



**UNION COLLEGE**

**ANNUAL SECURITY REPORT  
AND  
FIRE SAFETY REPORT**

**Published December 21, 2020**

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

## Table of Contents

Introduction	4
Campus Safety	5
Safety and Security Reference Numbers Security	5
Safety on Campus	6
Reporting Procedures	6
Student Right-To-Know and Campus Security Act of 1990	6
Crime Statistics	6
Annual Fire Safety Report	11
Fire Safety	12
Building fire alarms:	12
Fire Alarms	12
Nebraska State Crime Definitions	13
FBI Uniform Crime Reporting Definitions	16
Other Definitions	17
Safety Tips	21
Rape: Prevention and Resources	22
Date Rape Drugs	26
Campus Safety	26
Timely Warnings	27
Trespass Policy	27
Firearms	27
Contacting Help on Campus	27
Alcohol and Drug Prevention Policy	28
Sanctions	28
External Sanctions	29
Smoking Policy	29

Missing Student Policy	30
Counseling and Treatment Programs	30
Discrimination and Harassment	30
4.14 Discrimination and Harassment, OPR	30
Sex Offender Policy	37
Sexual Assault Prevention and Response	38
Notice of Availability of Annual Campus Crime (Your Right to Know) Report	38
The Individuals Responsibility	38
Building Hours	38
Access after normal hours:	39
Workplace Violence	39
Additional Services Provided by Campus Safety	40
Escort	40
Automobile accidents	40
Injury Reports	40
Lost and Found	40
Parking Permits	40
Parking Violations	40
Disaster Readiness	41
Important Phone Numbers	41

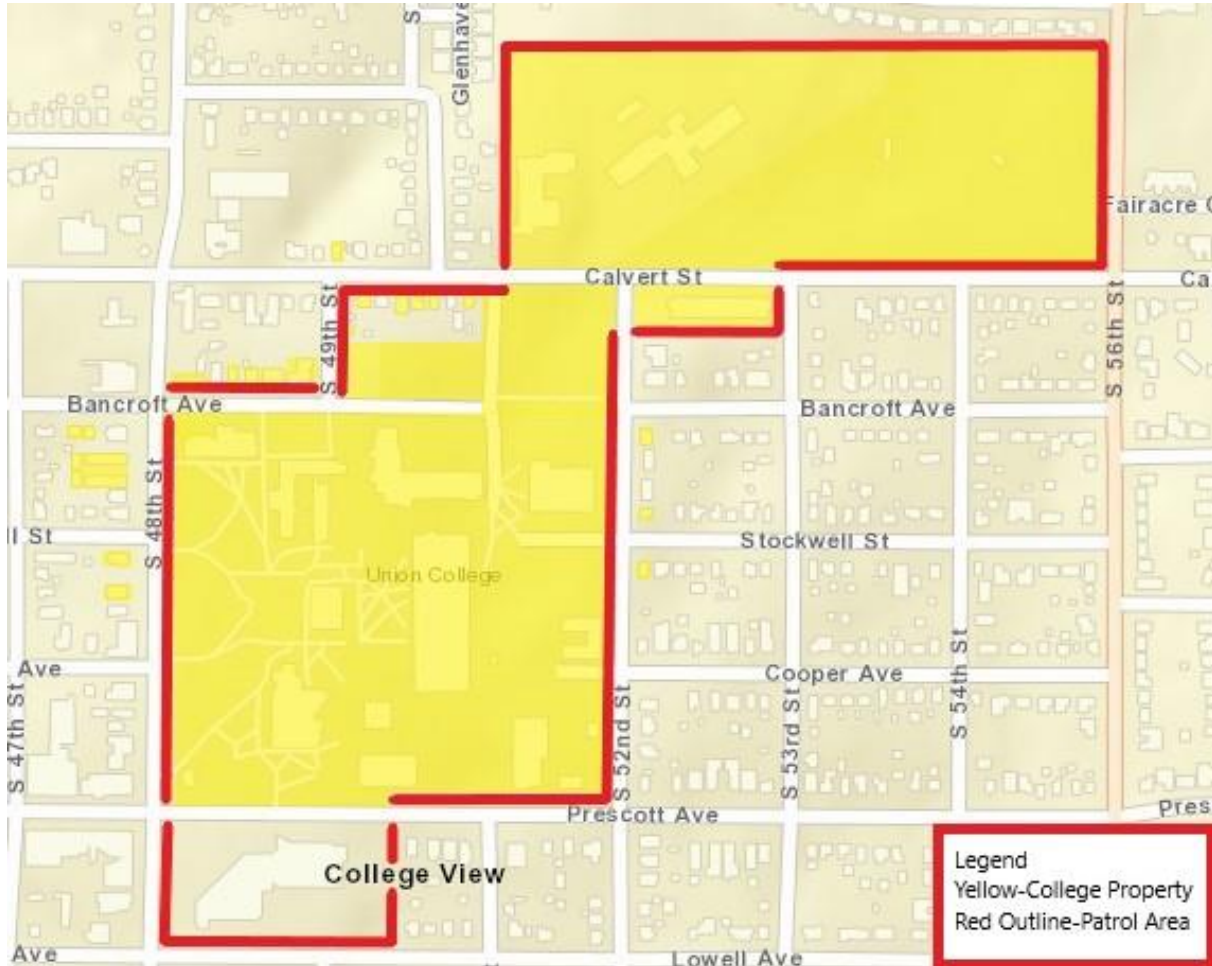
## **Introduction**

*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 (ASR) 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 2013 Violence Against Women Reauthorization Act (VAWA) contains significant amendments to the clery act and is sometimes referred to as the “Campus SaVE Act”.*

*The Clery Act was enacted in 1990, and amended in 1992, 1998, 2000, 2008, and 2013. All statistics in this Annual Security Report are presented and updated in compliance with all amendments to the act.*

## Campus Safety

The Campus Safety department patrols all campus buildings, parking lots and any other College property. Patrols are conducted by our Director, students, and SECURITAS officers. The Lincoln Police Department patrols the surrounding neighborhoods and responds to emergency calls.



## Safety and Security Reference Numbers Security

Fire, Medical Emergency	911
Campus Safety Department	2911 or 402-486-2911
Vice President of Student Life	402-486-2573
Administrator on Call	402-486-2700

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

## **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 Office of Campus Safety 402-486-2911 and 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 suspected party will be processed through the local courts, and, if a student, through the college.

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

If an incident occurs off campus, the Office of Campus Safety 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>

## **Crime Statistics**

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

- Director of Campus Safety: Dustin Sauder (402-486-2197)
- Title IX Coordinator: Lizz Davis (402.486.2600 ext. 2174)
- Vice President for Student Services: Kim Canine (402-486-2507)

Input from all campus constituencies is welcomed and encouraged.

The following crimes or offenses have been reported to the college or to local law enforcement agencies. Violations of Union College policies that resulted in persons being referred for disciplinary action and that did not violate the law are not included. Reports of crimes are disclosed regardless of whether the crimes have been investigated by police or Campus Safety and regardless of whether a finding of guilt or responsibility has been assigned.

### **CRIMINAL OFFENSES (On-Campus)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder or Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	1	0
Fondling	0	1	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	1	4
Motor Vehicle Theft (Not Theft from a Vehicle)	0	1	0
Arson	0	0	0

### **CRIMINAL OFFENSES (On-Campus Housing)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder or Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	1	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	4
Motor Vehicle Theft (Not Theft from a Vehicle)	0	0	0
Arson	0	0	0

### **CRIMINAL OFFENSES (Non-campus)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder or Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0

Burglary	0	0	0
Motor Vehicle Theft (Not Theft from a Vehicle)	0	0	0
Arson	0	0	0

### **CRIMINAL OFFENSES (Public Property)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder or Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (Not Theft from a Vehicle)	0	0	0
Arson	0	0	0

### **HATE CRIMES (On campus)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder or Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (Not theft from Vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

### **HATE CRIMES (On campus housing)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder or Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (Not theft from Vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0



**HATE CRIMES (Noncampus Property)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder or Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (Not theft from Vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

**HATE CRIMES (Public Property)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder or Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (Not theft from Vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

**VAWA OFFENSES (On-Campus)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	7	2

**VAWA OFFENSES (On-Campus Housing)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**VAWA OFFENSES (Noncampus Property)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**VAWA OFFENSES (Public Property)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**ARRESTS (On-Campus)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	0
Liquor law violations	0	1	0

**ARRESTS (On-Campus Housing)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**ARRESTS (Non-Campus Property)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**ARRESTS (Public Property)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**DISCIPLINARY ACTION (On-Campus)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	1	0
Drug abuse violations	0	5	3
Liquor law violations	0	0	1

**DISCIPLINARY ACTION (On-Campus Housing)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	1	0
Drug abuse violations	0	5	3
Liquor law violations	0	0	1

**DISCIPLINARY ACTION (Non-Campus)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

### **DISCIPLINARY ACTION (Public Property)**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

### **UNFOUNDED CRIMES**

<b>Criminal Offense</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	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," and then call the Office of Campus Safety at 2911. The Lincoln Fire and Rescue 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 Campus Safety Office.

<b>Date</b>	<b>Location</b>	<b>Cause</b>	<b>Type of Alarm</b>	<b># occupants Evacuated</b>
9-APR-2019	ENGEL HALL	DRILL (DAY)	DRILL	5
9-APR-2019	DICK ADMIN	DRILL (DAY)	DRILL	39
9-APR-2019	DON LOVE	DRILL (DAY)	DRILL	60
9-APR-2019	ORTNER CENTER	DRILL (DAY)	DRILL	N/A
9-APR-2019	PRESCOTT HALL	DRILL (DAY)	DRILL	40

9-APR-2019	REES HALL/GEORGE STONE	DRILL (DAY)	DRILL	60
9-APR-2019	KRUEGER CENTER	DRILL (DAY)	DRILL	55
9-APR-2019	LARSON / NURSING	DRILL (DAY)	DRILL	47
9-APR-2019	GYMNASIUM	DRILL (DAY)	DRILL	25
7-OCT-2019	PRESCOTT HALL	DRILL (NIGHT)	DRILL	117
7-OCT-2019	CULVER HALL	DRILL (NIGHT)	DRILL	WAITING ON
7-OCT-2019	REES HALL	DRILL (NIGHT)	DRILL	214

## 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 by the Fire Department or Campus Safety Director, 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, personal safety should be the first concern. Important points to remember are:

- Always pull the fire alarm first, call 911.
- 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 and Rescue and they will dispatch trucks to take care of the emergency. When an alarm sounds, immediate evacuation is required.

## **Nebraska State Crime Definitions**

### **Arson; First Degree (28-502)**

(1) A person commits arson in the first degree if he or she intentionally damages a building or property contained within a building by starting a fire or causing an explosion when another person is present in the building at the time and either (a) the actor knows that fact, or (b) the circumstances are such as to render the presence of a person therein a reasonable probability.

(2) A person commits arson in the first degree if a fire is started or an explosion is caused in the perpetration of any robbery, burglary, or felony criminal mischief when another person is present in the building at the time and either (a) the actor knows that fact, or (b) the circumstances are such as to render the presence of a person therein a reasonable probability.

**(3) Arson in the first degree is a Class II felony.**

### **Arson; Second Degree (28-503)**

(1) A person commits arson in the second degree if he or she intentionally damages a building or property contained within a building by starting a fire or causing an explosion or if a fire is started or an explosion is caused in the perpetration of any robbery, burglary, or felony criminal mischief.

(2) The following affirmative defenses may be introduced into evidence upon prosecution for a violation of this section:

(a) No person other than the accused has a security or proprietary interest in the damaged building, or, if other persons have such interests, all of them consented to his or her conduct; or

(b) The accused's sole intent was to destroy or damage the building for a lawful and proper purpose.

**(3) Arson in the second degree is a Class III felony.**

### **Arson; Third Degree (28-504)**

(1) A person commits arson in the third degree if he or she intentionally sets fire to, burns, causes to be burned, or by the use of any explosive, damages or destroys, or causes to be damaged or

destroyed, any property of another person without such other person's consent. Such property shall not be contained within a building and shall not be a building or occupied structure.

(2) Arson in the third degree is a Class IV felony if the damages amount to one thousand five hundred dollars or more.

(3) Arson in the third degree is a Class I misdemeanor if the damages are five hundred dollars or more but less than one thousand five hundred dollars.

(4) Arson in the third degree is a Class II misdemeanor if the damages are less than five hundred dollars.

**Assault in the first degree (28-308)**

(1) A person commits the offense of assault in the first degree if he or she intentionally or knowingly causes serious bodily injury to another person.

(2) Assault in the first degree shall be a Class II felony.

**Assault in the second degree (28-309)**

(1) A person commits the offense of assault in the second degree if he or she:

(a) Intentionally or knowingly causes bodily injury to another person with a dangerous instrument;

(b) Recklessly causes serious bodily injury to another person with a dangerous instrument; or

(c) Unlawfully strikes or wounds another (i) while legally confined in a jail or an adult correctional or penal institution, (ii) while otherwise in legal custody of the Department of Correctional Services, or (iii) while committed as a dangerous sex offender under the Sex Offender Commitment Act.

(2) Assault in the second degree shall be a Class IIA felony.

**Assault in the third degree (28-310)**

(1) A person commits the offense of assault in the third degree if he:

(a) Intentionally, knowingly, or recklessly causes bodily injury to another person; or

(b) Threatens another in a menacing manner.

(2) Assault in the third degree shall be a Class I misdemeanor unless committed in a fight or scuffle entered into by mutual consent, in which case it shall be a Class II misdemeanor.

**Burglary (28-507)**

(1) A person commits burglary if such person willfully, maliciously, and forcibly breaks and enters any real estate or any improvements erected thereon with intent to commit any felony or with intent to steal property of any value.

(2) Burglary is a Class IIA felony.

**Manslaughter (28-305)**

A person commits manslaughter if he or she kills another without malice upon a sudden quarrel or causes the death of another unintentionally while in the commission of an unlawful act.

Manslaughter is a Class IIA felony.

**Involuntary Manslaughter (28-305)**

Subsection (1) of this section establishes and distinguishes the two categories of manslaughter: an unlawful killing, without malice, "upon a sudden quarrel," which may be characterized as voluntary manslaughter, and an unlawful but unintentional killing, without malice, as the result of the defendant's commission of an unlawful act, which may be characterized as involuntary manslaughter. *State v. Pettit*, 233 Neb. 436, 445 N.W.2d 890 (1989).

**Murder in the first degree (28-303)**

A person commits murder in the first degree if he or she kills another person (1) purposely and with deliberate and premeditated malice, or (2) in the perpetration of or attempt to perpetrate any sexual assault in the first degree, arson, robbery, kidnapping, hijacking of any public or private means of transportation, or burglary, or (3) by administering poison or causing the same to be done; or if by willful and corrupt perjury or subornation of the same he or she purposely procures the conviction and execution of any innocent person. The determination of whether murder in the first degree shall be punished as a Class I or Class IA felony shall be made pursuant to sections 29-2519 to 29-2524.

**Robbery (28-324)**

(1) A person commits robbery if, with the intent to steal, he forcibly and by violence, or by putting in fear, takes from the person of another any money or personal property of any value whatever.

(2) Robbery is a Class II felony.

### **Stalking (28-311.03)**

Any person who willfully harasses another person or a family or household member of such person with the intent to injure, terrify, threaten, or intimidate commits the offense of stalking.

This may include continuous messaging and other online behavior.

## **FBI Uniform Crime Reporting Definitions**

### **Murder**

The FBI's Uniform Crime Reporting (UCR) Program defines murder and nonnegligent manslaughter as the willful (nonnegligent) killing of one human being by another.

### **Forcible Rape**

Forcible rape, as defined in the FBI's Uniform Crime Reporting (UCR) Program, is the carnal knowledge of a female forcibly and against her will. Attempts or assaults to commit rape by force or threat of force are also included; however, statutory rape (without force) and other sex offenses are excluded.

### **Robbery**

The FBI's Uniform Crime Reporting (UCR) Program defines robbery as 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**

The FBI's Uniform Crime Reporting (UCR) Program defines aggravated assault as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. The UCR Program further specifies that this type of assault is usually accompanied by the use of a weapon or by other means likely to produce death or great bodily harm. Attempted aggravated assault that involves the display of—or threat to use—a gun, knife, or other weapon is included in this crime category because serious personal injury would likely result if the assault were completed. When aggravated assault and larceny-theft occur together, the offense falls under the category of robbery.

### **Burglary (breaking or entering)**

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

### **Larceny**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken



by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

### **Motor vehicle theft**

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

### **Liquor laws**

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. Federal violations are excluded.

## **Other Definitions**

### **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.

### **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”).

### **Violence Against Women Act (VAWA) Offenses**

Any incident of Domestic Violence, Dating Violence, and stalking. Sexual Assault is also a VAWA Offense, but is included in the criminal offenses category for Clery Act reporting purposes.

## **Weapons Possession**

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.

## **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence and is a separate Clery act report (i.e. will not be double counted for reporting purposes).

## **Domestic Violence**

A felony or misdemeanor crime of violence committed by:

- A. a current or former spouse or intimate partner of the victim.
- B. a person with whom the victim shares a child in common.
- C. a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- D. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred.
- E. any other person against an adult or youth victim who is protected from that person's acts under the domestic or violence laws of the jurisdiction in which the crime of violence has occurred.

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

## **Larceny**

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

## **Hierarchy Rule**

When counting crimes within the Criminal Offenses category, only the most serious offense is counted when multiple crimes are committed during a single event. This rule is applied when:

- Offenses are committed at the same time and place
- Time interval and distance between offenses are insignificant
- Unbroken time durations
- Same or adjoining locations

The Hierarchy rule is applied as follows:

1. Murder and non-negligent Manslaughter
2. Manslaughter by Negligence
3. Sexual Assault (Rape, Fondling, Incest, Statutory Rape)
4. Robbery
5. Aggravated Assault
6. Burglary
7. Motor Vehicle Theft.

This does not apply to hate crimes, arson, arrests and referrals for disciplinary action, or VAWA Offenses. The following offenses always count in multiple-offense situations in addition to the most serious Primary Crime:

- Dating Violence
- Domestic Stalking
- Stalking
- Arson
- Hate Crimes
- If a murder and a sexual assault occurs in the same offense, both crimes should be disclosed.
- Arrests or referrals for disciplinary action.

### **Reasonable Person**

A reasonable person under similar circumstances and with similar identities to the victim.

### **Reported Crime**

A crime is reported when it is brought to the attention of a Campus Safety authority or local law enforcement by a witness, a victim, the offender, or a third party. If a CSA receives a report, he or she must include it as a crime report using the school's procedures for reporting crimes.

### **Substantial emotional distress**

Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **Unfounded Crimes**

Union College may withhold or subsequently remove, a reported crime from the crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and based on the results of this full investigation and evidence, have made a formal determination that the crime reported is false or baseless and therefore unfounded.

## **Campus Safety Authority (CSA)**

While the Campus Safety office takes reports of criminal action, some students who are the victims of crimes may be more inclined to report it to someone other than Campus Safety. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be “Campus Security Authorities” (CSA) including:

- All members of Campus Safety/Security, including hired agencies.
- Access Monitors (Front Desk workers)
- Officials with significant responsibility for student and campus activities (i.e. student housing, student discipline, and campus judicial proceedings)
  - Official being defined as any person who has the authority and duty to take action and respond to particular issues on behalf of the institution.
- Student Affairs Professionals
  - Dean (Assistant Dean) of Students
  - Directors of Student Housing
  - Resident Assistant/Hall Directors
  - Student Conduct Officers
  - Director of Student Health
  - Director of Athletics and all athletic coaches (including part-time employees and graduate assistants)
  - Study Abroad coordinators and off-site trip coordinators
  - Faculty or staff advisors to student organizations
  - Human Resources
  - Ombudsperson
  - Peer Mentors
  - ASB / Senate
  - Victim Advocates
  - Law Enforcement Officers contracted by Union College.
  - Heart Scan

The only exemptions of CSA status to the above are\*:

- Professional Counselors
- Pastoral Counselors (Only when acting within the scope of their duties as a counselor)
- Faculty members who are not advisors of student groups or have no responsibility for student or campus activities beyond the classroom)
- Support Staff (providing they are not advisors of student groups or have no responsibility for student or campus activities beyond the classroom)
  - Secretaries
  - Receptionists
  - Facilities Staff

- Food Service Workers

\*These individuals may be required to report crimes under other obligations, such as school policy, etc.

A CSA must report allegations made in good faith to the reporting structure established in this document. Under Clery, a crime is ‘reported’ once it has been brought to the attention of the Campus Safety Office or local law enforcement by a witness, victim, other third party, or the offender. A crime can be reported by calling campus safety, sending an email to [campus.safety@ucollege.edu](mailto:campus.safety@ucollege.edu), completing a CSA report on uGroups, or contacting LPD.

Campus Safety will log the incident in the Daily Crime log whenever they receive a report of criminal activity. Crimes reported from previous years will be logged in the current years report.

Campus Safety will in future seek to:

- Coordinate CSAs
- Inform CSAs of their status as CSA
- Provide basic training to CSA
- Track documentation of crimes

CSA may be asked to provide as part of the Clery Compliance:

- Name
- Department
- Title
- Email Address

Campus Safety may request crime reports from all CSAs on an annual basis.

## Safety Tips

The Office of Campus Safety 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 Safety at 402-486-2911.*
- *Walk on designated walkways that are well lit. Report poor lighting to the Campus Safety Department at 402-486-2911. 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 and ID card 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” are 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 the 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 and be clear with expectations.**
- **A person cannot give consent, if they are under the influence of alcohol or drugs or are unconscious.**
- **Consent can be withdrawn at any time.**
- 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. Do not be intimidated.

**Maintain self-control:**

Being under the influence of drugs or alcohol means that a person cannot give consent. If you allow alcohol or other drugs to impair your thinking or ability to take action, you become more vulnerable to many types of attack. If at any point an individual becomes impaired, any previous consent is now void and forfeit until the person becomes sober.

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, stairwells 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 to make your own decisions.

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

- Go to a safe place.
- Call Campus Safety: 402-486-2911 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 include suspension, expulsion, and/or banning 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 Safety**

Union College provides security to the campus community through the Campus Safety Office. The Safety Department works to facilitate the safety and security of the students, staff, faculty, visitors, and property of the college. Campus Safety is a service-oriented organization that promotes safety, security, education, and personal responsibility by respecting and connecting with all who come on campus.

Campus Safety Department coordinates all campus security operations on campus and consists of one director, two student supervisors, and student campus safety officers.

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

Campus Safety Officers enforce all college rules and regulations and patrol the campus with an emphasis placed on crime prevention and education. Campus Safety 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 collaboration for emergency response.

Campus Safety encourages the prompt reporting of all crimes and attempted crimes, and summons the Lincoln Police and/or Fire Departments when the situation warrants.

### **Timely Warnings**

Union College will provide warnings in a manner that is timely and that withholds as confidential the names and other identifying information of victims and that will aid in the prevention of similar crimes. These warnings will be given when the following conditions have been met:

1. Clery Crime
2. On Union College's Clery geography
3. Reported to a Campus Safety or local police agency
4. Considered by the institution to represent a serious AND continuing threat to students and employees.

### **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 Safety 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 college owned properties, 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.

### **Contacting Help on Campus**

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

For information, non-emergency issues, and parking concerns, call 402-486-2911.

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 substances 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 Director of Campus Safety or Residence Hall Dean, 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 include 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 Policy**

Union College does not allow smoking anywhere on campus property.

## **Missing Student Policy**

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 safety and the Vice President for Student Life. The Campus Safety department will enlist the aid of the Lincoln Police Department. 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 and the student's parent/guardian within 24 hours of a student missing or if suspicious circumstances dictate law enforcement will be contacted immediately. Campus safety will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

If located, the student's state of health is the utmost concern, and returning to the campus will be evaluated. 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 College View Harmony Health or Parallels. When alcohol and drug violations occur, the student is required to have an evaluation at College View Harmony Health or Parallels. 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.

Union College offers short-term counseling through the Student Health office behind Rees Hall beside the LPD substation. Appointments can be made at [www.campushealth.as.me/](http://www.campushealth.as.me/).

## **Discrimination and Harassment**

### **4.14 Discrimination and Harassment, OPR**

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 affected 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.

1. The Clery Compliance Officer is Dustin Sauder and the Title IX Compliance Officer is Lizz Davis; OR
2. His or her supervisor; OR
3. Vice-President over the department to which the employee reports; OR
4. The Vice-President for Financial Administration; OR
5. The College President, OR
6. The Vice President for Academic Administration, OR
7. The Sexual Harassment Compliance Officer, OR
8. Diversity Committee Chairperson, OR
9. Director of Disability Information, OR
10. 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.

1. The Clery or Title IX Compliance Officer:
2. His or her teacher; OR
1. His or her faculty advisor; OR
2. The Vice President for Academic Administration; OR
3. The Vice President for Student Services; OR
4. The College President; OR
5. The Sexual Harassment Compliance Officer; OR
6. Diversity Committee Chairperson; OR
7. Director of Disability Information; OR
8. 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 for 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 safety, 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                      402-486-2800
- Director of Campus Safety            402-486-2911

- Title IX Coordinator ext. 2507
- Lizz Davis 402.486.2600 ext. 2174  
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/>

**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 in the Student Life office.

## **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 Life 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 402-486-2911. 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 402-486-2911.

## **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 to buildings during closed hours is prohibited by students unless direct permission has been given by an appropriate staff member.

### **Access after normal hours:**

The Campus Safety 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.

### **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 midlife 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 shortcomings 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.

## **Additional Services Provided by Campus Safety**

### **Escort**

During the hours Safety personnel are on duty, escort service is available for all members of the College community. If you need an escort, call 402-486-2911 and give your name, location, and destination. A Safety 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 Campus Safety immediately at 2911. 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 the Campus Safety Office, located in the basement floor of the Everett Dick Administration building.

### **Parking Permits**

The Campus Safety Department 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 and 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. Vehicles with multiple violations that are not registered will be booted and/or towed.



## 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 predetermined 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

Vice President for Financial Administration 2502

President 2500

Vice President for Student Services 2507

Campus Safety 402-486-2911

Vice President for Academic Administration 2501

Vice President for Advancement 2503

Chaplain/VP for Spiritual Life 2508