duty, escort service is available for all members of the College community. If you need an escort, call 402-432-4964 and give your name, location, and destination. A Security officer will be glad to meet you and help you get to your destination.

### **Automobile accidents**

If you or someone you know is involved in an automobile accident on campus, call the Lincoln Police Department immediately. They will take an accident report which may be used for insurance purposes.

### **Injury Reports**

If you know someone who is ill or who has been injured on College property, contact the Student Health office. If the illness or injury is serious and needs immediate attention, call 911 for ambulance service.

### **Lost and Found**

Items can be claimed or turned in to Student Services, located on the main floor of the Everett Dick Administration building.

### **Parking Permits**

The Security Department/Vice President of Students issues parking permits to faculty, staff, and students of Union College. Permits are issued at registration and during normal business hours. Permits are required to be displayed so that the number is visible while the vehicle is on the College campus.

All the faculty, staff and student vehicles parked on the ground of Union College must display a valid parking permit. This is the sole responsibility of the person registering a vehicle with the College. A permit must be hung from the rear view mirror, facing forward. Vehicles owned or operated by faculty, staff, and students are not visitor cars should not be parked in designated visitor parking. If you loan your car to anyone, be sure to explain where that car may be parked. You are responsible for any infraction issues to the vehicle.

### **Parking Violations**

The Campus Security issues parking citations to vehicles parked in violation of Union College parking regulations. Fines range from \$10.00 for no visible tag, to \$25.00 for parking in a handicap or visitor space.

### **Disaster Readiness**

It is important to understand that a disaster may strike at any time. It is also important to have a few basic plans in mind when it comes to exiting a building in the event of a disaster.

### **WHAT TO DO**

- Learn locations of critical equipment.
- Know evacuation routes and exit locations for your residence, work, class, and study areas.
- Know locations of shelters for your residence, work, class and study area.
- Keep a flashlight with fresh batteries in your work area.
- Keep durable walking shoes available.
- Have a pre-determined area to gather at, once you have exited the building that has been established by Divisions or Administrators.
- Remain calm; be reassuring to those around you.
- Assist any injured persons as best as you can.
- Stay away from the windows; secure yourself in a safe place – basement, closet, etc.
- Report an emergency or potential emergency immediately to an administrator or staff member or call 911.
- Do not speak with news or other media representatives. Give information only to the person responsible for the area or building you are in.

### **Important Phone Numbers**

Plant Services	2536
Financial Vice President	2502
President	2500
Vice President for Student Services	2507
Campus Security	402-432-3964
Academic Vice President	2501
Advancement Vice President	2503
Chaplain/VP for Spiritual Life	2508

## **Workplace Violence**

Workplace violence is described as “Any threat of physical aggression by an individual that occurs at a work site. “Its intended target may be other individual/s” or an object. Examples of threats of workplace violence include death threats, threat of assault with a weapon, threat of rape, threat of aggravated assault, threat of assault under the guise of an accident, threat of hostage taking, and threat of destruction of property.

In order for you to reduce your security risks associated with the workplace violence, it is important to know that warning signs. Remember, not all warning signs will be exhibited by an at risk employee.

- Most offenders are male between 35 and 55 years old.
- There is usually a mid-life transition (divorce, layoff).
- They are generally dissatisfied with life.
- They are usually a loner who has no support structure and has low self-esteem.
- There is a history of being disgruntled and the person tends to project his/her short comings onto others.
- They often intimidate supervisors and co-workers.
- They feel persecuted and view efforts to help with suspicion.
- They may watch others for work rule violations and keep records
- They are probably interested in weapons and may be a collector or a marksman.
- Most offenders do not have a prior criminal record.
- They repeatedly violate company policy.
- They usually show a strong hostile reaction to any new company policy.
- They possess a paranoid attitude and seem to have a plan that will solve everything.
- There have been changes in his/her attendance pattern.
- They generally put everything in their life in order (in case he/she commits suicide).
- They are more accident prone.
- There is a change for the worse in personal hygiene.
- There is an increase in alcohol use or evidence of drug use.

Supervisors should take potential warning signs seriously. By working through the appropriate channels, we can all enjoy a safe and secure work environment.