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Compliance Document for Crime Awareness and Campus Security Act of 1990 Annual Security Report - Clery Act Report 2017

This information is furnished to you as part of the Lewis-Clark State College commitment to safety and security on campus and complies with the Crime Awareness and Campus Security Act of 1990. The Campus Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The full text of this report can also be located at www.lcsc.edu/media/513130/cleryreport.pdf. The Clery Act is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The act is named in memory of Jeanne Clery, a 19-year-old female who attended school in Bethlehem, Pennsylvania at Lehigh University. Jeanne was a freshman who was assaulted and murdered in her residence hall room on April 5, 1986. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Residence Life, Judicial Affairs in conjunction with Student Life and the Athletic Department and other campus Security Authorities. Each entity provides updated information on their educational efforts and programs to comply with the Act.

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NOTICE OF AVAILABILITY OF THE ANNUAL SECURITY REPORT:

Each year a notification is sent to all enrolled students and employees, which provides the web address to access this report. Printed copies of this report may also be obtained at the Campus Security Office.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; certain off-campus buildings or property owned or controlled by Lewis-Clark State College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as sexual assault, and other matters.

Lewis-Clark State College is a state supported institution of higher education and is located in Lewiston, Idaho with outreach centers in Grangeville, Orofino and Coeur d'Alene, Idaho. The college has an enrollment of over 4,000 students with approximately 400 students who live in residence halls on campus.

Mission

Lewis-Clark State College is concerned about the safety and welfare of all campus members and guests and commits itself to promoting a safe and secure environment. Because no campus can totally isolate itself from crime, Lewis-Clark State College has developed a series of policies and procedures designed to ensure that every possible precaution is taken to protect the campus community. The Campus Security Department works in cooperation with the Lewiston Police Department to accomplish this mission.

Office Information

The Office of Campus Security reports to Lewis-Clark State College's Vice President for Finance and Administration. Campus Security works closely with all departments of the College to ensure that safety policy and procedures are uniformly executed and conveyed in a clear and consistent manner to all the College's students, faculty, and staff.

The Security Department office is located at 508 8th Avenue, Lewiston, Idaho in Meriwether Lewis Hall, Room 110. A Campus Security officer is on duty 24 hours a day, 365 days a year. Uniformed Campus Security officers and a Security Director provide around-the-clock patrol and services to the campus community.

Clery Data, Campus Security Authorities and Outside Crime Statistics

Campus Security officers are responsible for a full range of safety/security services to the Lewis-Clark State College community, including gathering all information/reports for the Annual Security (Clery) Report. The reports and crime statistics are reviewed and maintained by the Director of Security in the Security Office. Campus Security Authorities include Human Resource Services Director, Vice President for Student Affairs, Student Counseling Center Director; Student Activities Director and Advisor, Athletic

Department Directors and Coaches, Residence Life Directors, assistants and aids, Writing Lab and all club advisors. They are sent a link to training each year which reminds them to send information on all crimes reported to their areas. For all non-campus buildings and property and public property crime data is also solicited and gathered by the Security Director from the appropriate responding law enforcement agencies. Security is also responsible for all crime report investigations, medical emergencies, fire emergencies, traffic accidents, key control, and enforcement of all College policies including those relating to alcohol use, drug use, and weapons possession.

Daily Crime Log

The Daily Crime Log is maintained in the Campus Security Office by the Director and senior officers. The log includes any crime or alleged crime that is reported to Campus Security. The log states the nature of the crime, date and time crime occurred; general location of crime, and disposition of the crime. The log is continuously updating within the software Report Exec, with any reported crimes or changes in dispositions. A printed copy of the past 60 days is available during normal business hours and logs older than 60 days are available within 2 business days.

Emergency Management Plan

The Vice President for Finance and Administrative Services is the Emergency Management Plan coordinator. The changes to the Emergency Management Plan and associated documents are made as needed. Lewis-Clark State College (LCSC) is committed to protecting its students, faculty, staff, visitors and property and to maintain an environment suitable for the orderly conduct of College functions at all times. After protecting the safety and security of personnel in an emergency situation, a primary goal will be the rapid and effective recovery of College operations. All LCSC personnel must be prepared at all times to respond to emergency situations that would adversely affect the College's personnel, property, and/or mission.

The fundamental purpose of the Emergency Management Plan is to establish general procedures and guidelines for dealing with all categories of emergencies, ranging from serious public relations incidents that might adversely impact the College's reputation and/or its ability to conduct orderly business, to catastrophic events involving the entire Lewiston/Clarkston community and/or one or more of LCSC's outreach centers. This plan also can be used to deal with crises that escalate from lesser incidents that, initially, may be worked by other LCSC problem-solving groups.

While the nature of potential contingencies and the College's responses thereto cannot be predicted in advance, the Emergency Plan provides standard operating procedures for handling emergencies, disseminating public information, establishing emergency communications, developing alert and warning procedures, assessing and reporting damage, and implementing recovery actions. This plan assumes cooperation with and dependence upon local, state and/or federal emergency response organizations.

In addition to providing immediate response actions and checklist-type items, the document can be used to train LCSC personnel in preventive steps to enhance security, prepare them to deal with a wide range of potential emergency scenarios from weather related incidents, fires to hostile situations.

The Emergency Management Planning Team consists of the Vice President for Finance and Administrative Service, Vice President for Student Affairs, directors of Security, Physical Plant, and Human Resource Services; the Chief Technology Officer (IT director); Director of College Communications (Media Relations/Public Information Officer), the President's Executive Assistant, and the Risk Management Coordinator. This nine-person team may be supplemented by representatives of other functional areas as necessary, upon direction of the President.

When an emergency situation is reported Campus Security is notified and will respond. Information will be gathered and an assessment will be done on what buildings or people could be impacted, and what information can be distributed. This information will be forwarded to the President's office. Notifications will be sent by the President or the President's designee using the phone tree, emergency broadcast system, reader boards, mass emails, emergency web page, and other available communication modes.

Building Evacuation Coordinators are assigned to each building to help with emergency training, evacuation, and assistance with evacuation of those with disabilities.

The emergency broadcast system is tested annually. The tests are announced to different members across the campus before they are conducted and feedback is gathered from the campus community on how the notification system works in different areas.

The Emergency Management Plan is found in its entirety on the campus intranet and a notification is sent out when it is updated.

Timely Warnings

Lewis-Clark State College President or his/her designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq. Anyone with information warranting a timely warning should report the circumstances to Lewis-Clark State College Security Department or the President's office as soon as safely possible. In the event that a situation arises that requires issuance of a warning, these warnings are provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring. The decision to issue a timely warning shall be decided on a case by case basis in compliance with the Clery Act and considering all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Timely warnings are normally issued for the following classifications:

- arson
- burglary
- robbery
- aggravated assault
- criminal homicide
- motor vehicle theft
- sex offenses
- any other crimes as deemed necessary

Procedure: Upon receipt of all relevant information and upon the determination that a timely warning should be issued; Campus Administration will inform the campus community by immediately contacting the directors of Security and College Communications or their designees to allow for appropriate media distribution of the warning. In the event of a major catastrophe or disaster at LCSC, the College may provide timely information regarding the incident(s) with texts, phone calls and emails through ReGroup; on the emergency website www.lcsc.edu/emergency, by posting flyers, student email, student radio station (KLCZ-88.9 FM) or other media outlets.

The warning may include, but is not limited to, the following information:

- type of crime
- location of occurrence
- available suspect information

Reporting of Criminal Actions or Emergencies

The campus Security Department is responsible for enforcement of policies, rules, and regulations set forth by the State of Idaho, Idaho State Board of Education, and Lewis-Clark State College. The Security Office is generally open for ticket appeals and other business matters from 8:00 AM-5:00 PM, Monday through Friday during the school year and reduced hours during the summer. The Duty Officer will meet individuals needing assistance at the office after hours if notified by phone. The department is staffed by trained officers with experience in security and law enforcement.

Prevention of injury or property loss is dependent upon prompt reporting to Campus Security. All personnel on campus, whether employee, student, or visitor that have knowledge of, or should have

knowledge of, any thefts, vandalism, violence, sexual misconduct, or any other criminal activity, actual or suspected should report such immediately. This also includes incidence of damage or potential damage to persons or property and lost or missing persons.

To report a crime or emergency, members of staff, students, faculty, and administrators should call the office number 792-2226 or 792-2815 which is routed to a phone that Security officers carry while on duty.

Campus Security officers submit incident reports on all crimes reported to the department. These incident reports are filed in the Campus Security Department and may be reported to the Lewiston Police Department and automatically become part of its record keeping process. All serial numbers of vehicles and office equipment reported stolen from campus are reported through the Lewiston Police Department to the National Crime Information Center (NCIC).

The Security Department of Lewis-Clark State College maintains radio contact with the Lewiston Police and Fire Departments and Nez Perce County Sheriff's Office, and support can be obtained immediately. The security officer answers all complaints, taking necessary steps to alleviate any dangerous situations. In the event of an incident, Security will notify the proper department and take steps to protect persons and property, including issuing a timely warning.

In case of a serious event or emergency, the appropriate emergency services should be called. First call 911 and then Campus Security. Callers should be aware of the exact address they are calling from as some 911 calls placed through cell phones are routed to Washington emergency services dispatchers (Whitcom). A building will be evacuated when a fire alarm sounds unless directed differently by a fire department official or security officer.

Anonymous Reporting

If a person is a victim or witnesses criminal activity but wishes to remain anonymous, the Security Department has two means of reporting. We have established an Anonymous Tip Line 792-2929 and a Secret Witness Form that is available on the Security website at: <http://www.lcsc.edu/security/secret> LCSC also has a third party reporting hotline service that can be used by anyone who wants to remain anonymous to report unethical, illegal, or irresponsible activity through LCSC's Confidential Report Line or online at <https://www.lighthouse-services.com/lcsc>. The Confidential Report Line is administered by Lighthouse Services, which is available 24 hours a day, 7 days a week. Reports will be routed to the applicable Lewis-Clark State College department for review. 1-855-840-0070

If a person is a victim of a crime but does not want to pursue action within the College's judicial system or with law enforcement, we still encourage the individual to report the incident using the tip line or online form and we will protect their anonymity. Anonymous and confidential reports can be used to track potential threats and warn the campus community (if there is a danger) based on location or method of assault. These are retained in Security's records and counted in the annual crimes statistics for the institution.

Access to Campus Facilities

Lewis-Clark State College has taken steps to improve accessibility for our disabled students. Most buildings (which students must enter) have satisfied the Office of Civil Rights standards of accessibility. Many campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business. Some buildings are open Saturday and Sunday for classes, labs, and special events.

The exterior doors of the residence halls are locked at all times, and some student residence facilities are equipped with electronic alarms that signal whenever the doors are opened. Campus Security personnel carry keys and access cards to all buildings and are responsible for locking and opening buildings and classrooms during normal operations as well as for special events.

Access control is a Security Department responsibility. All keys or access cards issued are reviewed and issued through the Security and Campus Card Services offices. All keys signed out should be returned to

Security when no longer needed and access cards returned to Campus Card Services. Access keys or cards are not to be given to unauthorized persons. The Security Department works closely with the Physical Plant locksmith to ensure all doors and locks work properly.

Maintenance and Security of Campus Facilities

The College maintains a strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Motor vehicle parking lots, pedestrian walkways, and building exteriors are well lighted.

Surveys of exterior lighting on campus are conducted weekly by the Security Department, which works closely with Physical Plant to insure that all lighting issues are addressed in a timely manner. Members of the campus community are encouraged to report any lighting deficiencies to the Campus Security Department at x2226. Everyone is encouraged to report any malfunctions immediately to Campus Security or the Physical Plant to help ensure the security of the site. Every evening Security officers check interior/exterior doors and windows while securing campus.

Shrubbery, trees, and other vegetation on campus are trimmed on a regular basis. Campus security officers and designated representatives of the Physical Plant survey the grounds of the campus to ensure that shrubbery, trees and other vegetation have been properly trimmed to meet safety standards.

Law Enforcement Authority and Interagency Relationships

Campus Security employs four full-time and approximately seven part time officers who are trained by members of security and law enforcement agencies. Campus Security personnel do not carry firearms but they are certified to carry pepper spray. Security staff members are not sworn peace officers, but they are authorized to make citizens' arrests when necessary, as granted by Idaho Statute 19-604, and are responsible for enforcement of College rules and regulations, and applicable federal, state, city and county laws and ordinances on College property. Although, at this time LCSC does not have signed Memorandum of Understanding, Campus Security maintains a close training and working relationship with the Lewiston Police Department, Nez Perce County Sheriff's Department, and all appropriate elements of the criminal justice system. Meetings are held on a formal and informal basis. Crime related reports and statistics are routinely exchanged.

A close relationship is maintained with the offices of Student Affairs, Residence Life, Student Counseling Services, and Human Resource Services. Reports concerning students/employees are shared among offices for investigative and judicial purposes. This group also works closely with the Title IX Coordinator.

Security Awareness and Crime Prevention Programs

It is the philosophy of Lewis-Clark State College to prevent rather than merely react to crime. A primary tool to accomplish this is our Crime Awareness Program. The program is based upon the concepts of minimizing criminal opportunities and encouraging students and employees to be responsible for their own safety and the security of themselves and others. The following is a listing of programs and projects used to accomplish this:

Escort Program: An escort service is provided on the main campus, particularly during the hours of darkness, for persons walking from building to building, or to their vehicles. To make arrangements contact the office at 792-2226 or the duty officer's phone 792-2815. In the event the answering machine picks up the call, the caller can choose to be transferred directly to the Duty Officer, or leave a message. We have also added a shuttle service between Clearwater Hall (located several blocks away) and the campus during the evening.

Residence Hall Security: Crime prevention brochures and other printed materials are made available to the students. We work closely with the residence hall personnel and aides to present security programs for the residents when requested. All non-resident guests are to be accompanied by their resident host at all times when in a residence hall. Students are encouraged to keep their doors locked and especially when they leave their rooms.

New Student Orientation and Professional Development Training (PDT): Campus Security offers, through the PDT program and New Student Orientation approximately fifteen classes/workshops a year focusing on crime prevention, including the [Flashpoint On Campus](#) (recognizing and preventing violence on campus). The programs focus on situational awareness and preventing crimes of opportunity.

Telephones: Security may be reached at 792-2226 or 792-2815 or 2226 and 2815 from a campus phone. Emergency phones in all campus elevators dial 911. There are also emergency connects to Campus Security by the west entrance to Clark Hall and the south entrance to Talkington Hall. Several courtesy telephones are located on campus, the main floor of the Student Union Building (SUB), main floor of the Administration Building, in the lobby of Clark Hall, first floor of Reid Centennial Hall, Library snack room, and on the first floor in Talkington Hall.

When dialing 911 from a cell phone, state your exact location, including town, as they sometimes route through the Clarkston, Washington's Dispatch Call Center.

Lewis-Clark State College Alcohol/Drug Policy

The College complies with Idaho State Law which states that it is illegal to sell, serve, or furnish beer, wine, or other alcoholic beverages or intoxicating liquor to a person less than 21 years of age.

It is illegal for any person under 21 years to purchase or attempt to purchase, procure, possess, be in the close proximity of, or consume any alcohol or intoxicating liquor.

The police may be called to offer citations for any underage possession or consumption of alcohol on Lewis-Clark State College property.

- Illegal possession or consumption of alcoholic beverages is prohibited in college-owned, leased, or operated facilities and on campus grounds
- Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. These areas include, but are not limited to, hallways, lounges, student union, recreation rooms, conference room athletic facilities, and other public areas of the college-owned buildings or grounds
- Sale of alcoholic beverages is prohibited in college-owned, leased, or operated facilities on campus
- Students who violate this policy will be subject to sanctions as have been established by the College administration
- Drinking, or being in the vicinity of alcohol in the residence halls is only permitted to those 21 or over, and only in closed rooms without minors present. Offenses will result in a Student Code of Conduct violation and may be grounds for disciplinary actions which may include eviction from the residence halls and/or judicial suspension

Drugs: Possession, manufacture, distribution, use and/or sale of drugs and/or narcotics classified as illegal, except those taken under a doctor's prescription, are prohibited on college-owned or controlled property, in college related housing, or at any college sponsored or supervised function. This policy arises from the institution's legal responsibility to the State of Idaho.

Drug/alcohol programs: Introduction: To comply with the Education Department General Administrative Regulations (EDGAR) Part 86, Lewis-Clark State College staff have prepared this report to review the college's "alcohol and other drugs" (AOD) prevention program for students, faculty, and staff. Specific attention was given to the College's methods for distributing information to students and employees about the prevention program, as well as assignment of responsibility for assessing the program. This biennial report contains the following:

- Descriptions of the elements of the AOD program
- AOD program goals and assessment of goal achievement
- Summaries of AOD program strengths and weaknesses
- Procedures for distributing annual AOD notification to students and employees
- Copies of the policies distributed to students and employees

- Recommendations for revising the AOD program

Lewis-Clark State College's AOD Program: The College's AOD prevention program consists of proactive educational programming, as well as counseling/assistance services. Proactive educational programming includes training programs for key personnel on campus, including staff in the residence halls and student orientation assistants. The training itself consists of making personnel aware of counseling services available to those with substance abuse problems (or those suspected of having a problem), basic information on identifying the behaviors of people who may be abusing alcohol or drugs, proper steps in making an intervention, and awareness of alternatives to social drinking and/or drug use. The biennial reports can be found on the Student Counseling Center and Disability Services website under the Drug-Free Schools & Community Act:
<http://www.lcsc.edu/student-counseling/substance-abuse-assistance/drug-free-schools-community-act>

Lewis-Clark State College Sex Crime Policy

Lewis-Clark State College will not tolerate sexual misconduct, including domestic violence, dating violence, stalking, and assault. Sexual assault is **ANY** sexual contact forced upon a person against their will, or where the victim is incapable of giving their consent. Contact includes touching, even over clothing. Force is defined as intimidation, coercion, physical action, and/or use of a weapon. Sexual assault can also include the use of a position or power of influence over another person. All reports of sexual assault, including date/acquaintance rape are taken seriously by the Campus Security department.

Definitions of Sexual Misconduct and Consent

Dating and Domestic Violence: Domestic Violence is defined (in Idaho Code § 39-6303) as "the physical injury, sexual abuse or forced imprisonment or threat thereof of a family or household member, or of a minor child by a person with whom the minor child has had or is having a dating relationship, or of an adult by a person with whom the adult has had or is having a dating relationship" (2002).

- Dating Relationship is defined as "a social relationship of a romantic nature"
- Family Member is defined as "spouses, former spouses and persons related by blood, adoption, or marriage"
- Household Member is defined as "persons who reside or have resided together, and persons who have a child in common, regardless of whether they have been married or lived together at any time"

Stalking: Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear or substantial emotional distress. Stalking on the basis of sex or gender that creates a hostile environment is a form of harassment under this policy. For the purpose of this definition, a pattern of behavior is defined as two or more incidents. Stalking behaviors may include, but are not limited to:

- Non-consensual communication including, in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters or notes, gifts, or any other communications that are undesired and/or place another person in fear
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by the person being targeted by the behaviors
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a person being targeted or that person's friends, family members, or animals
- Gathering of information about a person from that person's family, friends, co-workers, or classmates
- Manipulating and controlling behaviors such as threats to harm oneself or threats to harm someone close to the target of the behaviors

- Defamation and slander of the person being targeted.

Sexual Assault: Unwanted sexual contact (or attempts thereof): Any intentional sexual contact (whether with a body part or a foreign object) by one person upon another, performed without consent. Examples of sexual contact include: Contact with the breasts, buttock, groin, or genitals, or touching of another with any of these body parts; making a person touch themselves or another person with or on the breasts, buttocks, groin, or genitals; and bodily contact in a sexual manner, though not involving contact with breasts, buttocks, groin, genitals, mouth, or other orifice. Non-consensual sexual intercourse (or attempts thereof): Sexual intercourse in which one party has not freely agreed to participate, whether or not it is performed through force. Sexual intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object or finger, and mouth to genital contact, no matter how slight the penetration or contact.

Consent Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious. Consent for sexual activity cannot be given by someone under 16 years of age; those who are 16 or 17 may only consent to sexual encounters with partners who are less than 3 years older.

Sexual Harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex. Consistent with the law, this policy prohibits two types of sexual harassment: tangible employment or educational action and hostile environment. The full policies are in the Student Code of Conduct <http://www.lcsc.edu/media/4832285/5105-student-code-of-conduct-hearing-board.pdf> and in the Employee's Policy and Procedures Manual <http://www.lcsc.edu/media/4180506/3110-sexual-misconduct-title-ix.pdf>.

When sexual misconduct is reported an investigation will begin to help ensure the safety of the campus community. Each victim and accused person that is affiliated with the campus will be given a written Statement of Rights, offered counseling, an advocate, and assistance in reporting for on campus adjudication and/or local law enforcement.

What to do if you or someone you know is sexually assaulted:

Contact Campus Security or any other campus security authority such as the Title IX Coordinator, Vice president for Student Affairs, Director of Human Resource Services, or the Head Athletic Trainer immediately. They will meet the victim privately at a time and local place of her/his choice, to take her/his report.

- If the victim would like help reporting the incident to the police, the College will provide assistance when requested
- If the victim does not want to meet with anyone they do have the option of reporting the incident anonymously or confidentially as described above under **Anonymous Reporting** by phone or online form
- Go to a place that is safe and seek medical treatment. If a sexual assault occurs, safety and medical assistance are the first considerations. Twenty-four hour assistance is available. Whether or not you decide to report the incident, seek medical treatment immediately and get counseling as soon as possible. Do not douche, bathe, shower, or change clothes before seeking medical attention. Preserving evidence is important in later pursuing a criminal or other judicial case. Do not wash sheets or other bed coverings where critical DNA evidence may be found
- If you need medical transport call Campus Security at 208.792.2815 or 911
- Calling for transport will not result in an investigation unless the survivor wants to pursue one.
- Visits to Student Health or counseling are confidential.

- Seek counseling. Even if you do not report the sexual assault or press charges, you should contact a counselor as soon as possible at 208.792.2211, or the YWCA Crisis Line at 208.746.9655 or 800.669.3176, or for a referral contact the Idaho Care Line 2-1-1 or 800.926.2588 which are available 24 hours a day or text your zip code to 898211
- We encourage the victim to report the sexual assault. The more victims are willing to report sexual assaults, the easier it may be to prevent them. Reporting the incident does not mean that the survivor must proceed with a criminal prosecution
- Immediately following an attack, the survivor should write down everything she or he remembers about the incident, including:
 - physical description of the suspect(s)
 - information about the identity or location of the suspect(s)
 - the use of any threats or force
- College authorities will accompany victims who need medical care to a hospital emergency facility after an incident as requested
- If a victim of a sexual assault (who lives in campus housing) desires a change in their living arrangements, they may contact Residence Life. If a victim of sexual assault desires a change in their scholastic schedule, they may request alternative sections
- No Contact orders/Protection orders are available through the Campus Adjudicating Officer or the Courts and will be strictly enforced

Adjudication Process

Victims of sexual assault or campus officials who learn of a sexual assault may contact any campus security authority or the Title IX Coordinator about initiating disciplinary action. This should be done as soon after the incident as possible. The entire process will be prompt, fair, and impartial from the initial investigation to the final result and will be conducted by officials who receive (at a minimum) annual training. The investigator will interview the victim and notify the alleged perpetrator of the complaint three (3) calendar days before their initial interview. A complete investigation will be completed including interviewing any witnesses to the incident before referring the incident for any disciplinary action based on the preponderance of evidence. Both the accuser and accused may have others present during disciplinary proceedings and both parties will be informed of the outcome of the investigation in writing simultaneously. The Campus will protect the victim's identity from public disclosure of any identifying information in their reports. The victim will be made aware that complete confidentiality may impair the ability of the institution to provide requested accommodations or protective measures. Sanctions which may be imposed by the Adjudication Officer (Vice President for Student Affairs or their designee) could include, but are not limited to, a warning, probation, withheld suspension, suspension, expulsion, community service, fines, and restitution of damage, special sanctions, or any combinations of the above. If the student disagrees with the Vice President for Student Affairs' or designee's conclusion that he/she violated the Student Code of Conduct or with the sanction imposed, the student may request a hearing before the Student Hearing Board by delivering a written request for a hearing to the Office of the Vice President for Student Affairs within seven (7) calendar days after the date on which he/she is served with a copy of the Vice President for Student Affairs report.

If the student does not deliver a timely written request for a hearing, the Vice President for Student Affairs' determination and sanction shall become final and the student shall have no further right to an appeal or hearing.

Emergency Powers:

Nothing in the Student Code of Conduct shall be in derogation of the power of the President of LCSC or his/her duly authorized subordinates to declare a state of emergency on College-owned or controlled property, and to suspend the procedural and substantive rights specified herein for the duration of the declared emergency. Any sanctions imposed on any student violating this Code or any emergency rules or the lawful order of any College official may be imposed by the President of the College or his/her duly authorized subordinates after such summary proceedings as are reasonable under the circumstances but such sanctions shall continue only for duration of the emergency. Any sanctions, other than those imposed for the duration of the emergency, must be brought under the Student

Code of Conduct and, with respect to those proceedings, students are guaranteed all substantive and procedural rights specified herein.

Regardless of whether the survivor wants to pursue criminal prosecution, reporting the incident to Campus

Security may prevent any future acts of violence.

Sexual Misconduct Prevention Programs: Provided by Student Counseling Center, Student Affairs, Residence Life, Human Resource Services, and Security.

Key provisions of the Sex Misconduct prevention programs include:

- Mandatory new student orientation that includes an introduction to the college's policies concerning sexual harassment and the procedures we follow when we learn of an alleged sexual assault presented by Dean of Students, Director of Campus Security and Title IX Coordinator
- Mandatory sexual harassment prevention program for all LCSC staff monitored by the Director of Human Resource Services
- A policy statement for the institution and for the residence halls
- An annual sex crimes awareness week organized by the local YWCA
- Educational programs on sex crimes related issues, including harassment, stalking and domestic violence on and off campus property
- Specific educational material prepared for the residence halls
- Educational flyers posted in each restroom on campus that are rotated quarterly
- Available advocates to assist the victim, ensure the proper procedures are followed, and to render support to the victim
- Step Up! bystander intervention program
- Supportive programs dealing with health care and counseling through Student Health Care, Student Counseling Center, or for employees, the Idaho Council on Domestic Violence and Victim Assistance program.

Bystander Intervention: LCSC offers the Step Up! program to teach bystander intervention. This includes safe and positive options including staying calm; gathering information; considering all options including direct or indirect helping; providing support to the victim and knowing your limits including walking away if the situation is unsafe and calling authorities

Victim Notification: The institution will simultaneously disclose to the alleged victim and accused, of any crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime of offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

MISSING STUDENT

All residence hall students have the option to identify confidentially an individual to be contacted by Campus Security in the event the student is determined to be missing. If a student has identified such an individual, Campus Security will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by filling out and returning the card provided to them. The confidential contact information submitted by the student will be kept in a secure file in the Security Office and will only be used for notification purposes by the Campus Security Department. If the student is under the age of 18 and is not a legally emancipated individual, the parents or guardians will be notified along with any other individual listed.

Procedure: If a member of the college community has reason to believe that a residence hall student is missing, they should *immediately* notify the Campus Security Department at 208-792-2226 or 2815. All possible efforts will be made to locate the student to determine his or her state of well-being through the collaboration of Campus Security, Residence Life and Student Services.

Policy: The policy in its entirety can be found at: www.lcsc.edu/media/113701/5106.pdf

Crime Statistics

The Office of Campus Security, under the direction of the Director or his/her designee, gathers and compiles Lewis-Clark State College's crime statistics. In addition to the crimes reported to Campus Security, the Director also solicits information from different Campus Security Authorities, which includes but is not limited to, Vice President for Student Affairs, Director of Residence Life, Coordinator of Student Counseling Center, Director Human Resource Services and the Athletic Director. Crime statistics in this

report from off-campus venues and adjacent streets were compiled in collaboration with the Outreach Coordinators in Coeur d'Alene, Orofino, and Grangeville. We also receive crime statistics for adjoining public property from Lewiston Police Departments. These crime statistics are substantiated by the Office of Campus Security, and double counting of these crimes is avoided by a verification process conducted by the Director of Campus Security.

Disclosure requirements: Campus Security maintains statistics concerning the occurrence **on campus, non-campus properties and public property adjoining the main campus** during the most recent school year, and during the two preceding school years for which data are available, of the following criminal offenses **reported** to campus security, other campus security authorities or local police agencies.

NOTE: Only crimes that are reported to the LCSC Campus Security Department are reflected in this official report. All residential facilities offenses are also included in the on campus totals. Non-campus property includes Clearwater Hall, North Lewiston Training Center, and the Outreach Centers in Grangeville, Orofino and Coeur d'Alene.

CRIME DEFINITIONS

Murder: The willful (non-negligent) killing of a human being by another

Manslaughter: The killing of another person through gross negligence

Sex Offenses (Force): Any sexual act against another person without the other person's consent (Includes attempts)

- Sexual intercourse with another person without the other person's consent
- Sodomy with another person without the other person's consent
- Oral copulation (vaginal, anal) with another person without the other person's consent
- Rape with a foreign object (vaginal, anal) of another person without the other person's consent
- Sexual battery is the touching of the intimate parts of another person for the purpose of sexual gratification, without the other person's consent

Sex Offenses (No force): Any unlawful, but consensual sex act with another person (Includes attempts)

- Incest--consensual sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited
- Unlawful sexual intercourse, (statutory rape), consensual intercourse with a person who is under the age of consent

Robbery: The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear

Aggravated Assault: An unlawful assault upon the person of another with a firearm, deadly weapon, object, instrument, or by any means or use of force likely to produce great bodily harm (Includes attempts, whether or not an injury occurred)

Burglary: The unlawful entry into a defined structure with the intent to commit a theft or any felony

Vehicle Theft: The taking of a vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of title or possession of the vehicle

Arson: The willful and malicious setting of a fire to burn, or who burns, or causes to be burned, or who aids, counsels, or procures the burning of any structure, forest land or property

Hate Crimes: A hate crime is a *criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.* The bias could be based upon the perception that the person or group has one or

more of those characteristics. If any of the following crimes occurred because of a bias then a separate statistic is entered reporting such. For Clery purposes the offenses are broken into two groups:

- Murder and Non-negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Simple assault
- Motor vehicle theft
- Arson
- Intimidation
- Destruction/damage/vandalism of property
- Larceny-theft

Disclosure requirements: Statistics concerning the number of **arrests or referrals** for the following crimes occurring on campus:

Narcotics/Drug Offenses: The unlawful possession, sale, use, transportation, cultivation, manufacturing, or maintaining an unlawful place (Does not include driving while under the influence, and/or being under the influence of narcotic/illegal drugs)

Alcohol Offenses: The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), and maintaining an unlawful drinking place. (Does not include public drunkenness or driving while under the influence)

Weapon Offenses: With certain exceptions, the possession or control of any firearm, deadly weapon, illegal knife, or explosive device while on this property. Our residential policy prohibits the possession or control of any fireworks, Pellet or BB guns, switch blade knives, nunchaku, Billy clubs, or any other illegal weapon

Domestic Violence: Domestic Violence is defined (in Idaho Code § 39-6303) as “the physical injury, sexual abuse or forced imprisonment or threat thereof of a family or household member, or of a minor child by a person with whom the minor child...” (2002).

- Family Member is defined as “spouses, former spouses and persons related by blood, adoption, or marriage”
- Household Member is defined as “persons who reside or have resided together, and persons who have a child in common, regardless of whether they have been married or lived together at any time”

Dating Violence: Domestic Violence is defined (in Idaho Code § 39-6303) as “the physical injury, sexual abuse or forced imprisonment or threat thereof of an adult by a person with whom the adult has had or is having a dating relationship” (2002).

- Dating Relationship is defined as “a social relationship of a romantic nature”

Stalking: Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear or substantial emotional distress.

A separate disclosure will show if any of the above listed crimes were hate crimes.

In rare cases, an institution may remove reports of crimes that have been “unfounded” and to specify the requirements for un-founding. The regulations require an institution to report to the Department, and to disclose in its annual security report, the number of crime reports listed that were “unfounded” and subsequently withheld from its crime statistics pursuant to §668.46(c)(2)(iii) during each of the three most recent calendar years.

REPORTED CRIMINAL OFFENSES

CRIME	YEAR	ON-CAMPUS TOTAL	*** RESIDENCE HALL	ON-CAMPUS OTHER	NON- CAMPUS	PUBLIC PROPERTY
MURDER NON-NEGLIGENT MANSLAUGHTER	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
FORCIBLE SEX OFFENSES	2014	0	0	0	0	0
	2015	2	1	1	0	0
	2016	2	2	0	0	0
NON-FORCIBLE SEX OFFENSES	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ROBBERY	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
AGGRAVATED ASSAULT	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
BURGLARY	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	1	0	1	0	0
MOTOR VEHICLE THEFT	2014	0	0	0	0	0
	2015	2	0	2	0	0
	2016	0	0	0	0	0
ARSON	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0

ARRESTS AND JUDICIAL REFERRALS

*** **Crimes reported in Residential Facilities column are included in the on-campus category.** ***

ARRESTS	YEAR	ON- CAMPUS TOTAL	*** RESIDENCE HALL	ON- CAMPUS OTHER	NON- CAMPUS	PUBLIC PROPERTY
LIQUOR LAW VIOLATIONS	2014	1	1	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DRUG LAW VIOLATIONS	2014	1	1	0	0	0
	2015	2	1	0	0	0
	2016	1	0	1	0	0
ILLEGAL WEAPONS VIOLATIONS	2014	1	1	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0

JUDICIAL REFERRALS	YEAR	ON CAMPUS	*** RESIDENCE HALL	OTHER	NON-CAMPUS	PUBLIC PROPERTY
LIQUOR LAW VIOLATIONS	2014	16	16	0	0	0
	2015	14	14	0	0	0
	2016	11	10	1	0	0
DRUG LAW VIOLATIONS	2014	12	12	0	0	0
	2015	6	3	3	0	0
	2016	9	9	0	0	0
ILLEGAL WEAPONS VIOLATIONS	2014	1	1	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0

CLERY BIAS CRIME STATISTICS

In accordance with the new reporting on hate crimes the following statistics are now available:

CRIME	YEAR	TOTAL ON-CAMPUS	*** RESIDENCE HALL	OTHER	NON-CAMPUS	PUBLIC PROPERTY
DESTRUCTION OF PROPERTY / VANDALISM	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0

There are no other crimes to report during this time period where bias was a factor.

Violence Against Women Act

In accordance with the new reporting on VAWA crimes the following statistics are now available:

CRIME	YEAR	TOTAL ON-CAMPUS	*** RESIDENCE HALL	OTHER	NON-CAMPUS	PUBLIC PROPERTY
Domestic Violence	2014	1	0	1	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Dating Violence	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Stalking	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	1	1	0	0	0

SECTION 205 PROGRAM PARTICIPATION AGREEMENT REQUIREMENTS

The institution certifies that:

- Lewis-Clark State College has established a campus security policy
- Lewis-Clark State College complies with the disclosure requirements of section 485(f).

Sexual offender registration and the Campus Sex Crimes protection is a Federal Law that provides for the tracking of convicted sex offenders enrolled at, or employed by institutions of higher education. In addition, a list of all registered sex offenders in Idaho and Washington is available from the following:

Idaho: http://www.isp.idaho.gov/sor_id/

Washington: http://www.sheriffalerts.com/cap_main.php?office=54528

Annual Fire Safety Report

Lewis-Clark State College is required to prepare and publish an annual fire report by the Higher Education Opportunity Act. The report is to contain fire statistics including date, place, time, nature, injuries, deaths, and dollar amount of property loss. A description of each on-campus student housing facility fire safety systems and the number of fire drills held at each location must be provided. The reader will have information about the institutional policies on portable electrical appliances, smoking, and open flames as well as evacuation procedures and policies. This report will also name who the fires are reported to and the policies regarding institutional fire safety. A fire log that records the date the fire was reported, location, nature, and time for any fire in a residence hall shall be maintained by the College. This log will be kept by the Security Department and is available for viewing during normal business hours Monday through Friday in Meriwether Lewis Hall, room 110.

The fire statistics for each on-campus student housing facility is listed separately:

- Talkington Hall, 419 8th Avenue did not have any reported fires during 2016
- Clark Hall, 1023 4th Street did not have any reported fires during 2016
- Parrish House, 623 6th Avenue did not have any reported fires during 2016
- Clearwater Hall 410 Main Street did not have any reported fires during 2016
- College Place 814 4th Street did not have any reported fires during 2016

A description of the fire safety system for each on-campus student housing facility:

- Talkington Hall has a Notifier NFW2-100 fire panel, 13 manual pull stations, 29 photo detectors, 28 heat detectors and 12 horn strobes. The alarm reports directly to Alarm Central who calls the Lewiston Fire Department 911 dispatch and then LCSC Campus Security. This building does not have a sprinkler system. Individual rooms have battery operated smoke detectors that are routinely inspected. There are fire doors on all floors.
- Clark Hall has a Notifier System 500 panel, 15 manual stations, 33 photo detectors, 38 heat detectors 14 horn strobes. The alarm reports directly to Alarm Central who calls the Lewiston Fire Department 911 dispatch and then LCSC Campus Security. This building is in the process of receiving a new sprinkler system while the adjoining building is under remodel.
- Parrish House has a Notifier Addressable Onyx NFS 320, 4 manual pull stations, 6 heat detectors and 5 horn strobes. The alarm reports directly to Alarm Central who calls the Lewiston Fire Department 911 dispatch and then LCSC Campus Security. This building does not have a sprinkler system.
- Clearwater Hall has a Fire Warden-100 Fire Alarm Control/Communicator Notifier, 5 photo electric smoke detectors, 26 Audio Visual Enunciators, and 17 manual pull stations. The alarm reports directly to Alarm Central who calls the Lewiston Fire Department 911 dispatch and then LCSC Campus Security. This building does have a sprinkler system that is routinely inspected.
- College Place has a Silent Knight – 5700 Fire Alarm Control and Silent Knight – 5860 remote Enunciator, 1 manual pull station, 1 photo detector, standalone smoke detectors per code, 100 horns, and 60 strobe lights. The alarm reports directly to Alarm Central who calls the Lewiston Fire Department 911 dispatch and then LCSC Campus Security. This building does have a sprinkler system.

The number of fire drills held the previous calendar year:

- Scheduled drills were conducted during the 2016 calendar year in all residence halls. A drill was conducted during the daylight hours and one in the evening in both the spring and fall semesters when students were present during the first ten days. No notification was given before the drills. They were conducted by both Residence Life and Security personnel.

The institution's policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities:

- Candles, oil lamps, incense, or other items with an open flame are not permitted in any college residence hall. Smoking is only permitted in designated certain areas in parking lots surrounding campus. Open-faced electric heating appliances such as hot plates, broilers, and space heaters are prohibited. Residents may have and use appliances with closed coil elements such as coffee pots, crock pots, toasters, and hot pots.

Procedures for student housing evacuation are the same as all buildings on campus except the residence life staff acts as building evacuation coordinators:

- If the fire is small and contained, locate and use a fire extinguisher to put it out
- Otherwise call **911**
- If smoke/fire is visible, activate the nearest fire alarm pull station
- Evacuate immediately—take essential belongings if possible (medicines and keys)
- Close doors as you exit
- **DO NOT** use the elevators
- Assist persons with mobility difficulties, if possible
- Evacuate to your building’s staging area and check in with your Resident Aid
- Campus Security does a room by room sweep and assists with locating where the alarm originated
- **DO NOT** enter the building until after the building is cleared by the Fire Department and you are notified by Security that you can return to the building
- Persons who refuse to evacuate the building are subject to disciplinary action and possible fines

Policies for fire safety education and training programs for students, faculty, and staff:

- Residence Life addresses fire safety in their Student Handbook that every resident student is to read, and then sign, stating they understand. In addition to handbook, the Residence Directors and Assistants hold mandatory floor meetings and periodic presentations where safety is also addressed
- Campus policy 3.135 addresses safety on campus and instructs the community on who to call and what actions should be taken in the event of a fire
- Professional Development Training on safety, fire extinguishers and building evacuation coordinators are offered throughout the year for all of the campus community

A list of the titles of each person or organization to which individuals should report that a fire has occurred:

- Fire Department is notified by Alarm Central when a fire alarm sounds
- Security Department should be called immediately
- Director of Security should be notified as soon as possible
- Director of Residence Life will be notified as soon as possible
- Assistant Director of Residence Life will be notified as soon as possible
- Vice President for Student Affairs will be notified as soon as possible who will share the information with Campus Administrators

Plans for future improvements in fire safety, if determined necessary by the institution:

- The campus has a Safety Committee that actively seeks input concerning any deficiencies on the campus and brings the concerns to the proper department or authority for rectification

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