



2019

Annual Security & Fire Safety Report

Office of Security & Emergency
Preparedness

Includes crime statistics from calendar years
2016, 2017, and 2018 for the campuses and
outreach centers in Lewiston, Coeur d'Alene,
Grangeville, Orofino, and Moscow.

Reflects policy statements for the 2019-2020
academic school year.

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LEWIS-CLARK STATE
— COLLEGE —

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The Annual Security and Fire Safety Report

The Clery Act

In 1990, Congress enacted the Crime Awareness and Campus Security Act. This act requires all public or private postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000, 2008 and 2013. The act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) in 1998. The Campus Sexual Violence Elimination Act, or Campus SaVE Act, became law in March 2013. The Clery Act requires institutions of higher education to develop, implement, and disclose campus security and fire safety policies; alert the campus community through “timely warnings” of a serious or continuing threat to safety; develop and maintain a daily crime and fire log; develop and distribute an annual report that discloses the security and fire policies and three years of crime and fire statistics; and report the statistics to the US Department of Education, annually.

Annual Security Report

This report is part of Lewis-Clark State College’s commitment to the safety and security of our campus community and complies with the U.S. Department of Education’s Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. In compliance with relevant provisions of federal law, Lewis-Clark State College is required to make policy and programmatic information available to the campus community, as well as to prospective students and employees. Lewis-Clark State College’s policy is to publish the Annual Security Report in compliance with federal law. The report is prepared by the Director of Campus Security and Emergency Preparedness in collaboration with various other College stakeholders.

Collection of Statistics

The collection of data includes: the Lewiston Police Department, Campus Security, the Lewiston Fire Department, and a variety of Campus Security Authorities, including but not limited to, faculty advisors to student organizations, athletic team coaches, Director of Athletics, Vice President for Student Affairs, Title IX Coordinator, Director of Residence Life, Director of the Student Counseling Center, Director of Human Resource Services, Resident Advisors and Peer Mentors, Director of the Advising Center, Director of First Year Experience, Director of Student Employment – Career Center & LC Work Scholars, Director of the Center for Student Leadership, Director of Student Support Services, Directors of the LC Outreach Centers in Grangeville and Orofino, Director of Student Services at the Coeur d’Alene Center, and the Director of the Coeur d’Alene Center. Requests for crime statistics are submitted to other law

enforcement agencies around the state that have jurisdiction over other Lewis-Clark State College locations.

Campus Crime Log

Lewis-Clark State College security officers respond to criminal activity on campus and maintain daily logs and incident reports in an electronic database. The Director of Security and Emergency Preparedness extracts the appropriate data and creates a daily crime log that is kept on file, without inclusion of personally identifying information about the victim(s). Any other submissions made by the Lewiston Police Department and campus community are also reported through the Office of Security and Emergency Preparedness. The public can review the daily crime log by visiting the Office of Security and Emergency Preparedness in Meriwether Lewis Hall, room 110.

Preparation and Distribution

The College coordinates the collection and reporting of crime statistics as specified by federal law and the information is compiled into a report. Each year, enrolled students, faculty, and staff are notified via email of the website where this report can be accessed and reviewed.

- a. Prospective employees may access the report by following the link provided on the Human Resources website or while browsing openings through the employment opportunities web page at <http://www.lcsc.edu/hr/working-at-lcsc/>.
- b. Prospective students may access the report by following the link provided at the bottom of Admissions' home page at <http://catalog.lcsc.edu/student-affairs/admissions/>.

Printed copies are available upon request by contacting: The Office of Security and Emergency Preparedness, 500 8th Avenue, Meriwether Lewis Hall 110, Lewiston, ID 83501.

Reporting Crimes and Other Emergencies

Accurate and Prompt Reporting

Policy 3.136 - Campus Safety and Security

- i. All personnel on campus, whether employee, student, or visitors 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, you should call 208-792-2226 or 208-

792-2815. Security officers are on duty 24/7/365. Local law enforcement can be contacted by dialing 911 (on campus landline telephones require you to dial 9-911).

ii. If you wish to remain anonymous, you may use the online reporting form at: www.lcsc.edu/security/secret or call LCSC Security's anonymous tip line at: 208-792-2929. You may also report unethical, illegal, or irresponsible activity through LCSC's Confidential Report Line administered by Lighthouse Services, a third party hotline service available 24/7/365. Reports made through the Lighthouse system will be routed to the applicable LCSC department for review. You may access Lighthouse Services by calling 1-855-840-0070, or online at <https://www.lighthouse-services.com/lcsc>. Information obtained by victims or witnesses on a voluntary, confidential basis may be included in the statistics for the annual security report.

Clery Incident Report

This form is designated for Campus Security Authorities (CSAs). The CSA reporting tool has required fields to ensure the Office of Security and Emergency Preparedness, the Vice President for Student Affairs, the Title IX Coordinator, Lewiston Police Department, and/or other applicable parties may obtain further information in order to properly report, investigate, and provide the necessary services if needed.

Pastoral and Professional Counseling

LCSC Counseling Center provides a supportive and confidential environment for students to explore their concerns and learn new skills to deal more effectively with problems that may be interfering with their personal well-being and academic goals. Crisis appointments are available during normal operating hours, and for after-hours crisis intervention, students may call the following: YWCA 24-hour Crisis Line at 208-746-9655; the Idaho Suicide Prevention Hotline at 208-398-HELP (4357); or St. Joseph Regional Medical Center at 208-743-2511 (Emergency Room) or 208-799-5700 (Mental Health). Professional counselors at LCSC are encouraged, if and when they deem appropriate, to inform those they counsel of the procedures for reporting crimes voluntarily for inclusion in the annual security and fire safety report.

Monitoring and Reporting of Criminal Activity

The Lewis-Clark State College Office of Security and Emergency Preparedness maintains a close working relationship with the City of Lewiston Police Department, Nez Perce County Sheriff's Department, and all appropriate elements of the criminal justice system. The Director of Security and Emergency Preparedness and LPD routinely collaborate to determine if, according to Clery geography, the crimes in the City occurred on/within campus owned and/or controlled properties.

Students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure to the Department of Security and Emergency Preparedness at 208-792-2223 or 208-792-2815.

Lewis-Clark State College, upon written request, will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18 United States Code), or a non-forcible sex offense, the report on the result of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

Training for faculty and staff, regarding accurate and prompt reporting, is listed on page 35; [Training for Faculty and Staff](#).

Campus Security

3.136 Campus Safety and Security

Lewiston Police Department: Police services on campus are provided by the City of Lewiston Police Department (LPD). LPD officers have full police authority to investigate, apprehend and arrest, and enforce applicable laws and ordinances on campus. LPD interacts with federal, state, and local law enforcement agencies, as well as with Campus Security. The Lewiston Police Department is located at 1224 F Street, Lewiston, ID 83501. The College does not have a written memoranda of understanding with local, county, or state agencies for the investigation of alleged criminal offenses.

Campus Security: The Lewis-Clark State College Campus Security department is responsible for the enforcement of policies, rules, and regulations set forth by the State of Idaho, the Idaho State Board of Education, and Lewis-Clark State College. It is the philosophy of the Campus Security department to attempt to prevent crimes rather than react to them. The campus security department is staffed by trained security officers, and while security personnel do not have the arrest authority of a police officer, the non-sworn, unarmed Campus Security team is authorized to make citizen's arrests when necessary, as granted by Idaho Statute 19-604. The Campus Security Department strives to ensure safety on campus by:

- I. Performing regular visible patrols of the facilities to watch for potential safety hazards and crimes;
- II. Checking to ensure buildings are locked and secured;
- III. Documenting detected problems;
- IV. Escalating issues to the appropriate College staff that have responsibility for the area/facility or to the Lewiston Police Department as directed; and

- V. Providing escort and shuttle services for persons walking from buildings to their vehicles, or to persons needing transportation to Clearwater Hall on a case-by-case basis.

Interagency Planning, Training and Exercises: In addition to planning, training and exercising with the Lewiston Police Department and the Lewiston Fire Department, the Office of Security and Emergency Preparedness has representation on the Western Association of Campus Law Enforcement Board of Directors.

Registered Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Lewis-Clark State College is providing a link to the Idaho State Sex Offender Registry. All sex offenders are required to register in the state of Idaho and to provide notice to each institution of higher education in Idaho at which the person is employed, carries out a vocation, or is a student: https://www.isp.idaho.gov/sor_id/.

In addition to the above notice to the State of Idaho, all sex offenders are required to notify the Director of Security and Emergency Preparedness of their status as a sex offender no later than two business days prior to their enrollment in, employment with, volunteering at, or residence at Lewis-Clark State College. Such information may be disseminated by LCSC to, and for the safety and well-being of, the LCSC community, and may be considered by LCSC for enrollment and discipline purposes.

Security and Access

Access to Campus Facilities

Policy 3.136 Campus Safety and Security: The Campus Security Department is responsible for locking and opening academic and administrative buildings and classrooms, including areas previously reserved for special events. If access to a locked area is needed outside of regular business hours, or if assistance is needed to gain authorized entry to a locked area, you must contact the Security Department.

- I. Campus Security shall be notified of all special events on campus as additional security may be needed and/or required.
- II. Campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal business hours, and for limited designated hours on the

weekends. In some halls, doors are alarmed during the hours of darkness. Security personnel carry keys to all buildings.

Residential Housing Access

Residents are issued keys upon check-in to the residence hall. Residents are responsible for the security of their room and should lock their doors whenever leaving the room. Residents shall not lend their keys to anyone and duplication of residence hall keys is prohibited. If you are locked out of your room, residents should first try to locate their Resident Advisor (RA) or an RA in the building. If RA Staff cannot be located, residents can call the Residence Life office or LCSC Security. Residents must provide proof of identity before a space will be unlocked. If you lose your key, you will be charged a fee to replace it.

- I. Any guest that is brought to the residence hall must have a host and must be escorted while in the building. The host is responsible for the behavior of their guest(s).
- II. Residents must escort guests into and out of the building.
- III. Residents must remain with guests at all times.
- IV. Guests left unattended or unescorted may be asked to leave the building.
- V. Residents should never agree to escort a person unknown to them. This includes opening the door to all unknown visitors to enter your hall.
- VI. Cohabitation is prohibited. Cohabitation is defined as a non-resident using a room as if they were a resident of that room. Only people assigned to a room may live in that room.
- VII. Overnight guests are permitted; however they may not stay more than two consecutive nights.

Maintenance of Lewis-Clark State College Facilities

- I. LCSC 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 lit. Surveys of exterior lighting on campus are conducted by LCSC Senior Security Officers on a regular basis, and discrepancies are reported to the Physical Plant Department for appropriate action. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Physical Plant Department at (208) 792-2247.
- II. A cooperative effort by the Department Security and Emergency Preparedness, Physical Plant Department custodial personnel, and building occupants is utilized to survey exterior doors. The purpose of this effort is to ensure that each exterior door and its locking mechanism are working properly. Exterior doors on campus are locked and secured each evening by building occupants, custodial personnel, and LCSC Security Officers. These personnel report door and security hardware operating deficiencies to the

Physical Plant Department on a daily basis through the work order process, which tracks all trouble areas to ensure they are repaired.

- III. The maintenance and security of campus buildings spans the areas of key control, maintenance of door hardware, replacement of broken windows, fire protection, fire drills, hazardous waste policy, ventilation, life safety items, etc. The campus continues to move more to electronic building access systems and away from key locks, which allows monitoring of students and employees going into and out of buildings after hours and on weekends. Although costly to implement, badge access is easier to maintain when students and employees become inactive than legacy key systems, where it is difficult to account for physical key inventories.
- IV. Shrubbery, trees, and other vegetation on campus are trimmed and managed on an ongoing basis to help prevent individuals from concealing themselves within that vegetation. Physical Plant Department personnel and the Department of Security and Emergency Preparedness continually survey the campus grounds to help ensure that a safe environment exists.
- V. Our separate campuses, including LCSC at NIC, Moscow Outreach Center, Orofino Outreach Center, and Grangeville Outreach Center employ their own maintenance personnel who regularly conduct walkthroughs to ensure proper lighting, clear access of pathways and other maintenance issues are executed in a timely manner. Shrubbery maintenance is also regularly conducted by staff at each facility.
- VI. Campus buildings, parking lots, and other ground areas are actively patrolled by the LCSC Security Officers.

Key Issuance

Policy 3.137: Keys and/or electronic access to certain areas is granted to authorized persons upon approval from the issuing authority. When a period of authorization has ended, issued keys are to be returned to the Security Department, without delay. There will be a fee charged to individuals for each non-returned/lost room and entrance key. If a master key is lost, the employee's department may be held accountable for the cost of re-keying the facility. Issuance of a terminated employee's final paycheck is dependent upon the return of or payment for lost institutional keys. Individuals who need temporary access to buildings or rooms may be issued specific keys on a short term basis or card access with an expiration date.

Timely Warnings and Emergency Notifications

Warrior Alert

The Warrior Alert is an institution-wide, multi-modal (e-mail, text message, voice, and text-to-speech) emergency notification system. All College employees and students are enrolled automatically through employee and student database modules. Students and Employees are

encouraged to log into WarriorWeb to verify their contact information is correct and up to date. The Office of Security and Emergency Preparedness has overall management responsibility for Warrior Alerts.

Warrior Alert System Testing

The Director of Security and Emergency Preparedness will test the Warrior Alert system on an annual basis. Test messages may be sent using a single mode or may combine multiple modes of the system. Test messages will clearly state in the subject line that there is no actual threat or emergency and that the purpose of the notification is to test the system and/or response plans and capabilities. This message will include information on LCSC's emergency response plan and evacuation procedures. To the extent possible, system tests will be combined with emergency response drills and will include follow-up assessment and review. System testing may be announced or unannounced. Documentation on system testing will be maintained by the Office of Security and Emergency Preparedness.

Policy 3.205 Emergency Notification and Timely Warning

Emergency Notification

In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), Emergency Notifications will be broadcast after an initial assessment is made that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff or visitors is occurring on campus and warrants an Emergency Notification by authorized personnel. The President of the College, or their designee, will coordinate with the Vice Presidents of the College, the Director of Security and Emergency Preparedness, and the Director of Communication and Marketing to broadcast the Emergency Notifications to the College community using the Warrior Alert System. When appropriate, Emergency Notifications may be broadcast through other communication methods (web pages, press release, printed and/or social media, etc.). The content of the Emergency Notification will be determined on a case by case basis after an initial assessment of the situation and will include instructions to the LCSC community for protective action. When the threat no longer exists, an "all clear" alert will be broadcast. Emergency Notifications will be issued without delay, unless issuing a notification will, in the professional judgement of responsible authorities, compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Timely Warning

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), Timely Warnings will be broadcast when certain crimes are

reported to campus security authorities and law enforcement. When the crime of murder, sex offense (rape, statutory rape, incest and fondling), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson (Clery Act Crimes) is received, and in the judgement of the institution, the crime at issue poses a serious or continuing threat to students and employees, a Timely Warning shall be issued. The President of the College, or his/her designee, and in coordination with the Vice Presidents of the College, the Director of Security and Emergency Preparedness, and the Director of Communication and Marketing, will broadcast Timely Warnings using the Warrior Alert System. Timely Warning will be issued in a manner that is timely and will aid in the prevention of similar crimes, unless issuing a warning will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the threat. The intent of a Timely Warning is to enable people to protect themselves and/or their property. Timely Warnings will be issued as soon as pertinent information is available. Timely Warnings may also be made for other crimes (non-Clery) that pose a serious or continuing threat to the campus community. When appropriate, Timely Warnings may be broadcast through other communication methods (radio, web pages, press release, printed and/or social media, etc.)

Emergency and Evacuation Procedures

When an emergency evacuation is ordered or when audio or visual alarms are activated, all persons are required to evacuate the premises immediately. All faculty and staff must help direct students and visitors to obey evacuation orders. All College employees are responsible to know the location of exits and be able to identify their building's evacuation route(s) in an emergency. All alarms must be treated as a warning of an actual emergency. Do not take time to retrieve personal items during an evacuation.

Each department is responsible for ensuring that their employees and students are aware of the proper emergency evacuation procedures. Each building on campus has a designated Building Evacuation Coordinator and specific procedures and considerations that apply to each particular building. For a list of the Building Evacuation Coordinators and building specific evacuation plans, visit: <http://intranet.lcsc.edu/eri/default.asp>

Missing Student Notification

Any member of the College community who has reason to believe that a student is missing should immediately notify the Office of Campus Security and Emergency Preparedness at their 24/7 number at (208) 792-2815. Additionally, any Campus Security Authority (CSA) who receives a report that a student who resides in on-campus College housing is missing should immediately notify the Office of Campus Security and Emergency Preparedness by calling (208) 792-2815. Information regarding Campus Security Authorities can be found in LCSC Policy 3.204.

Students residing in on-campus College housing, regardless of age, have the option to register a confidential emergency contact person, separate from the student's general emergency contact person. The confidential emergency contact person will only be notified in the event that the student is determined to be missing for 24 hours. If the student has identified a confidential emergency contact person, the Director of the Office of Campus Security and Emergency Preparedness, or their designee, will notify that individual no later than 24 hours after the student is determined to be a missing student. The College will also notify the parent or legal guardian of any missing student under the age of 18 that is not emancipated. A student's general emergency contact person and confidential emergency contact person may be the same individual.

The identity of the student's confidential emergency contact person will be kept in a secure file in the Office of Campus Security and Emergency Preparedness and will only be shared with authorized College officials and law enforcement personnel in furtherance of a missing student investigation. Students who wish to identify a confidential emergency contact person may do so by completing the confidential emergency contact form during the fall residence hall orientation meeting, or by going to the Office of Campus Security and Emergency Preparedness, located in Meriwether Lewis Hall, room 110, at any time. A student may update the information for their designated emergency contact person at any time by visiting the Office of Campus Security and Emergency Preparedness.

Upon receiving a report that a student who resides in on-campus College housing is missing, the Office of Campus Security and Emergency Preparedness, in collaboration with Residence Life and Student Affairs, will:

- I. Investigate the report and determine if the student is missing. Once a determination is made, the Office of Campus Security and Emergency Preparedness will notify LPD and the student's emergency contact person within 24 hours. If the missing student did not designate a confidential emergency contact person, the Office of Campus Security and Emergency Preparedness will still notify LPD within 24 hours, unless the local law enforcement agency was the entity that made the determination that the student is missing.
- II. If a student who lives off-campus is reported missing, the Office of Campus Security and Emergency Preparedness will encourage the reporting party to file a missing person report with the appropriate law enforcement agency.

Sexual Assault, Domestic Violence, Dating Violence, & Stalking

Definitions

Sexual Assault

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- I. **Rape:** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- II. **Fondling:** the touching of the private body parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because his/her age or because of his/her temporary or permanent mental incapacity.
- III. **Incest:** sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.
- IV. **Statutory rape:** sexual intercourse with a person who is under the statutory age of consent.

Consent

Idaho Statute: There is no definition of consent in reference to sexual activity in Idaho's Statutes.

LCSC Student Code of Conduct: LCSC Policy and Procedures 5.105 Student Code of Conduct & Student Hearing Board; 5105.6.H – consent to any sexual activity must be clear, knowing, and voluntary. Clear, knowing, and voluntary consent to sexual activity requires that, at the time of the act, and throughout sexual contact, all parties actively express words or conduct that a reasonable person would conclude demonstrates clear permission regarding willingness to engage in sexual activity and the conditions of such activity. Consent is active; silence or passivity is not consent. Even if words or conduct alone seem to imply consent, sexual activity is non-consensual when force or coercion is threatened or used to procure compliance with sexual activity, when the person is asleep, unconscious, or physically unable to communicate their unwillingness to engage in sexual activity, and when a reasonable person would or should know that the other person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, defect, the influence of alcohol or another substance, or some other cause.

Domestic Battery

Idaho Statute: Idaho law, for purposes of criminal law, defines “domestic violence” in Idaho Code 18-918 as an assault or battery committed by one household member against another

household member. A “household member” is “a person who is a spouse, former spouse, or a person who has a child in common regardless of whether they have been married or a person with whom a person is cohabitating, whether or not they have married or have held themselves out to be husband or wife.”

Uniform Crime Reporting Definition (UCR): A felony or misdemeanor crime of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (e) by any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

Idaho Statute: “Dating violence” is not defined in Idaho law. However, a person in a “dating relationship” who is subjected to physical injury, sexual abuse or forced imprisonment or the threat thereof by the other partner in that dating relationship can file a petition with the court requesting a court issued protection order. A “dating relationship” is defined in Idaho law as a “social relationship of a romantic nature.” Idaho law lists four factors for a court to use to determine if a relationship is a dating relationship: 1) the nature of the relationship; 2) the length of time the relationship has existed; 3) the frequency of interaction between parties; and 4) the time since termination of the relationship, if applicable.

Uniform Crime Reporting Definition (UCR): Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition, (a) dating violence includes sexual or physical abuse or the threat of such abuse; (b) dating violence does not include acts covered under the definition of domestic violence.

Stalking

Idaho Statute: “Stalking” is defined in Idaho law as a “a course of conduct that seriously alarms, annoys or harasses the victim and is such as would cause a reasonable person substantial emotional distress” or “a course of conduct such as would cause a reasonable person to be in fear of death or physical injury, or in fear of the death or physical injury of a family or household member.” Idaho law defines “course of conduct” as “repeated acts of nonconsensual contact involving the victim or a family or household member of the victim,” but not including

constitutionally protected activity. Idaho law further defines “nonconsensual contact” as “any contact with the victim that is initiated or continued without the victim’s consent, that is beyond the scope of the consent provided by the victim, or that is in disregard of the victim’s expressed desire that the contact be avoided or discontinued.” Examples of nonconsensual contact contained in the law include, but is not limited to: 1) following the victim or maintaining surveillance on the victim; 2) contacting the victim in a public place or on private property; 3) appearing at the workplace or residence of the victim; 5) contacting the victim by telephone or causing the victim’s telephone to ring repeatedly or continuously regardless of whether a conversation ensues; 6) sending mail or electronic communications to the victim; or 7) placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

Uniform Crime Reporting Definition (UCR): Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

LCSC Statement Prohibiting Sexual Assault, Stalking, Domestic Violence, and Dating Violence

Lewis-Clark State College, through policies, 5.105 Student Code of Conduct and Student Hearing Board and 3.110 – Discrimination, Sexual Harassment, and Sexual Misconduct Prohibited, prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for the purpose of the Clery Act. A student wishing to officially report such an incident may do so by contacting the LCSC Title IX Coordinator, Ashley Edwards, in the Administration Building, room 201A, by telephone at 208-792-2689, or by email at titleix@lcsc.edu. Any LCSC employee with knowledge of an incident of sexual assault, dating violence, domestic violence, or stalking is **required** by LCSC Policy 3.110 – Discrimination, Sexual Harassment, Sexual Misconduct Prohibited, to report the incident and any relevant information to the Title IX Coordinator as soon as possible.

Statement of Confidentiality

Any accommodations or protective measures provided by the College to a victim are protected by FERPA and the College’s policies governing student records, and are therefore maintained as confidential, unless the confidentiality would impair the ability of the College to provide the accommodations or protective measures, or Title IX or Due Process requirements mandate their disclosure. Any personally identifiable information contained in publically available recordkeeping, including Clery Act reporting and disclosures, will be redacted prior to release. The LCSC Office of Security and Emergency Preparedness maintains a daily Clery log of all incidents that occur on LCSC property. The log does not include personally identifying information about any victims and is publicly available upon request.

Interim Protective Measures

In the event that sexual assault, dating violence, domestic violence, or stalking do occur, Lewis-Clark State College takes the matter very seriously. If needed and/or requested, LCSC will work with students and staff to ensure reasonable interim protection measures are put in place in any case where an individual's behavior represents a risk of violence, threat, pattern, or predation. Protective measures for victims are available from the campus whether a victim chooses to report to Campus Security or local law enforcement, and irrespective of whether a victim pursues a formal complaint through the Lewis-Clark State College resolution process. Protective measures include, but are not limited to:

- I. Altering academic, housing, and/or employment arrangements of the parties;
- II. Advocating for survivors with faculty to accommodate missed classes, assignments, and/or exams;
- III. Assisting with withdrawals (processing paperwork, guiding students through the process, discussing implications for financial aid eligibility, seeking refunds of tuition and fees, etc.); and/or
- IV. No contact letters.

When taking such steps, LCSC seeks to minimize unnecessary or unreasonable burdens on either party. Accommodations and/or protective measures will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations and/or protective measures. Violations of protective measures may lead to disciplinary action.

Sexual Harassment

Sexual harassment is a form of discrimination that undermines the integrity of the academic environment. It is the policy of Lewis-Clark State College that sexual harassment is prohibited. All members of the LCSC community have an obligation to promote an environment that is free of sexual harassment. Sexual harassment is defined as unwelcome verbal, physical, written, or online conduct of a sexual nature. Additionally, sexual harassment encompasses gender-based harassment which is harassment of a non-sexual nature that occurs because of an individual's sex and/or gender. Gender-based harassment includes harassment based on an individual's non-conformity to sex and/or gender stereotypes. Specifically, conduct is prohibited when:

- I. Sexual harassment creates a *hostile environment* when it is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from any College education, social, and/or residential program; or

- II. *Quid pro quo* (this for that) sexual harassment occurs when employment or academic decision resulting in a significant change in status are based on an employee or student's submission to, or rejection, of unwelcome verbal or physical sexual conduct. Examples include, but are not limited to:
 - a. requiring sexual favors in exchange for hiring, a promotion, a raise or a grade;
 - b. disciplining, demoting or firing an employee because the individual ends a consensual relationship;
 - c. refusing to write recommendations for an employee because the individual refuses sexual advances; and
 - d. changing work or academic assignments because an employee or a student refuses invitations for a date or other private, social meeting.

Bystander Intervention

Bystanders play an important role in the prevention of sexual assault, dating and domestic violence and abuse, and stalking. Bystander intervention is a way for the whole community to ensure the safety of all its members. This means we can all make a difference by choosing to speak out, intervene, or do something when we hear disrespectful jokes or comments or witness disrespectful or harmful actions. Intervening is as simple as saying, "That's not funny," or as urgent as dialing 911 if you or someone else is in danger. Below is a list of some other ways you can look out for your community members through being an active bystander. To request bystander intervention training, contact the Title IX Office at 208-792-2689.

- I. Watch out for your friends and fellow Lewis-Clark State College community members. If you see someone who appears as if they are in trouble or need help, ask them if they are ok.
- II. Confront people who seclude, make sexual advances towards, or try to have sex with people who are incapacitated by drugs or alcohol or due to a disability.
- III. Speak out if you hear someone talking about plans for taking advantage of, threatening, or otherwise causing harm to another person.
- IV. If someone discloses being the victim of sexual assault, relationship violence or stalking, believe them.
- V. Point people to the resources and offices listed in this report for support in health, counseling, and advocacy.

Risk Reduction

Risk reduction programs typically focus on ways you can identify potentially harmful situations and risks. Risk reduction programming includes self-defense classes and safety programs, which

examine the tactics that perpetrators use to compromise situations and force or coerce attacks. While risk reduction programs may assist in mitigating some known risks, they cannot prevent an attacker from committing acts of violence. Recognizing that the perpetrator of violence or abuse is the sole party responsible for that behavior and that victims are never to blame, the following are some strategies to reduce one's risk of sexual violence (taken from Rape, Abuse & Incest National Network, www.rainn.org).

- I. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- II. Try to avoid isolated areas. It is more difficult to get help if no one is around.
- III. Walk with purpose. Even if you don't know where you are going, act like you do.
- IV. Trust your instincts. If a situation or location feels unsafe or uncomfortable, try and leave or get out of the situation.
- V. Make sure your cell phone is with you and charged. If you see something suspicious, call law enforcement by dialing 911.
- VI. Don't allow yourself to be isolated with someone you don't know or trust.
- VII. Avoid putting headphones in both ears so you can be more aware of your surroundings, especially if you are walking alone.
- VIII. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
- IX. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
- X. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punchbowls or other large, common open containers.
- XI. Watch out for your friends, and ask your friends to watch out for you. If a friend seems out of it, is more intoxicated than they should be given the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- XII. If you suspect a friend has been drugged, contact law enforcement immediately by dialing 911.

When entering new and unfamiliar space, identify escape routes. How would you try to get out of the room if you needed to? Where are the doors and windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

Procedures to follow if you are the victim of Sexual Assault, Relationship Violence, and/or Stalking

If you are the victim of sexual assault, dating violence, domestic violence or stalking, these safety suggestions may guide you after an incident has occurred:

- I. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call 911.
- II. For incident of sexual assault, relationship violence, or stalking, you have the right to notify local law enforcement or a Campus Security Authority (CSA). A CSA is able to assist you in contacting and reporting to local law enforcement or campus security. However, you may choose not to notify law enforcement or a CSA. A local advocate is able to assist you with exploring all available options. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist and support you in the crisis.
- III. If you are on campus during regular business hours, you may go to the LCSC Student Counseling Center located in Sam Glenn Complex, room 212, or to the LCSC Student Health office located in Sam Glenn Complex, room 205. These are both confidential resources. After regular business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance.
- IV. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement. For more information on state reimbursement, visit the State of Idaho Crime Victims Compensation Program website at <https://crimevictimcomp.idaho.gov/>.
- V. Even after the immediate crisis has passed, consider seeking support from a counselor at the LCSC Student Counseling Center or from an advocate at the YWCA.
- VI. Contact the Vice President for Student Affairs if you need assistance with concerns as they relate directly to LCSC, such as no-contact orders or other protective measures. The Vice President for Student Affairs or the Title IX Coordinator can also assist students who wish to obtain protective or restraining orders from local authorities. LCSC is able to offer reasonable academic supports, changes to living arrangements, transportation resources, escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. LCSC is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.
 - a. Victims have a right to seek protection, restraining, or other similar lawful orders issued by a court. The College can issue “no-contact” orders between individuals and enforce those orders through the College’s disciplinary procedures. College issued no-contact orders cannot be enforced by law enforcement. Further, the College cannot enforce court orders; however, for every lawfully issued court order the institution has knowledge of, the institution will take every reasonable step to ensure that the College does not cause either party to intentionally violate the order.

Preservation of Evidence

- I. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
- II. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until the police arrive. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean **paper** bag or clean sheet to avoid contamination.
- III. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
- IV. Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
- V. Try to memorize details (e.g. physical description, names, license plate number, car description, etc.) or write notes to remind you of details, if you have time and the ability to do so.
- VI. If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify Campus Security or the Title IX Coordinator so that those orders can be observed on campus.

Reporting Incidents of Sexual Assault, Dating Violence, Domestic Violence and Stalking

Students, faculty, staff and visitors to campus who wish to report incidents of sexual assault, dating violence, domestic violence and stalking may do so by contacting the Title IX Coordinator, located in the Administration Building, room 201A, by telephone at 208-792-2689, email at titleix@lcsc.edu, or anonymously at <https://www.lighthouse-services.com/lcsc>. Lighthouse is an independent provider that assists LCSC in identifying misconduct. Lighthouse will not disclose the identity of the person filing the report without express permission. Reports may also be made to Campus Security, located in Meriwether Lewis Hall; room 110, by telephone at 208-792-2226, or by email at security@lcsc.edu. Reports to law enforcement may be made to:

Lewiston Police Department 1224 F Street Lewiston, ID 83501 208-746-0171	Nez Perce County Sheriff 1150 Wall Street Lewiston, ID 83501 208-799-3131
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Campus Procedures for Addressing Sexual Assault, Dating Violence, Domestic Violence, and Stalking

LCSC Policy 5.105 Student Code of Conduct & Student Hearing Board

The Student Code of Conduct and Student Hearing Board policy is designed for the general well-being of all members of the College community. Violations of the Student Code of Conduct may result in remedial actions against the student violator and in sanctions being imposed as hereinafter provided. The Student Code of Conduct is also in effect off-campus when students in attendance at a function sponsored by the College, Associated Student Body or other college-affiliated groups, if the offense constitutes a violation of Title IX, or if students are otherwise participating in a college sponsored activity including sporting event and home stay. These could include dances, social events, club activities, athletic events, educational pursuits, internships, trips, or other college related experiences.

The purpose of the Student Code of Conduct is to help protect the safety of the College community and educate students about appropriate and responsible behavior and their civic and social responsibilities as members of the College community, while complying with applicable state and federal laws and institutional policy. The primary focus of the disciplinary process is on education and corrective outcomes; however, sanctions including suspension or expulsion from the College may be necessary to uphold community standards and to protect the campus community. College discipline is not in the nature of punishment for a crime, and the College's discipline process is not equivalent to state or federal criminal prosecutions.

The Vice President for Student Affairs is responsible to the President of the College for enforcement of the Student Code of Conduct and has been designated as the Senior Student Judicial Officer of the College. Primary responsibilities include investigating alleged violations, proffering charges, imposing sanctions and educational remedies, representing the College in hearings and appeals under the Student Code of Conduct and enforcing sanctions. Allegations of dating violence, domestic violence, sexual assault and stalking are investigated by the Title IX Coordinator.

LCSC Policy 3.110 – Discrimination, Sexual Harassment and Sexual Misconduct Prohibited

Procedurally, when an employee at Lewis-Clark State College receives a report of sexual assault, domestic violence, dating violence, or stalking, the campus Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, Lewis-Clark State College will assist the victim in making these contacts. Regardless of whether the victim chooses to report the crime to campus security or local law enforcement, the Vice President for Student Affairs or the Title IX Coordinator will offer assistance to victims in the form of interim or long-term measure such as opportunities for academic accommodations; changes in housing for the victim or the responding student; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders or campus escorts). If the victim so desires, that individual will be connected with a counselor on campus, as well as with a victim's advocate. No victim is required to take advantage of these services and resources, but Lewis-Clark State College provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports, and procedures, in the form of this document, is provided to all victims, whether they are students, employees, guests, or visitors.

When appropriate and upon receipt of notice, the Title IX Coordinator will initiate a prompt, fair, and impartial process, commencing with an inquiry, which may lead to an investigation and possibly the imposition of sanctions based upon the preponderance of evidence standard (more likely than not) upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of Lewis-Clark State College can be found online as part of Appendix A: <http://www.lcsc.edu/media/4180506/3110-discrimination-sexual-harassment-and-sexual-misconduct-prohibited.pdf>.

The Title IX Coordinator is ultimately responsible for assuring in all cases that behavior is brought to an end, Lewis-Clark State College acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Title IX Coordinator is also responsible for assuring that training is conducted annually for investigators, hearing officers, panelists, and appeals officers that encompass a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and the Clery Act. Training will help those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses.

Investigation Process for Sexual Assault, Dating Violence, Domestic Violence, and Stalking

- I. Reporting Alleged Violations: LCSC staff and faculty are designated as mandatory reporters, therefore, any employee having knowledge of a potential violation of the Code must report the violation to the Title IX Coordinator. Reports should be made in writing and should be submitted as soon as possible after an incident occurs or you become aware.
- II. Initial Inquiry: All reports brought to the attention of the Title IX Coordinator will be reviewed and addressed, based on the amount of information available.
 - a. Upon receipt of a complaint, the Title IX Coordinator will attempt contact with the party alleging misconduct and provide information on support and resource options both on campus and in the community. The Title IX Coordinator will also attempt to schedule an intake meeting with the party. During the meeting the Title IX Coordinator will:
 - i. Request identifying information for the parties involved, including contact information. However, the reporting party may request to remain anonymous.
 - ii. Explain to the parties that they may have an advisor, or a support person, of their choice with them throughout the process.
 - iii. Explain their role as a neutral fact-finder and/or facilitator for a resolution process.
 - iv. Explain alternative options for resolution.
 - v. Explain privacy and limitations on confidentiality.
 - vi. Provide information about specific policies alleged to have been violated.
 - vii. Provide campus and community resources.
 - viii. Conduct a safety assessment to determine whether action must be taken to protect the safety and security of any party involved.
 - ix. Make a determination to proceed with a formal investigation.
 - b. Investigation:
 - i. Timeline: the Title IX Coordinator seeks to balance the need to promptly complete investigations after receipt of a complaint with the need to conduct a thorough investigation. Generally, an investigation will be completed within 60 days. The length of an individual investigation varies depending on, but not limited to, the number of witnesses to be interviewed, the extent of documentation to be reviewed, the type of alleged conduct, and the length of time over which the alleged conduct occurred. As needed, the Title IX Coordinator will provide written notice to the parties when the timeline for an investigation changes.
 - ii. Investigative Steps:

1. Provide written notice to the Responding Party informing the individual of the allegations being made against them and information on the policies they are alleged to have violated. Provide the individual an opportunity to respond.
 2. Interview all involved parties, including witnesses.
 3. Request written statements when they may be helpful to the investigation.
 4. Obtain all reasonably relevant documentation related to the allegations.
 5. When appropriate, conduct follow up interviews to gather additional information or to clarify statements.
- iii. Completion of Investigation:
1. The Title IX Coordinator will determine whether or not the available evidence meets the preponderance of evidence standard.
 2. A final report will be completed and issued simultaneously to both parties which outlines a list of documents that were reviewed, a list of witnesses that were interviewed and/or contacted, findings of fact, and a conclusion as to whether LCSC policy has been violated.
 3. The investigative report will be shared with other administrators on a need-to-know basis. At a minimum, the final report will be shared with the Vice President for Student Affairs in matters involving students and the Director of Human Resource Services in matters involving employees.
 4. If it was determined that there was a violation of policy and/or the Student Code of Conduct, the Vice President for Student Affairs (in student matters) and the Director of Human Resource Services (in employee matters) will move forward with the adjudication process.

Investigation & Disciplinary Process for All Other Conduct Violations

Classroom Infractions

Individual faculty members or programs may impose their own policies regarding student classroom behavior and academic dishonesty. Such policies are readily available to student through the course syllabus, program website, or handbook.

Sanctions imposed by a faculty member are limited to grades on individual assignments, course grades, and/or temporary dismissal from a class (depending on the nature of the infraction).

Students accused of academic dishonesty or of another classroom infraction may also be referred by the faculty member to the Vice President for Student Affairs for other disciplinary action.

Faculty members do not have the authority to dismiss a student from a course indefinitely or to dis-enroll a student from a program or major/minor. Should an incident rise to the level of potential course or program disenrollment, the division chair, instructional dean, and the Vice President for Student Affairs will make a final determination.

Investigation and Determination by the Vice President for Student Affairs for Conduct Other Than Sexual Assault, Dating Violence, Domestic Violence and Stalking

The Vice President for Student Affairs shall receive all student judicial complaints and shall investigate all complaints against students alleged to have violated the Student Code of Conduct or may delegate investigative and/or adjudicative responsibilities. The investigation should include, if possible, an interview with the student where the student is informed of the alleged violation and given an opportunity to deny or explain it. The Vice President for Student Affairs, after whatever investigation he/she deems necessary has been conducted, shall make a determination of whether, based on a preponderance of the evidence, i.e., more likely than not, the student violated the Student Code of Conduct. If the Vice President for Student Affairs determines that a student violated the Student Code of Conduct, he/she will write a report identifying the alleged violation and set forth his/her determination of the sanction imposed.

Sanctions

The following sanctions, in order of severity, may be imposed upon any student determined to have violated any part of the Code:

- i. Warning;
- ii. Probation (with terms and length as determined by the person levying the sanction);
- iii. Withheld suspension (failure to comply with the terms of withheld suspension may result in immediate suspension from college. Withheld suspension may also be a “delayed” suspension whereby a student is permitted to remain enrolled for the duration of the current term but will not be permitted to enroll in subsequent terms unless certain conditions are met);
- iv. Suspension (removal from the College for a specific length of time, e.g., semester or academic year) which may include readmission following the suspension period subject to an additional period of probation or withheld suspension. Students who are suspended will have this sanction noted on their official college transcript;

- v. Expulsion (indefinite removal from College) which may include being banned from campus property. Students who are expelled will have this sanction noted on their official college transcript.
- vi. Suspension or expulsion can occur even after a student withdraws if the withdrawal occurred while Student Code of Conduct charges were pending.

The person or Board levying or recommending the sanction may also impose or recommend any combination of the following and may also include them as terms of probation:

- i. Community service (to be performed for a specific period of time under the direction of the Vice President for Student Affairs or their designee);
- ii. Fines not exceeding two hundred dollars (\$200);
- iii. Restitution for damages;
- iv. Special sanctions deemed appropriate and reasonable by the person or Board levying or recommending the sanctions (e.g., counseling, restrictions on behavior or requiring letters of apology to be written);
- v. Administrative fees not exceeding fifty dollars (\$50).

Until fines or restitution have been paid, the College may deny a student the privilege of re-registering, may hold transcripts and/or diplomas, and may refuse to release information based on the student's records.

Disclosure: The College will disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the College against a student who is alleged perpetrator of such crime or offense with respect to such crime or offense. The disclosure will be provided to both parties as close to simultaneous as possible. If the alleged victim of such crime or offense is deceased as a result of such crime or offense the next of kin of such victim shall be treated as the alleged victim for purposes of this disclosure.

Appeals

If the student disagrees with the Vice President for Student Affairs conclusion that they violated the Student Code of Conduct, or with the sanction imposed, the student may file an appeal with the College President by delivering a written request to the Office of the Vice President for Student Affairs within seven (7) business days after the date on which they were served with a copy of the decision. Reporting parties in cases of sexual misconduct may also request an appeal under the same circumstances and conditions. Upon receipt of the written request, the Vice President for Student Affairs will notify the President's office within one (1) business day. 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.

Upon receipt of a timely appeal, the President shall convene the Student Disciplinary Hearing Board. Following the hearing, the President shall review recommendations from the Student Disciplinary Hearing Board and determine whether to affirm, modify or reverse the Vice President for Student Affairs' decision. If a student files a timely appeal with the President, the Student Disciplinary Hearing Board shall provide a hearing.

A party may appeal the President's decision to the State Board of Education when, if and in such a manner as the State Board of Education determines that such appeal shall be heard. See State Board of Education Policy III.P, Section 19 <https://boardofed.idaho.gov/board-policies-rules/board-policies/higher-education-affairs-section-iii/iii-p-students/>.

Parties will be notified in writing of any change to the result of a disciplinary proceeding. The parties will also be notified when such results become final.

Resources

Confidential Campus Resources

LCSC Student Health Services* Sam Glenn Complex; 205 208-792-2251	LCSC Student Counseling Center Sam Glenn Complex; 212 208-792-2211
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Confidential Community Resources

YWCA 208-746-9655	Idaho Public Health* 208-799-3100	St. Joseph Regional Medical Center* 208-743-2511
Tri-State Memorial Hospital* 509-758-4665	Quality Behavior Health (WA Residents only) 509-758-4655	

* Medical care is also available at these locations.

Non-confidential Resources

The following campus offices/individuals only share information on a need-to know basis but cannot guarantee confidentiality.

Title IX Coordinator Administration Bldg; 201A 208-792-2689 titleix@lcsc.edu	Student Affairs Reid Centennial Hall; 112 208-792-2218 studentaffairs@lcsc.edu	Campus Security MLH; 110 208-792-2226
Human Resource Services Administration Bldg; 102 208-792-2269 hr@lcsc.edu	Residence Life Talkington Hall Basement 208-792-2053 reslife@lcsc.edu	Any faculty and/or staff member, including your advisor or supervisor.

Alcohol and Drug Policies

Alcoholic Beverages

Idaho law states that it is illegal to sell, serve or furnish beer, wine or other alcoholic beverages or intoxicating liquor to a person under 21 years of age. It is illegal for any person under 21 years of age to purchase or attempt to purchase, procure, possess, or consume any alcoholic or intoxicating liquor. Illegal possession or consumption of alcoholic beverages (beer, wine, liquor or other beverage which is controlled as an alcoholic beverage under Idaho law) is prohibited in college-owned, leased or operated facilities and on campus grounds.

Alcoholic beverages may not be possessed, manufactured or consumed under any circumstances in areas open to and most commonly used by the general public. Public areas include, but are not limited to, lounges, college union buildings, recreation rooms, conference rooms, athletic/student facilities and other public areas of college-owned buildings or grounds. Students aged 21 and over may possess alcohol in their residence hall rooms and are subject to residence hall policies.

Sale of alcoholic beverages is prohibited in college-owned, leased or operated facilities and on campus grounds.

Guests and visitors shall observe these regulations while on campus or other college property. Non-compliance may subject a person to sanctions imposed by the College as well as the provisions of local and state law.

For LCSC sponsored events which are open to the campus community and at which alcohol will be present, the sponsor will work with the Vice President for Student Affairs and the appropriate instructional dean to assure adherence to this policy. The following information will need to be provided to assure adherence: (1) names and ages of individuals designated as bartenders or servers to check identification; (2) mean to inform participants of applicable state and federal

laws regarding alcohol consumption; (3) non-alcoholic beverages and food consumption; and (4) designated driver program.

No social event shall include any form of drinking contest in its activities or promotion.

Drugs

Possession, manufacture, distribution, use or sale of marijuana, drug narcotics or other controlled substances classified as illegal under Idaho law, except those taken under a doctor's prescription is prohibited on college-owned or controlled property, or at any college-sponsored or supervised function. All federal and state drug laws on campus are enforced by Campus Security and the Lewiston Police Department.

Student Medical Amnesty Policy – LCSC Policy 5.315

Student welfare is a primary concern at LCSC. All students are responsible for seeking medical assistance for fellow students when lives may be in danger due to alcohol and/or drug intoxication.

Alcohol and drug overdose can cause serious and life threatening medical emergencies. LCSC students may encounter these types of emergencies while at LCSC. Due to fear of the consequences, students are often afraid to seek emergency assistance for fellow students in trouble. To encourage students to seek emergency care, LCSC has implemented the Student Medical Amnesty Policy.

The Student Medical Amnesty policy applies to currently enrolled LCSC students and does not protect students from federal, state or local laws.

- i. This policy provides amnesty for possession and consumption of alcohol or drugs by a minor, unauthorized possession of alcohol or drugs on campus, or intoxication.
- ii. This policy also may apply in instances when students report sex-based discrimination, sexual harassment, and sexual misconduct involving students. Students who report information about sex-gender based discrimination, sexual harassment, or sexual misconduct involving other students will also follow the same guidelines as the amnesty policy on drug or alcohol possession or consumption in which they might have engaged in connection with the reported incident.
- iii. Amnesty may be granted to an LCSC student by the Vice President for Student Affairs for initiating emergency assistance.
 - i. Following the emergency, students involved will meet with the Vice President for Student Affairs to determine amnesty.
 - ii. Students granted amnesty may be referred for counseling following the meeting with the Vice President for Student Affairs based on the nature and severity of the emergency situation in which the student was involved.

Prevention and Awareness Programs

eCheck Up To Go

Sexual Violence Prevention Program - personalized, evidence-based, online prevention education required for all entering freshmen. The program is sponsored by the Office for Equity, Inclusion and Compliance and includes information on LCSC's statement prohibiting sexual harassment and sexual misconduct, campus support resources, and policies and procedures. The program contains real life examples to increase understanding about consent and interactive scenarios to identify signs of abusive behaviors and personalized strategies to prevent harm. Additionally, the program explains the five (5) steps that research has identified as necessary to increase bystander intervention. The scenarios help students build skills, confidence, and plans to intervene and provides steps an individual can take to support victims of sexual violence.

SafeColleges

The SafeColleges Training System is a comprehensive, web-based training system that delivers engaging compliance and prevention training for students, faculty, and staff. The site offers a series of online research-based courses covering Human Resources and Employment practices, Environmental Health & Safety, Information Technology, Emergency Management, Social & Behavioral, and Security and Nutrition Services. Courses comply with important federal legislation, including Title IX, FERPA, and OSHA.

Presentations

The Office of Equity, Inclusion and Compliance offers a variety of presentations relating to discrimination, sexual harassment, sexual misconduct, stalking, and interpersonal violence. These presentations can be customized for classrooms, living groups, organizations, and events.

Don't Cancel Class

Rather than cancelling class due to illness or scheduling conflict, faculty may request a guest speaker on topics including, but not limited to: Title IX, Sexual Harassment, Drug and Alcohol Education, Staying Safe on Campus and in the Community, and more. Visit <https://www.lcsc.edu/student-affairs/dont-cancel-class> for more information or to request a guest speaker.

Substance Abuse Education Programs

Alcohol and Drug Use Education

Lewis-Clark State College (LCSC) maintains an ongoing substance abuse prevention program that complies with the Education Department General Administrative Regulations (EDGAR) Part 86 mandate. Our program consists of alcohol and other drug (AOD) preventative education, early intervention, enforcement, and the implementation of environmental strategies to provide alternative, pro social and health promoting activities.

The Student Counseling Center (SCC) partners with many other campus departments including Residence Life, the Title IX office, Human Resources, Student Activities, the campus Health and Wellness Committee and athletics to offer relevant education and prevention programs, events and activities.

The SCC offers brief screening and referral services, individual counseling for students struggling with substance use issues and intervention programs for those who violate the Student Code of Conduct. Students who self-identify with concerns or who come to the attention of faculty, Residence Life, Security or other staff or faculty due to AOD use and/or abuse are referred to the SCC for initial substance abuse screening, education, possible ongoing personal substance abuse counseling and/or referral services.

Faculty and staff are advised of available resources for drug and alcohol related problems on a systematic and ongoing basis through the LCSC Human Resources office.

Drug Take Back Day

LCSC is a founding member of the campus/community Resources Empowering Action for Community Health (REACH) coalition that addresses health and substance abuse related concerns of LCSC students and other emerging young adults in the community. REACH conducts a biannual Drug Take Back Day each semester, and also provides other AOD education, programing, events and other support to LCSC and to the surrounding community.

3rd Millennium Programming

All incoming freshmen are asked to complete the 3rd Millennium web-based Alcohol-Wise and Marijuana-Wise programs. These evidence-based programs help to reduce high-risk behavior and inspire change among our students.

Rethink the Drink

In 2018, the Student Counseling Center (SCC) conducted multiple “Rethink that Drink” group sessions to accommodate freshmen students upon their arrival to campus. Each session is done in a small group setting where participation and discussion are encouraged. In this program, basic facts are presented about alcohol and other drugs as well as the bystander effect in the context of the Student Code of Conduct, Residence Life living agreement and Idaho state law. The program combines professional presentation, group discussion and scenario learning, especially related to alcohol and Title IX issues, in this approximately 1 hour session. This program has been mandatory for all new incoming dorm students for the past two academic years.

Educational Sanctions for Alcohol and Other Drug Code Violations

LCSC enforces Idaho State Law and the Student Code of Conduct as to student AOD misuse. Students receiving sanctions related to AOD violations are referred to a myriad of possible resources, including CHOICES for Alcohol, an alcohol abuse prevention and harm reduction program that utilizes individual, personalized feedback coupled with the opportunity to self-reflect and discuss facts, risk and norms associated with college student alcohol use, and Brief Alcohol Screening and Intervention for College Students (BASICS). BASICS is an individualized multi session, program which also utilizes personalized feedback that allows students to further explore their own relationship with alcohol use in comparison to other LCSC students and offers ideas to make changes in their own behavior as needed.

Annual Safety and Awareness Events

Sexual Assault Awareness Month – April 2018

The goal of Sexual Assault Awareness Month is to raise public awareness about sexual violence. Lewis-Clark State College collaborates with other organizations to provide information and resources to the campus community. Sexual Assault Awareness Month in 2018 featured some of the following events:

What Were You Wearing?

For the entire month of April, the campus community could visit the “What Were You Wearing?” display located in the Student Union Building. The display was aimed at addressing the misconceptions and stigma around sexual assault through survivor’s voices and stories.

Take Back the Night

The campus community was invited to join the Delta Xi Chapter of Lambda Theta Alpha and the YWCA in an organized walk on campus to promote consent and awareness of sexual violence.

Teal Ribbon Project

Teal ribbons were tied around trees across campus to signify sexual assault awareness; information about sexual assault and resources were stapled to the ribbons.

Sex in the Dark – Consent & Healthy Relationships

The campus community was invited to ask a panel of experts all of their questions about sex and consent in a confidential and fun glow-in-the-dark environment.

Domestic Violence Awareness Month – October 2018

Domestic Violence Awareness Month is a national movement that works to bring domestic violence and its prevention to the forefront of public debate. Throughout the month of October, flyers provided by the YWCA were placed around campus and Domestic Violence Awareness Month in 2018 featured some of the following events:

On Wednesday We Wear Purple

The campus community was invited to wear purple on Wednesday's during the month of October to promote awareness of domestic violence. Purple has long been used as the color to signify the pursuit of justice for victims of domestic violence. In collaboration with the YWCA, flyers were placed in academic buildings, residence halls, and bathroom stalls with information about domestic violence and a relationship quiz to help students determine whether they were in a healthy relationship. Black silhouettes were cut out and placed around campus with the stories of survivors of domestic violence as well as statistics about domestic violence.

Purple Ribbon Project

Purple ribbons were tied around trees across campus to signify domestic violence awareness; information about domestic violence and resources were stapled to the ribbons.

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

The escort program is a service 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 (208) 792-2226 or the duty officer's phone (208) 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.

Residence Hall Security

Crime prevention brochures, and other printed materials, are available to the students. The Security Department works closely with residence hall personnel to present security programs for the residents, when requested. All non-resident guests must be accompanied by their resident host at all times when in a residence hall. Students are encouraged to keep their doors locked, 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 is available at (208) 792-2226 or (208) 792-2815 or by dialing 2226 or 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, including: the main floor of the Student Union Building (SUB), the 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.

Training for Faculty and Staff

Campus Security Authority Training – LCSC Policy 3.204

Campus Security Authority (CSA): an Official of the College who has significant responsibility for student and campus activities, including, but not limited to, student housing, student

discipline, and campus judicial proceedings, and to whom crimes are most likely to be reported. Campus Security Authorities for Lewis-Clark State College include, but are not limited to: (1) faculty advisers to student organization; (2) athletic team coaches; (3) Director of Athletics; (4) Vice President for Student Affairs; (5) Title IX Coordinator; (6) Director for Residence Life; (7) Director of the Student Counseling Center; (8) Director of Human Resource Services; (9) Resident Advisors and Peer Mentors; (10) Director of the Advising Center; (11) Director of First Year Experience; (12) Director of Student Employment – Career Center and LC Work Scholars; (13) Director for the Center for Student Leadership; (14) Director of Student Support Services; (15) Directors of the LC Outreach Centers in Grangeville and Orofino; (16) Director of Student Services at the Coeur d’Alene Center; and (17) Director of the Coeur d’Alene Center.

Campus Security Authorities are obligated by federal law to report Clery Act Crimes. Lewis-Clark State College provides online training through SafeColleges for all CSA’s. Annually, the Director of the Office of Campus Security and Emergency Preparedness will notify all CSA’s by email of their duties and the requirements to take the CSA computer based training.

Clery Crime Reporting Process: CSA’s will immediately report all Clery Crimes that they either have first-hand knowledge of or that have been reported to them by using the online form available on the LCSC Security website at <http://www.lcsc.edu/security/>. CSA’s should not wait to report such Clery Crimes for any reason. A CSA’s on duty are to report what they observe or what has been reported to them. CSA’s do not investigate the reported Clery Crime or assess the validity of the reported Clery Crime. A CSA must provide as much information about the incident as possible. If a CSA is in doubt on whether to report an incident or not, they should err on the side of caution and report the incident. Where appropriate, the Director of the Office of Campus Security and Emergency Preparedness will issue a Timely Warning or Emergency Notification to the campus community, including students, staff, faculty, and possible visitors.

1. In an emergency, CSA’s shall:
 - 1) Call 911
 - 2) Immediately notify the Office of Campus Security and Emergency Preparedness by calling campus security’s 24/7 number at 208-792-2815.
 - 3) Complete an online Report a Crime form accessible from the Office of Campus Security and Emergency Preparedness website:
<http://www.lcsc.edu/security/>
2. In non-emergency situations:
 - 1) Immediately complete an online Report a Crime form, found at
<http://www.lcsc.edu/security/>.

Compliance training for all new hires includes Title IX and Sexual Misconduct; State of Idaho Domestic Violence Policy; Drug-Free Workplace; Discrimination Awareness in the workplace; and General Ethics in the Workplace.

Behavior Response Team (BRT)

The BRT is a committee tasked with monitoring and reviewing policies and procedures related to the Student Code of Conduct, Title IX, and Campus Security. The Team meets on a weekly basis to discuss student behavior problems, to assess and secure individual and campus safety, and to assist in necessary decision-making regarding such concerns. It is chaired by the Vice President for Student Affairs. Its membership includes the Title IX Coordinator, the Director of Human Resources Services, the Director of Campus Security and Emergency Preparedness, the Director of Residence Life, and the Director of the Student Counseling Center. This alliance between members of the campus community coming together to solve inter-related issues allows the team to make decisions that are thoroughly reviewed, are consistent with campus policy, and promote fairness for all parties involved.

Clery Crime Statistics – LCSC Lewiston, Idaho

Offense	Year	**On Campus Property	**Residence Facilities	Non-Campus	Public Property	Unfounded
Murder – Non-Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offense, Rape	2016	2	2	0	0	0
	2017	1	1	0	0	0
	2018	3	3	0	0	0
Sex Offense, Fondling	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	6	1	0	0	0
Sex Offense, Incest	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offense, Statutory Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2016	1	0	0	0	0
	2017	1	0	0	0	0
	2018	2	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	2	0	0	0	0
Arson	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	1	1	0	0	0

Stalking	2016	1	1	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Liquor Law Violations (Referred for Disciplinary Action)	2016	11	10	0	0	0
	2017	38	38	0	0	0
	2018	73	71	0	0	0
Drug Law Arrests	2016	1	0	0	0	0
	2017	0	0	0	2	0
	2018	1	1	0	0	0
Drug Law Violations (Referred for Disciplinary Action)	2016	9	9	0	0	0
	2017	6	6	0	0	0
	2018	16	15	0	0	0
Illegal Weapons Possession Arrests	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Illegal Weapons Possession (Referred for Disciplinary Action)	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Hate Crimes	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

*Crime statistic requests were sent to various law enforcement agencies related to Lewis-Clark State College's non-campus properties and student travel locations. Some requests went unanswered and some of the responses received were not in a usable format and are not included in these statistics.

**Crime reported in Residential Facilities column are included in the On Campus Category as well.

***Two cases of Fondling were reported as happening "on campus" without clarification of exact location. These were counted in the on campus category.

Lewis-Clark State College – Separate Campus and Outreach Centers

LCSC has four separate campuses, listed below. For the purpose of the Clery Act requirements, an additional location is a **separate campus** if it meets all of the following criteria:

- i. The College owns or controls the site;

- ii. It is not reasonably geographically contiguous with the main campus (farther than one mile away);
- iii. It has an organized program of study; and
- iv. There is at least one person on site acting in an administrative capacity.

All information regarding policies and procedures are the same for the separate campus as they are for the main campus except where otherwise noted below. LCSC does not own or operate any student housing at any of its separate campuses listed below.

Lewis-Clark State College at North Idaho College – Coeur d’Alene, Idaho

Academic programs and student services are provided at Lewis-Clark State College at North Idaho College (NIC), located at 1031 N. Academic Way, Suite 140, Coeur d’Alene, Idaho 83814. Facilities are open to the public during regular business hours. Some buildings are open Saturday and Sunday for classes, labs and special events. Exterior doors and most interior doors to the college are locked when offices and buildings are closed at 10pm or when classes are not in session. Keys that are authorized and issued to faculty and staff are not to be duplicated or provided to unauthorized employees or students. Persons found in possession of unauthorized keys will have the key immediately confiscated, and can face disciplinary action. Although it may vary by semester, students generally have access to the following buildings:

- i. Seiter, 475 N. College Drive
- ii. Lee/Kildow, 471 N. College Drive
- iii. Molstead Library, 875 W. Garden Avenue
- iv. Meyer Health and Science, 1000 W. Garden Avenue
- v. Harbor Center, Office #142A, 1031 N. Academic Way

While all LCSC community members receive any campus alert issued by LCSC, LCSC at NIC also maintains its own emergency alert system. In the event of an emergency, NIC’s alert system will send an alert message via email, text message, and phone to all students, faculty, and staff. Students can elect to join the NIC emergency notification system, known as Cardinal Contact, to receive alerts through email, text message and voicemail by signing up for alerts and can view emergency notifications on their website: <https://communitycontact.bbcportal.com/>. Students are also given the opportunity to sign up for Cardinal Contact during orientation.

NIC maintains a security department located at 703 Military Drive, Building #30. The Security Department can be reached by calling [\(208\) 769-3310](tel:2087693310). NIC security officers provide building and grounds security 24 hours a day, seven days per week. NIC Campus Security is the administrative unit responsible for campus security, policy and procedures. NIC officers are professionally trained in public safety methods, and provide proactive patrol of the campus, their

authority is limited to the geographical boundaries of NIC's properties including land, structures, streets, and parking facilities. NIC Security does not have arrest powers.

NIC Officers patrol the campus on foot, bicycle, golf cart, and in vehicles. NIC Security Officers do not carry firearms, but are armed with OC (Pepper) Spray, and the Taser ECW, both of which are non-lethal weapons. To carry these non-lethal weapons, NIC officers complete training through the Coeur d'Alene Police Department, Spokane Police Academy, and/or by certified instructors with campus security. Even though NIC security officers are not sworn peace officers, 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. North Idaho College also has a School Resource Officer (SRO) on staff. The SRO is a member of the Coeur d'Alene Police Department who is assigned to NIC and is a sworn law enforcement officer. The SRO can be contacted by calling (208) 769-3310. The SRO is a member of the Coeur d'Alene Police Dept. who is assigned to NIC and is a sworn law enforcement officer. NIC Campus Security works closely with the Coeur d'Alene Police, Post Falls Police and Kootenai County Sheriff's Office to assist in safeguarding the campus community. City and County law enforcement officers patrol the public streets on campus and adjoining area.

NIC Campus Security and NIC Facilities personnel carry keys to all buildings and are responsible for locking and opening buildings and classrooms on the main campus, NIC Campus Security makes building checks throughout the night.

Motor vehicle parking lots, pedestrian walkways and building exteriors are well lit. Formal surveys of exterior lighting on campus are conducted routinely by the NIC Security Department and work closely with the NIC Physical Plant to have all lighting issues addressed in a timely manner. Members of the campus community are encouraged to report any lighting deficiencies to the NIC Facilities Department via School Dude Online Maintenance Request, or by calling (208) 769-3413.

Shrubbery, trees and other vegetation on campus are trimmed on a regular basis. NIC Campus Security and facilities personnel survey the grounds of the campus to ensure that shrubbery, trees and other vegetation have been properly trimmed to meet safety standards, within the guidelines of C.P.T.E.D. (Crime Prevention Through Environmental Design).

The agency providing law enforcement services to Lewis-Clark State College at NIC and public property surrounding this facility is the Coeur d'Alene Police Department, located at 3818 Schreiber Way, Coeur d'Alene, Idaho 83814, phone number [\(208\) 769-2320](tel:2087692320). North Idaho College has installed emergency (Blue Light) phones throughout campus for use during emergencies or for assistance with vehicle jumpstarts/lockouts or to request the campus escort service. By lifting the Red handset, users can communicate directly with the

Security Office during business hours, or direct with the on-duty security officer after business hours and weekends. The NIC School Resource Officer (SRO) can be contacted by calling [\(208\)769-3310](tel:2087693310). Crimes and other emergencies at this location should be reported to the Coeur d'Alene Police Department by dialing 9-1-1, and to the Lewis-Clark State College Rocky Owens at 208-292-2673.

LCSC at NIC Clery Statistics

Prior to 2018, the facilities at the LCSC campus at NIC owned and/or leased by LCSC were considered to be non-campus properties. As such, crime statistics for the LCSC at NIC properties are reflected in the non-campus category in previous reports. However, after additional guidance was received in 2019, the properties owned and/or leased at the LCSC campus at NIC were included as a separate campus.

Offense	Year	**On Campus Property	Public Property	Unfounded
Murder – Non-Negligent Manslaughter	2018	0	0	0
Negligent Manslaughter	2018	0	0	0
Sex Offense, Rape	2018	0	0	0
Sex Offense, Fondling	2018	0	0	0
Sex Offense, Incest	2018	0	0	0
Sex Offense, Statutory Rape	2018	0	0	0
Robbery	2018	0	0	0
Aggravated Assault	2018	0	0	0
Burglary	2018	0	0	0
Motor Vehicle Theft	2018	0	0	0
Arson	2018	0	0	0
Domestic Violence	2018	0	0	0
Dating Violence	2018	0	0	0

Stalking	2018	0	0	0
Liquor Law Arrests	2018	0	0	0
Liquor Law Violations (Referred for Disciplinary Action)	2018	0	0	0
Drug Law Arrests	2018	0	0	0
Drug Law Violations (Referred for Disciplinary Action)	2018	0	0	0
Illegal Weapons Possession Arrests	2018	0	0	0
Illegal Weapons Possession (Referred for Disciplinary Action)	2018	0	0	0
Hate Crimes	2018	0	0	0
2018 is the first year that the NIC location was included as a Separate Campus for the ASR. There are no LCSC residential facilities at this location.				

Lewis-Clark State College – Orofino Outreach Center – Orofino, Idaho

LCSC educational programs are provided at the Orofino Outreach Center located at 416 Johnson Avenue, Ste #1 in Orofino, Idaho. Facilities are open to the public during regular business hours, Monday –Thursday from 10am – 6pm. Exterior doors and most interior doors to the college are locked when offices and buildings are closed. Keys that are authorized and issued to faculty and staff are not to be duplicated or provided to unauthorized employees or students. Persons found in possession of unauthorized keys will have the key immediately confiscated, and can face disciplinary action. Although it may vary by semester, students generally have access to the facility.

The agency providing Law Enforcement services to the Orofino Outreach Center is Orofino Police Department. Orofino Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances at the Outreach Center. If minor offenses involving College rules and regulations are committed

by an LCSC student, the police may also refer the individual to the disciplinary division of Student Affairs.

LCSC staff and registered students receive any campus alert issued by LCSC. Crimes and other emergencies at this location should be reported to the Orofino Police Department by dialing 9-1-1, and to the Lewis-Clark State College Orofino Outreach Center Coordinator, Danielle Hardy at 208-476-5731, who will in turn notify LCSC Security.

LCSC Orofino Outreach Center Clery Statistics

Prior to 2018, the facility at the LCSC outreach center owned and/or leased by LCSC was considered to be non-campus property. As such, crime statistics for Orofino Outreach Center property is reflected in the non-campus category in previous reports. However, after additional guidance was received in 2019, the property owned and/or leased at the Orofino Outreach Center was included as a separate campus.

Offense	Year	**On Campus Property	Public Property	Unfounded
Murder – Non-Negligent Manslaughter	2018	0	0	0
Negligent Manslaughter	2018	0	0	0
Sex Offense, Rape	2018	0	0	0
Sex Offense, Fondling	2018	0	0	0
Sex Offense, Incest	2018	0	0	0
Sex Offense, Statutory Rape	2018	0	0	0
Robbery	2018	0	0	0
Aggravated Assault	2018	0	0	0
Burglary	2018	0	0	0
Motor Vehicle Theft	2018	0	0	0
Arson	2018	0	0	0
Domestic Violence	2018	0	0	0

Dating Violence	2018	0	0	0
Stalking	2018	0	0	0
Liquor Law Arrests	2018	0	0	0
Liquor Law Violations (Referred for Disciplinary Action)	2018	0	0	0
Drug Law Arrests	2018	0	0	0
Drug Law Violations (Referred for Disciplinary Action)	2018	0	0	0
Illegal Weapons Possession Arrests	2018	0	0	0
Illegal Weapons Possession (Referred for Disciplinary Action)	2018	0	0	0
Hate Crimes	2018	0	0	0
<p>2018 is the first year that the Orofino Outreach Center was included as a Separate Campus for the ASR. There are no LCSC residential facilities at this location.</p>				

Lewis-Clark State College – Moscow Outreach Center – Moscow, Idaho

LCSC educational programs are provided at the Moscow Outreach Center located at the United Church of Moscow, 123 W. 1st, Moscow, Idaho. Facilities are open to the public during regular business hours, Monday 12:30pm-3:30pm and 4:30pm-7:30pm, Tuesday 12:30pm-3pm and 5pm-7:30pm, and Wednesday 12:30pm-3:30pm and 4:30pm-7:30pm. Exterior doors and most interior doors are locked when offices and the building are closed. Keys that are authorized and issued to faculty and staff are not to be duplicated or provided to unauthorized employees or students. Persons found in possession of unauthorized keys will have the key immediately confiscated, and can face disciplinary action. Although it may vary by semester, students generally have access to the facility.

The agency providing Law Enforcement services to the Moscow Outreach Center is the Moscow Police Department. Moscow Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances at the Outreach Center. If

minor offenses involving College rules and regulations are committed by an LCSC student, the police may also refer the individual to the disciplinary division of Student Affairs.

LCSC staff and registered students receive any campus alert issued by LCSC. Crimes and other emergencies at this location should be reported to the Moscow Police Department by dialing 9-1-1, and to the Lewis-Clark State College Moscow Outreach Center Instructors, Judi Fadness or Beth Matuska at 208-882-2898, who will in turn notify LCSC Security.

LCSC Moscow Outreach Center Clery Statistics

Prior to 2018, the facility at the LCSC outreach center owned and/or leased by LCSC was considered to be non-campus property. As such, crime statistics for Moscow Outreach Center property is reflected in the non-campus category in previous reports. However, after additional guidance was received in 2019, the property owned and/or leased at the Moscow Outreach Center was included as a separate campus.

Offense	Year	**On Campus Property	Public Property	Unfounded
Murder – Non-Negligent Manslaughter	2018	0	0	0
Negligent Manslaughter	2018	0	0	0
Sex Offense, Rape	2018	0	0	0
Sex Offense, Fondling	2018	0	0	0
Sex Offense, Incest	2018	0	0	0
Sex Offense, Statutory Rape	2018	0	0	0
Robbery	2018	0	0	0
Aggravated Assault	2018	0	0	0
Burglary	2018	0	0	0
Motor Vehicle Theft	2018	0	0	0
Arson	2018	0	0	0
Domestic Violence	2018	0	0	0

Dating Violence	2018	0	0	0
Stalking	2018	0	0	0
Liquor Law Arrests	2018	0	0	0
Liquor Law Violations (Referred for Disciplinary Action)	2018	0	0	0
Drug Law Arrests	2018	0	0	0
Drug Law Violations (Referred for Disciplinary Action)	2018	0	0	0
Illegal Weapons Possession Arrests	2018	0	0	0
Illegal Weapons Possession (Referred for Disciplinary Action)	2018	0	0	0
Hate Crimes	2018	0	0	0
2018 is the first year that the Moscow Outreach Center was included as a Separate Campus for the ASR. There are no LCSC residential facilities at this location.				

Lewis-Clark State College – Grangeville Outreach Center – Grangeville, Idaho

LCSC educational programs are provided at the Grangeville Outreach Center located at Main Street Square, 158 E Main Street, Grangeville, Idaho. Facilities are open to the public during regular business hours, Tuesdays and Thursdays from 9am-4pm. Exterior doors and most interior doors are locked when offices and the building are closed. Keys that are authorized and issued to faculty and staff are not to be duplicated or provided to unauthorized employees or students. Persons found in possession of unauthorized keys will have the key immediately confiscated, and can face disciplinary action. Although it may vary by semester, students generally have access to the facility.

The agency providing Law Enforcement services to the Grangeville Outreach Center is the Grangeville Police Department. Grangeville Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances at the Outreach

Center. If minor offenses involving College rules and regulations are committed by an LCSC student, the police may also refer the individual to the disciplinary division of Student Affairs.

LCSC staff and registered students receive any campus alert issued by LCSC. Crimes and other emergencies at this location should be reported to the Grangeville Police Department by dialing 9-1-1, and to the Lewis-Clark State College Grangeville Outreach Center Instructor, Tara Rowland at 208-983-0202, who will in turn notify LCSC Security.

LCSC Grangeville Outreach Center Clery Statistics

Prior to 2018, the facility at the LCSC outreach center owned and/or leased by LCSC was considered to be non-campus property. As such, crime statistics for Grangeville Outreach Center property is reflected in the non-campus category in previous reports. However, after additional guidance was received in 2019, the property owned and/or leased at the Grangeville Outreach Center was included as a separate campus.

Offense	Year	**On Campus Property	Public Property	Unfounded
Murder – Non-Negligent Manslaughter	2018	0	0	0
Negligent Manslaughter	2018	0	0	0
Sex Offense, Rape	2018	0	0	0
Sex Offense, Fondling	2018	0	0	0
Sex Offense, Incest	2018	0	0	0
Sex Offense, Statutory Rape	2018	0	0	0
Robbery	2018	0	0	0
Aggravated Assault	2018	0	0	0
Burglary	2018	0	0	0
Motor Vehicle Theft	2018	0	0	0
Arson	2018	0	0	0
Domestic Violence	2018	0	0	0

Dating Violence	2018	0	0	0
Stalking	2018	0	0	0
Liquor Law Arrests	2018	0	0	0
Liquor Law Violations (Referred for Disciplinary Action)	2018	0	0	0
Drug Law Arrests	2018	0	0	0
Drug Law Violations (Referred for Disciplinary Action)	2018	0	0	0
Illegal Weapons Possession Arrests	2018	0	0	0
Illegal Weapons Possession (Referred for Disciplinary Action)	2018	0	0	0
Hate Crimes	2018	0	0	0
<p>2018 is the first year that the Grangeville Outreach Center was included as a Separate Campus for the ASR. There are no LCSC residential facilities at this location.</p>				

Annual Fire Safety Report

The Annual Fire Safety Report is made available as part of the College's commitment to safety and security on campus and in compliance with the Higher Education Opportunity Act of 2008. This report contains information about LCSC's fire safety practices and is prepared in cooperation with Residence Life, Security, Physical Plant, and other College departments.

Residence Life Fire Safety Regulations

Residence Life Policies

All students signing a lease agreement with University Housing receive a copy of the Residence Life Policies for their residence hall or on-campus apartment. Residence Life Policies can also be found at <http://www.lcsc.edu/residence-life/faq/residence-hall-policies/>

Appliances

The electrical system in the residence halls is not designed to carry heavy loads of electrical equipment. For that reason and because of other safety concerns, open-faced electric or 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 hotpots. Residents may also have a refrigerator (no larger than 4.0 cubic feet) and a microwave (not greater than 700 watts) in their room. Regardless of the size of the room or suite or the number of occupants, larger appliances are prohibited. (Refer to [Appliances](#)).

Smoking

Per Idaho Code 39-5502, smoking is not allowed inside any college owned property or outside within 20-feet of all entrances/exits. Lewis-Clark State College policy is more restrictive than Idaho Code. Smoking is not allowed on any College property, indoors or outdoors except in specifically designated outside areas. (Refer to [Smoking and Tobacco Use](#)). The College policy can be found at: <http://www.lcsc.edu/media/6043930/3115-smoke-free-campus.pdf>.

Open Flames, Fireworks, Explosives, and Flammable Materials

Dangerous and/or highly corrosive chemicals and all types of explosives, including fireworks, are not allowed in the residence halls. Possessing, storing, selling, using, or exploding any type of firework in a residence hall room or suite is prohibited.

Due to the physical danger to residents and the possibility of fire, any prank or activity involving fireworks, flammable material, liquids, explosives, dangerous chemicals, and noxious or noisome materials/objects will not be tolerated on College grounds and/or any residence hall.

Activities involving the use of fireworks/explosives/chemicals may result in severe sanctions issued by the college as well as prosecution under applicable state and local laws. All chemicals/explosives/fireworks found in any residence hall room are subject to immediate seizure by Residence Life staff or Campus Security staff. (Refer to [Fireworks/Explosives/Chemicals](#)).

Candles, oil lamps, incense or other items with an open flame are not permitted in any College residence hall. Scentsy-type products are approved, however, residents should be in the room while they are in use. Residents are responsible for any damage that is done if the wax spills onto carpet or furniture. (Refer to [Candles/Incense](#)).

Alarms and Smoke Detectors

With the exception of the International Living Learning Community houses, the building alarms are monitored by Alarm Central monitoring company, which in turn notify the Lewiston Fire Department Dispatch. Lewiston Fire Department will respond when notified of a fire alarm on campus. Residents of the International Living Learning Community houses should call 911 in the event the fire alarm sounds or there is visible smoke or fire. Vandalism or tampering with alarms or any life-safety equipment is against the law. All violators will be prosecuted.

Some residence halls have individual room smoke detectors. Smoke detectors are intended for room occupant notification only. The alarm will not alert the rest of the building of a fire situation. It should be kept in an operable condition and tested monthly by students. If it is found to be inoperable, notify maintenance immediately for repair or replacement by completing the Housing [Maintenance Request Form](#) on the front page of the Residence Life website.

With the exception of the International Living Learning Community houses, each residence hall is equipped with a central building fire alarm system that senses fire and/or smoke. The system can also be activated manually when there is a fire. The alarm stations are located within the hallways at points of exit, such as doorways to stairwells, exterior doors, etc. Residents should familiarize themselves with the manual pull station locations within their residence.

Emergency Evacuation (Including Fire Evacuation) Procedures for on-campus housing and general campus

In event of fire or other emergency, call 911. If you are calling from a campus landline telephone, dial 9-911.

Procedures for on-campus housing

When an emergency evacuation is ordered or when audio or visual alarms are activated, all residents are required to evacuate the premises immediately and proceed to a designated Safe

Assembly Location or where directed by emergency personnel or residence life staff. Security and/or residence life staff will assist in the basic evacuation of the facility and will help to coordinate re-entry into the building. Residents who fail to evacuate a building or take excessive length of time to exit the building are subject to College disciplinary action. For more information see [Fire Alarms Section](#) of the [Residence Life Policies](#).

Procedures for the general campus

When an emergency evacuation is ordered or when audio or visual alarms are activated, all individuals are required to evacuate the facility immediately and proceed to a designated Safe Assembly Location or where directed by emergency personnel or College first responders.

Fire Safety Education and Training

Students living in on-campus housing review fire safety policies during community meetings with their Resident Assistant at the beginning of each semester. In addition, on campus residents are mailed a letter with the stated expectation they review all Residence Life policies prior to their arrival. The letter includes a link to the online Residence Life policies.

College management and faculty at all levels ensure that employees and students are aware of LCSC Policy 3.135, Safety and Accidents; 3.136, Campus Safety and Security, and the LCSC Emergency Management Plan.

Reporting Fires that Have Already Been Extinguished

Reports that a fire occurred in a Residence Life facility must be made for inclusion in the Annual Fire Safety Report. Fires in Residence Life facilities that have already been extinguished should be reported to Campus Security at 208-792-2226.

Plans for Future Improvements in Fire Safety

LCSC continually evaluates the fire safety in Residence Life. 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.

On-Campus Student Housing Facility Fire Safety Systems

- i. **Clark Hall** has a Notifier System 500 fire panel, manual pull stations, photo electric smoke detectors, heat detectors, and horn strobes. The alarm reports directly to Alarm Central who calls Lewiston Fire Department 911 dispatch and then LCSC Security. This building has a sprinkler system that is routinely inspected.

- ii. **Talkington Hall** has a Notifier NFW2-100 fire panel, manual pull stations, photo electric smoke detectors, heat detectors, and 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.
- iii. **Clearwater Hall** has a Fire Warden-00 Fire Alarm Control/Communicator Notifier fire panel, photo electric smoke detectors, audio visual enunciators, and manual pull stations. The alarm reports directly to Alarm Central who calls Lewiston Fire Department 911 dispatch and then LCSC Campus Security. This building has a sprinkler system that is routinely inspected.
- iv. **College Place** has a Silent Knight-5700 Fire Alarm Control and Silent Knight-5860 remote enunciator, a manual pull station, a photo electric smoke detector, standalone smoke detectors per code, horns, and strobe lights. The alarm reports directly to Alarm Central who calls Lewiston Fire Department 911 dispatch and then LCSC Campus Security. This building has a sprinkler system that is routinely inspected.
- v. **Parrish House** has a Notifier Addressable Onyx NFS 320 fire panel, manual pull stations, photo electric smoke detectors, heat detectors, and horn strobes. The alarm reports directly to Alarm Central who calls Lewiston Fire Department 911 dispatch and then LCSC Campus Security. This building does not have a sprinkler system.
- vi. **International Living Learning Community - Lewis House** has battery operated smoke detectors per code. Residents are expected to call 911 in the event the alarm is activated. This building does not have a sprinkler system.
- vii. **International Living Learning Community – Clark House** has battery operated smoke detectors per code. Residents are expected to call 911 in the event the alarm is activated. This building does not have a sprinkler system.
- viii. **809 6th St. Apt A-D Rental Housing** – has battery operated smoke detectors per code. Residents are expected to call 911 in the event the alarm is activated. This building does not have a sprinkler system.
- ix. **1008 7th St. Rental Housing** – has battery operated smoke detectors per code. Residents are expected to call 911 in the event the alarm is activated. This building does not have a sprinkler system.
- x. **1018 7th St. Rental Housing** - has battery operated smoke detectors per code. Residents are expected to call 911 in the event the alarm is activated. This building does not have a sprinkler system.
- xi. **1028 7th St. Rental Housing** – has battery operated smoke detectors per code. Residents are expected to call 911 in the event the alarm is activated. This building does not have a sprinkler system.
- xii. **624 9th Ave Rental Housing** – has battery operated smoke detectors per code. Residents are expected to call 911 in the event the alarm is activated. This building does not have a sprinkler system.

- xiii. **324 11th Ave. Rental Housing** – has battery operated smoke detectors per code. Residents are expected to call 911 in the event the alarm is activated. This building does not have a sprinkler system.
- xiv. **624 11th Ave. Rental Housing** – has battery operated smoke detectors per code. Residents are expected to call 911 in the event the alarm is activated. This building does not have a sprinkler system.
- xv. **630 11th Ave. Rental Housing** - has battery operated smoke detectors per code. Residents are expected to call 911 in the event the alarm is activated. This building does not have a sprinkler system.

Fire Safety Systems and Fire Drills

Housing Facility	Monitored Fire Alarm System	In Room Smoke Detectors	Corridor Smoke Detectors	Fire Sprinkler System	Number of Fire Drills in 2016	Number of Fire Drills in 2017	Number of Fire Drills in 2018
Clark Hall	Yes	Yes	Yes	Yes	4	4	4
Talkington Hall	Yes	Yes	Yes	No	4	4	4
Clearwater Hall	Yes	Yes	Yes	Yes	4	4	4
College Place	Yes	Yes	Yes	Yes	4	4	4
Parrish House	Yes	Yes	Yes	No	4	4	4
International Living Learning Community - Lewis House	No	Yes	Yes	No	0	0	0
International Living Learning Community – Clark House	No	Yes	Yes	No	0	0	0
*Rental House – 809 6th St. Apt A-D	No	Yes	Yes	No			0
*Rental House – 1008 7th St.	No	Yes	Yes	No			0

*Rental House – 1018 7 th St.	No	Yes	Yes	No			0
*Rental House – 1028 7 th St.	No	Yes	Yes	No			0
*Rental House – 624 9 th Ave.	No	Yes	Yes	No			0
*Rental House – 324 11 th Ave.	No	Yes	Yes	No			0
*Rental House – 624 11 th Ave.	No	Yes	Yes	No			0
*Rental House – 630 11 th Ave.	No	Yes	Yes	No			0
* These facilities were not included in reports prior to 2018.							

Annual Fire Summary for 2016-2018 Calendar Years

No on-campus residence hall fire incidents were reported in 2016, 2017, or 2018.

Residential Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Estimated Value of Property Damage Caused by Fire
Clark Hall 1023 4 th St.	2016	0	0	N/A	N/A	N/A	0
	2017	0	0	N/A	N/A	N/A	0
	2018	0	0	N/A	N/A	N/A	0
Talkington Hall 740 5 th St.	2016	0	0	N/A	N/A	N/A	0
	2017	0	0	N/A	N/A	N/A	0
	2018	0	0	N/A	N/A	N/A	0
Clearwater Hall 410 Main St.	2016	0	0	N/A	N/A	N/A	0
	2017	0	0	N/A	N/A	N/A	0
	2018	0	0	N/A	N/A	N/A	0
College Place 814 4 th St.	2016	0	0	N/A	N/A	N/A	0
	2017	0	0	N/A	N/A	N/A	0
	2018	0	0	N/A	N/A	N/A	0
Parrish House	2016	0	0	N/A	N/A	N/A	0

623 6 th Ave	2017	0	0	N/A	N/A	N/A	0
	2018	0	0	N/A	N/A	N/A	0
*International Living Learning Community – Lewis House 504 6 th Ave.	2016						
	2017						
	2018	0	0	N/A	N/A	N/A	0
*International Living Learning Community - Clark House 611 5 th St.	2016						
	2017						
	2018	0	0	N/A	N/A	N/A	0
*Rental House – 809 6 th St. Apt A-D	2016						
	2017						
	2018	0	0	N/A	N/A	N/A	0
*Rental House – 1008 7 th St.	2016						
	2017						
	2018	0	0	N/A	N/A	N/A	0
*Rental House – 1018 7 th St.	2016						
	2017						
	2018	0	0	N/A	N/A	N/A	0
*Rental House – 1028 7 th St.	2016						
	2017						
	2018	0	0	N/A	N/A	N/A	0
*Rental House – 624 9 th Ave.	2016						
	2017						
	2018	0	0	N/A	N/A	N/A	0
*Rental House – 324 11 th Ave.	2016						
	2017						
	2018	0	0	N/A	N/A	N/A	0
*Rental House – 624 11 th Ave.	2016						
	2017						
	2018	0	0	N/A	N/A	N/A	0
*Rental House – 630 11 th Ave.	2016						
	2017						
	2018	0	0	N/A	N/A	N/A	0
* These facilities were not included in reports prior to 2018.							

