



Campus Safety & Security  
Annual Report

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[CampusSecurity@heritage.edu](mailto:CampusSecurity@heritage.edu)

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## Purpose & Complying with Federal Reporting Requirements

In accordance with the Crime Awareness and Campus Security Act of 1990, the Campus Security Department is responsible for preparing, publishing and distributing an annual security report by October 1 of each year, for the purpose of disclosing and disseminating certain information regarding campus crime statistics, security policies and campus law enforcement. Information mandated by this Act include statements about campus law enforcement policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education and prevention programs, procedures for reporting sexual assaults, and procedures for handling reports of sexual assault. In compliance with this federal law, Heritage University (HU) makes public this information by way of our annual security report entitled Campus Safety & Security Handbook. The publication is made available to prospective students and employees and is distributed to current students and employees by way of the campus mail system, electronic distribution and the University website.

### Clery Act

The “Clery Act” originally known as the “Crime Awareness and Campus Security Act of 1990” is named in memory of Jeanne Ann Clery, a 19 year old freshman who was raped and murdered at Lehigh University, while asleep in her residence hall room on April 5, 1986. The intention of the Clery Act legislation (renamed the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” in 1998) is to provide students and their families with accurate, complete and timely information about safety on campus. If you would like to know more about the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, visit <http://www.securityoncampus.org/>

### Prominent Reporting Requirements

- Publication and dissemination of an annual security report made available to prospective students and employees and distributed to current students and employees
- Disclosure of specified campus safety and security policies and practices providing three years’ worth of selected crime statistics (a) in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting program; and, (b) submitting the crime statistics to the U.S. Dept. of Education (ED) for inclusion in a database that will be distributed to the public on the ED web site
- Maintaining a public crime log (of all crimes reported to the department); the log must be open to the general public (including parents and the news media) and made available upon request
- Making timely warnings to the community about crimes that pose an ongoing danger to students and employees on campus

## Heritage University Geography

Heritage University Campus is located at 3240 Fort Road in Toppenish WA, with Heritage University Childcare located north, across Fort Road at 3241 Fort Road. The larger rectangular plot is 48 acres with most of the buildings and infrastructure toward the northwest corner of the property. Heritage is located within Yakima County but does not lie within city limits of Toppenish, WA. The surrounding properties on the north, east and south sides of the University Campus are all agriculture fields. The main parcel is bordered on the west by McKinley road, opposite a house and a storage building, with Fort Road

running perpendicular separating the two parcels. But both McKinley Avenue and Fort Road are considered public property during operational hours, as identified as “on campus”. No student housing buildings are utilized by Heritage University.

## Campus Security & Authorities

All students, faculty members, and staff are encouraged to be security-conscious at all times during their day-to-day activities and duties on campus. Oversight of building and grounds security is under the supervision of the Chief Operations Officer, the Plant Operations Department and its Security personnel. This oversight includes the lock/unlocking of buildings, outside gate locking and unlocking, and overall surveillance. Plant Operations and Security are also responsible for issuance of keys, ID cards, and parking permits. Plant Operations oversee campus hazards, such as imperfections in walkways, and areas with poor lighting and other potential security defects.

### Campus Security Personnel

The operational unit Heritage University directly charged with providing campus safety and security services is designated as Campus Security. Personnel assigned to this department are known as Campus Security Officers. Campus Security personnel are not sworn police officers and are not intended to substitute in any way for police or law enforcement personnel. They consist of hired and/or contract personnel who are present to provide assistance for multiple types of needs on the campus and to contact law enforcement or other emergency personnel as needed. Campus Security is available during the hours that the Heritage campus is open and can provide a wide variety of services upon request by calling 509-865-8555 or extension 8555.

### Law Enforcement

Campus Security cooperates with agencies having jurisdiction, including the Yakima County Sheriff’s Office and the Yakima Tribal Police. In the event that a crime occurs on campus, Campus Security can be granted authority to investigate all or portions of the crime by the appropriate authorities. The jurisdictional counties for law enforcement are the Yakima County Sheriff’s Office and the Yakama Nation Tribal Police for tribal members only (about 10% of our student population is first nation).

First responders (i.e., police/fire/ems) will often know first of an impending or actual emergency and/or disaster. Response organizations are typically trained to operate within their respective agency incident command structure, but are rarely called upon to perform their duties as part of a unified command structure and integrated multi-organizational response such as that required for a possible emergency and/or disaster situation on the Campus.

### Campus Security Authorities

Because students who are victims of crimes may be inclined to report them to someone other than the police, the Clery Act requires institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be “Campus Security Authorities” (CSAs). The function of a campus security authority is to report allegations of Clery Act crimes to Campus Safety, which is the designated office for compiling Clery Crime information. CSAs are not responsible for determining

whether a crime actually took place. CSA's are college officials who have significant responsibility for student and campus activities, such as:

- University President, Vice Presidents & Assistant Vice Presidents.
- Designated Security Personnel & Plant Operations Personnel.

Pastoral and professional counselors are not Campus Security Authorities, even though they have significant responsibility for student and campus activities, to ensure that they can provide appropriate counseling services without an obligation to report crimes.

### Emergency Response Team

The primary responsibility for responding to emergencies at Heritage University rests with the HU President. Key administrative personnel assist the President in fulfilling these responsibilities. The HU President has the authority to direct and coordinate disaster operations and may delegate this authority to members of HU leadership or the Emergency Response Team. The Emergency Response Team (ERT) has overall authority for all emergency response operations. Members of the ERT will work collaboratively to ensure appropriate operational decisions are made. They will assist the emergency response measures of any/all responder agencies, departments or organizations. The decision to utilize the ERT will be based upon the probability or the actual occurrence of an emergency and/or disaster that threatens the health, safety and welfare of the campus.

HU Policy 8.3 Emergency Planning: <http://www.heritage.edu/About-Heritage/University-Policies/83-Emergency-Planning>

The current **Emergency Response Team** members are listed below:

- President
- Chief Financial Officer
- Campus Security Officer
- Director of Plant/Maintenance
- Provost/VP of Academic Affairs
- VP of Student Affairs & Enrollment
- Chief Operations Officer
- VP of Marketing/Advancement
- Mental Health Professional
- College Dean(s)
- Other University employees, as assigned by the President

### Closure/Cancellation Notification

Regardless of the situation, the Chief Operations Officer or individual who authorizes either the cancellation of classes, or the closing of all or part of HU, shall also ensure the ERT members are notified immediately.

### Authority to Evacuate Buildings

Anyone may cause the evacuation of an office, classroom, or building when there is an imminent hazard. HU public safety officials have the authority to order the evacuation of buildings. An evacuation of a building does not automatically result in the cancellation of classes or the closing of all or part of the University. Should an evacuation of a building significantly affect the ability of the University to reconvene normal class schedules, separate approval to cancel or close a portion or all of an educational facility shall require separate approval within established policies. Any absences resulting from closures will be handled in accordance with University leave policies and procedures.

## Emergency Response & Evacuations

### Notification of Significant Emergency or Immediate Threat

Please note – in an emergency situation -- where life, limb or property is at stake -- your first response should be to call 911. Then, when it is safe to do so, call 8555 and report the incident to on-campus security. Any member of the HU community shall report any emergency or crisis to the Campus Safety department of which they are witness to, discover, or are directly affected, whenever any of the following situations occur on the property of HU. Some of the instances include, but are not limited to:

- Fatal or life threatening accidents occurring on a campus, involving students, employees, or members of the public when injuries require medical attention.
- Major violence, natural, or human made hazard, occurring on or in close proximity to University property, which might endanger life, threaten University property or assets, or interfere with University activities.
- Sexual assaults and relationship violence.
- University-related transportation accidents, involving hazardous materials, severe personal injury, or major property damage.
- Reports of illness, involving humans or animals, due to hazardous chemical emissions.
- Reports of outbreaks of illness or injury due to food poisoning or consumption of similar products, whether sold by the University or distributed privately on University property.
- Environmental incidents, including major spills or major air emissions.
- Explosions.
- Fires, flooding or injury/damage resulting from severe weather.
- Unauthorized work stoppages, emergency cancellations of University sponsored events, boycotts or threatened boycotts, or demonstrations that may lead to civil disorder or disruption of University activities.
- Notification of power, or water service interruption, with particular emphasis as it affects special lab experiment research projects or residence areas.
- Reports of major vandalism or graffiti which appears to be motivated by ethnic, racial, religious, or sexual orientation bias.
- Major facilities or building structure compromise/failure.

### Timely Warnings

The purpose of an emergency warning is to alert the HU community about an imminent threat to life, personal safety, or property damage, which dictate immediate protective measures. The Emergency Response Team should immediately inform the campus community of the existence of any situation which pose a danger to students, faculty, or the general public. If the ERT is not able to meet to consider the situation prior to issuing a timely warning, then the highest ranking University official available shall be authorized to issue said warning. Timely warning should not be confused with timely notification. Timely notification refers to the release of incident related information to afford individuals to assess their relative risk to a known hazard or threat.

In the event that a situation arises, either on or off campus, that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through campus

warning and emergency notification systems to students, faculty, staff, facilities, and visitors. In such situations, and depending on the likelihood of timely receipt, all or a portion of the below listed systems may be employed.

- Strobe lights
- Loud speakers
- Student portals
- Main HU website
- Flat screen TVs
- Cellular phone text messaging (RAVE Alert System)
- Sirens
- Desktop alerts on computers maintained by HU, IT Dept.
- Email
- Voice messaging
- Phone System Telecom

Emergency notification status updates will be made using one of the communication methods described above when new information or instructions are available. An “All Clear” notification indicates the emergency situation has been contained.

### Rave Alert

Heritage University has partnered with Rave Mobile Safety to provide an emergency alert and notification system capable of delivering messages to Heritage University staff, faculty and students email addresses, as well as land line and cell phone. These message include campus emergencies as well as campus and inclement weather and closures as they pertain to the entire campus community. Employees and students can register/login to the Rave Mobile Safety site to confirm your contact information and choose your notification preferences. <https://www.getrave.com/login/Heritage>

### Public Communication of an Incident

A timely report to members of the campus community is made of the reported occurrence of any crime considered to be a threat to students and employees that is reported to campus security or local law enforcement agencies. Such crimes include murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, and arson. This notification may take the form of a press release, posted material, email, etc. For the purpose of reporting such crimes, students and employees should contact 509-865-8555.

Campus Security will create a timely warning message for distribution in consultation with one or more of the University vice-presidents or the President, and the Office of Communications and Marketing. Every attempt should be made to engage the department as soon as possible. If the President, or a vice-president, or a representative from the Office of Communication and Marketing is not available, then Campus Security may create the message without consultation. It is the primary responsibility of the Marketing & Communication Department to coordinate, engage, and provide information to the public regarding any incident details.

## Criminal Action Policies

Statistical data on reported criminal offenses and arrests on the campus is provided in accordance with the data covers a 12-month period -- January 1 through December 31 -- for the previous 3 years.



Additional information regarding crime rates in Yakima County may be obtained from the Yakima County Sherriff's Office.

### Crime Prevention

Throughout the academic year, HU offers several crime prevention programs for students including self-defense courses, safety tips, commuter-safety tips, theft prevention, sexual assault preventive measures, and hate crimes as well as other crimes.

In addition, under the SaVE Act along with the Violence Against Women Act, HU provides online training in the areas of domestic violence, dating violence, sexual assault and stalking. Included in the training are the definitions of each, awareness, protective measures to reduce risk, recognizing warning signs of abusive behavior, consent and how to avoid potential assaults or abusive relationships.

### Crime Log

The safety and security team at HU is responsible to maintain a crime log to record all reported criminal activity, including non-Clery Act crimes committed in the geographical areas of campus regardless of how much time has passed since the alleged incident occurred. Crimes are recorded in the log by the date they are reported and is available for review upon request.

Reports can be made by calling 509-865-8555 or by email at [CampusSecurity@heritage.edu](mailto:CampusSecurity@heritage.edu).

HU Policy 8.0 Campus Security: <http://www.heritage.edu/About-Heritage/University-Policies/80-Campus-Security>

HU Policy 8.1 Hours of Operation: <http://www.heritage.edu/About-Heritage/University-Policies/81-Hours-of-Operation>

HU Policy 8.1.2 After Hours Building Access: <http://www.heritage.edu/About-Heritage/University-Policies/812-After-Hours-Building-Access>

### Code of Student Conduct

Heritage University's mission is based on the principle of deep respect for the value of each student. The policy and procedures for student conduct were developed with the intent of providing clear expectations for behaviors that promotes a culture of respect. As an educational institution, Heritage's mission focuses on creating learning opportunities that encourage growth and development. The intent of this policy is to provide a catalyst with which to promote growth and a learning experience that allows each student to reach his/her potential while working within a safe and supportive atmosphere. A violation of the Code of Conduct may also violate local, state, and federal law, therefore resolution may also include prosecution through the criminal justice system.

The Heritage University Student Code of Conduct is designed to promote the University mission and protect the rights of Students, faculty and staff. The Code of Conduct is instituted for all Heritage University campuses and locations and also applies to events sponsored by Heritage University on or off campus. HU expects all of its students to compose themselves as responsible adults acting honestly and with integrity through the Honor System. Academic programs may have additional requirements, standards of conduct, and expectations for clinical or field experiences, including drug screening,



academic standing requirements, and character evaluations. Students are bound by both the university and program requirements. Please see academic program handbooks for additional information.

### Disciplinary Action

As a learning process, rather than a criminal proceeding, Heritage University uses the “preponderance of evidence” standard for disciplinary proceedings. This means that a final determination is based on the concept of whether the accused is more likely than not to have committed the act. There is not a requirement of physical evidence nor does the alleged violation have to be witnessed. Congruent with classroom participation, this process focuses on student learning and the development of rigorous critical reflection and self-advocacy skills. Therefore, it is not intended to include direct participation or intervention by parents or other external parties. Heritage University also may exercise its right to review video surveillance, key card access information, or network access as part of the investigation.

In all cases, HU College reserves the right to take direct disciplinary action when an offense warrants administrative intervention. The primary purpose of a code of conduct at the University is to protect the well-being of the community and to advance its educational mission by defining and establishing certain norms of behavior, including those behaviors and actions which are prohibited and will result in disciplinary action. Students who violate HU's policies may incur penalties up to and including dismissal.

All community members of HU are expected to demonstrate due diligence, care and support, in preserving and upholding all institutional, local, state, and federal laws. Students and employees are subject to prosecution under applicable local, state or federal laws, and any disciplinary action imposed by the University may be in addition to penalties imposed by other outside law enforcement entities. University community members found to be in violation of institutional policies and procedures prescribed in the University’s policy statements and other regulatory standards are subject to sanctions, up to and including suspension or dismissal/expulsion.

### Complaint Procedures

Complaints received against students are forwarded to the Office of the VP of Student Affairs for resolution. Complaints received against faculty and staff are forwarded to the Office of Human Resources. The Director of Human Resources has responsibility and authority for pursuing complaints involving University employees. If the complaint involves a faculty member, the Director of Human Resources will inform the Vice President of Academic Affairs.

Students that would like to appeal or challenge a disciplinary action or code of conduct violation based on an Academic program they may seek guidance from the Office of Student Affairs. The University has an established formal grievance process, and complaints are investigated and handled in a just manner that takes into consideration the rights of the accused, the rights of the complainant, and the safety and needs of the University community while the investigation is being conducted. In cases of action by civil authorities, the University reserves the right to proceed with disciplinary action even if criminal proceedings are pending. The outcome of a disciplinary action will not be subject to challenge because criminal charges involving the same incident were dismissed or reduced.

HU Student Handbook

<http://www.heritage.edu/Current-Students/Student-Services/Student-Handbook>

## Alcohol & Drug Policy

It is the policy of Heritage University to maintain an alcohol- and drug-free campus. Suspicion of alcohol or illegal drug possession, use, or sale at any university site will be reported by the appropriate campus authority to the relevant law enforcement entity immediately. The university administration will be notified as soon as possible. Heritage University is committed to providing adequate information and referral services to students and employees about alcohol and drugs. Students support this policy by contacting the Office of Student Affairs if violations are observed.

HU Policy 5.2.1 Alcohol and Drug-Free Campus and Workplace

<http://www.heritage.edu/About-Heritage/University-Policies/521-Alcohol-and-Drug-Free-Campus-and-Workplace>

## Possession of Firearms

The possession or use of any firearm on University property is strictly prohibited. No air gun, firearm, rifle, shotgun or weapon may be possessed, stored, discharged, loaded or used on property owned or leased by Heritage University with two exceptions:

- a) A firearm in the possession of a uniformed or ununiformed officer of the law, and
- b) A firearm in a vehicle unloaded and locked within the vehicle and concealed from view.

HU Policy 8.3.2 Possession and Use of Firearms on University Property

<http://www.heritage.edu/About-Heritage/University-Policies/832-Possession-and-Use-of-Firearms-on-University-Property>

## Discriminatory Harassment & Anti-Discrimination

Heritage University allows the free inquiry into all ideas and the free expression of opinions by those within the University community as a part of the basic process of education. In the presence of harassing behavior, a person's learning or working ability may be impaired. This discriminatory harassment policy acknowledges protection of free speech, which is guaranteed by the First Amendment of the United States Constitution, while at the same time requiring that the dignity, worth and respect of each individual be nurtured and protected.

The University will not tolerate discrimination on the basis of race, color, gender, sexual identity, age, disability, national origin or religion. Every student, employee, or third party person (e.g. contractor, consultant, visitor, guest, etc.) in the University community has the responsibility to avoid engaging in any unlawful discrimination and further to avoid inappropriate conduct that is disrespectful or unprofessional.

Heritage University is committed to creating and maintaining a community in which students, faculty and staff, can work together in an atmosphere free of discrimination and discriminatory harassment. We seek to provide an environment that not only complies with state and federal laws, but which also encourages respectful and professional treatment of each individual.

To meet our goals of creating such environment, we have developed an interactive training program called "Preventing Campus Harassment." This course is required for all full-time and part-time Heritage

University employees – faculty, staff, adjuncts, and student employees. New employees must complete the training within thirty (30) days of the first day worked.

HU Policy 5.2.2 Anti-Harassment – Anti-Discrimination

<http://www.heritage.edu/About-Heritage/University-Policies/522-Anti-Harassment-Anti-Discrimination>

[http://www.heritage.edu/Portals/0/pdfs/HR/Forms/Preventing\\_Campus\\_Harassment\\_Notice.pdf](http://www.heritage.edu/Portals/0/pdfs/HR/Forms/Preventing_Campus_Harassment_Notice.pdf)

## Crime Reporting & Statistics

Always use 9-1-1 in the event of an emergency. For non-emergency situations report crimes to Campus Safety at 509-865-8555, or report in person at the Campus Safety Office.

### Reporting

Preventing campus crime is a shared responsibility between the university and the campus community. Public apathy is a criminal's greatest ally. Do not assume that someone else has reported suspicious or criminal activity. Remember, suspicion is the only reason anyone needs for calling the police. Crimes, suspicious activity, or other emergencies on campus should be reported immediately. Reported criminal acts or emergencies on campus result in an officer being immediately dispatched to the location of occurrence. The responder will also notify other emergency services if the caller has not already. The nature and a brief outline of the emergency shall be reported to the officer on duty.

To ensure complete reporting, the security officer will ask several specific key questions, depending on the nature of the emergency. Informational items normally requested will include: name and telephone number of caller; place, time and type of emergency; number and general type of injuries; number of fatalities, if any; type of damage to facilities and equipment; type of projects, compounds or chemicals and quantities involved; purported cause of work stoppage, boycott or violence, etc.

### Definitions of Reportable Crime

#### Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

#### Criminal Homicide Manslaughter by Negligence

The killing of another person through gross negligence.

#### Criminal Homicide-Murder and Non-Negligent Manslaughter

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

#### Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

### Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding).

### Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

### Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

### Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

### Anonymous Reporting

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you should still consider making a confidential report. With your permission, the Campus Security can file a report on the details of the incident while maintaining confidentiality in the reporter's identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others, although

depending on the nature of the crime, the University may not be able to guarantee anonymity. With such information, the University can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger as required by federal law. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University.

### Crime Statistics

The crime statistics for Heritage University (contained at the back of this handbook) are submitted to the U.S. Department of Education (ED) through a web-based data collection system and can be viewed at the following web address: <http://www.ope.ed.gov/security> . This federal law is applicable to public and private institutions of higher education that participate in federal student financial aid programs, (under Title IV of the Higher Education Act of 1965) and is enforced by the U.S. Department of Education (ED). The Act has undergone several legislative amendments since its inception, primarily resulting in expanded reporting requirements.

Statistical data from reports is maintained by the campus security department for appropriate use and is available to the public upon request. Criminal offenses are referred to Yakima County Sheriff or Yakama Tribal Police for prosecution. Non-criminal acts and violations of university policy are referred to the Office of Student Affairs or the appropriate college dean for resolution. The Yakima County Sherriff's office investigates offenses that occur on and off of campus.

## Dating Violence, Domestic Violence, Sexual Assault & Stalking

### What is Sexual Assault?

A sexual assault is about power, anger, and control. It is an act of violence and an attempt to degrade someone using sex as a weapon. Above all, sexual assault is a crime. Sexual assaults can happen to anyone: children, students, wives, mothers, working women, grandmothers, the rich and the poor, and boys and men. The assailants can be anyone: classmates, co-workers, a neighbor or delivery person, total strangers, outgoing or shy, and often a friend or a family member.

### Other Clery Act Definitions

#### Sexual Misconduct

Broad term that describes any unwanted behavior of a sexual nature. These acts are committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can occur between persons of the same or different genders.

#### Consent

At the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

### Sexual Contact

Any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party.

### Sexual Intercourse

1. Occurs upon any penetration, however slight, and
2. Also means any penetration of the vagina or anus however slight, by an object, when committed on one person by another, whether such persons are of the same or opposite sex, except when such penetration is accomplished for medically recognized treatment or diagnostic purposes, and
3. Also means any act of sexual contact between persons involving the sex organs of one person and the mouth or anus of another whether such persons are of the same or opposite sex.

### Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

### Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. And does not include acts covered under the definition of domestic violence.

### Domestic Violence

Domestic Violence is defined as a felony or misdemeanor crime of violence committed

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

### Heritage University Statement

Heritage University prohibits sexual misconduct in any form. Prohibited conduct between persons includes but is not limited to:

- Unwelcome sexual advances or propositions.

- Use of any electronic devices to record or transmit nudity or sexual acts without a person's knowledge. This includes the use of cellphones, cameras, email, social networks, and any internet sites.
- Observing nudity or sexual acts, with intention, of another person without their knowledge or permission. This may occur in person or with use of any electronic devices.
- Domestic violence or intimate partner violence.
- Unwanted and persistent attention by any means. This includes the use of electronic devices or in person, also referred to as stalking.
- Unwanted and intentional sexual contact, or touching or groping of an individual's body. This is often referred to as sexual assault.
- Coercing, or forcing someone to touch you.
- Threatening to sexually harm someone.
- Initiating any sexual contact or intercourse with a person who is incapacitated or unable to provide consent.
- Incapacitating someone for the purpose of sexual contact or intercourse.
- Coercing, or forcing someone into sexual behavior.
- Unwanted, forced, or coerced sexual intercourse, often referred to as rape.

#### What should I do if I am sexually assaulted?

Whatever choices a survivor makes for reporting an incident, it is important that he or she take the following actions, which will significantly aid in the successful criminal prosecution of the responsible party: seek *immediate* medical assistance (within 24 hours of the assault) and get counseling as soon as possible; preserve physical evidence (such as clothing and bed coverings); do not douche, bathe, shower, brush your teeth, wash your hands, eat or drink anything, smoke, or change clothes before seeking medical treatment; and report the sexual assault to authorities.

#### Reporting Sexual Assault or Misconduct

Survivors of sexual assault have several options. We strongly encourage survivors to report the sexual assault to police. If you wish to report the assault (and in the interest of building a strong legal case, should you choose to press charges) it is best to report the crime right away and have an examination to collect evidence. A sexual assault exam can be performed up to 96 hours after the assault; however, you can report anytime up to seven years after a sexual assault.

Crisis and support centers can provide you with immediate, confidential and free services that will help you to explore all of your options. If you do not wish to report the sexual assault to the authorities, you should still seek medical care for any injuries, pregnancy, sexually transmitted diseases (STDs), physical evidence, or possible side effects associated with a drug-facilitated sexual assault. Even if you do not wish to report the sexual assault, a crisis and support center has counselors and advocates who provide supportive services to survivors that helps them to understand the criminal justice system (reporting, prosecution and the courts).

Clery-reportable incidents may be reported anonymously by any person. In such cases, the identity of the individual reporting the incident shall not be included as a part of the campus crime log or other such records maintained by the University, except that the voluntary, anonymous report shall be includable in the campus annual security report.



Any student, faculty or staff member that is witness to, or made aware of sexual misconduct of any nature either must report the incident immediately to one of the two designated Title IX Coordinators, even if the event occurs off campus.

Designated Title IX Coordinators:

Melissa Hill

Assistant Vice President for Student Affairs

509-969-4013 Cell Phone

509-865-0411 Office Phone

Hill\_m@heritage.edu

Yovana Cook

Mental and Social Health Counselor / ADA Coordinator

509-865-8544 Office Phone

Cook\_y@heritage.edu

Reporting – Campus Security

A sexual assault survivor can choose whether or not to report the assault to authorities and to what degree to pursue the matter, once reported. However, upon learning of a sexual assault, Campus Security is legally obligated to notify the Yakima County Sherriff, or the police department with jurisdiction where the assault occurred. Upon being contacted, campus security remains available to ensure appropriate assistance is initiated, to include contacting appropriate University officials, law enforcement authorities and emergency response caregivers. Dial 8555 from any campus connected line or 509-865-8555 from any outside line.

Reporting – Student Affairs & Judicial System

Student victim complaints against student assailants are forwarded to the Office of Student Affairs for adjudication by the Student Judicial System. Complaints are investigated and handled in a just manner that takes into consideration the rights of the accused, the rights of the complainant, and the safety and needs of the University community while the case is being examined. As a result, and when appropriate, student offenders may be subject to interim suspension (upon receipt of a complaint) in the interest of protecting the safety or health of any person. The range of permissible penalties includes, but is not limited to: Warning; Censure; Fined; Restitution; Community Service; Eviction Disciplinary Probation; Academic Disciplinary Probation; Suspension for a Definite Time; Indefinite Suspension; Expulsion.

Educational Programs & Campaigns

Heritage University provides primary prevention and awareness programs and ongoing campaigns for all current students and employees. Our campaigns utilize multiple strategies in a coordinated way throughout the year to reach all populations of students and employees at the institution. Campaigns might include, but are not limited to:

- Domestic Violence Awareness Month in October - The Office of Ability Services and Lambda Theta Alpha Latin Sorority, Inc. have partnered together to host a month-long campaign every October to raise awareness of Domestic Violence. This is a campus wide event that will involve Students, Faculty, and Staff (Educators) as well as community service providers.
  - Please note that this event will ensure our compliance with the Clery Act and mandatory Campus security and safety reporting.
- Communication strategies, such as social media posts, email blasts, notices on bulletin boards, posters, and/or radio and newspaper advertisements;
- Programming and events and the materials used to promote these activities; information on campus monitor reader boards encouraging students to meet with the mental and social health counselor.
- Faculty discussing issues and available services in the classroom.
- A reproductive health program where information about reporting sexual violence is shared to advocates and participants are provided with resources, flyers, and brochures from other service providers.

### Counseling Services for Students

Students who are currently enrolled at Heritage University who are experiencing personal issues impacting their academic performance can work with a licensed mental health counselor. These services are free and totally confidential. Student can also meet with the Ability Services Office to seek help from an employee or program designated to provide counseling services. The Office of Ability service provides a safe venue for students to talk about or share their stories.

For more information, students may contact

- Northwest Employee Assistance Program at (800) 321-3498 or [eap@cwcmh.org](mailto:eap@cwcmh.org)
- Office of Student Affairs at (509) 865-8515 or [StudentAffairs@heritage.edu](mailto:StudentAffairs@heritage.edu).

Heritage University encourages all pastoral or professional counselors, if and when they deem appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary basis for inclusion in the annual disclosure of crime statistics.

### What resources are available if I am sexually assaulted?

If you or someone you know has been sexually assault, you are encouraged to contact any of the following offices for victim support and assistance:

**Municipal Emergency Response** For direct access to District agency emergency response services (police, fire, and ambulance) dial 9-1-1.

**University Officials** The University recognizes the above listed campus security authorities (CSA) as resources for reporting crime and for accepting student victim complaints against student assailants. These listed personnel from these offices will assist student victims in notifying appropriate law enforcement authorities if the student chooses. As a matter of policy, if the offender is affiliated with the University, the appropriate office (Vice President of Student Affairs or Human Resources) is notified.

Lower Valley Crisis & Support Services Advocates at Lower Valley Crisis and Support Services provide domestic violence victims with medical and legal advocacy, counseling services, emergency shelter services and referrals to other services. Crisis Hotline: 509-837-6689

YWCA of Yakima Operates a family crisis shelter for survivors of domestic violence and their children. Crisis Hotline: 509-248-7796

National Sexual Assault Hotline

Call 1-800-656-4673, Available 24 hours every day.

National Sexual Violence Resource Center Library Catalog

<http://n80002.eos-intl.net/N80002/OPAC/Index.aspx>

### Sex Offender Registry

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) was enacted in October of 2000. This particular amendment provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education, working or volunteering on campus. The Act mandates that state procedures ensure that sex offender or registration information is promptly made available to law enforcement agencies with jurisdiction where the institution of higher education is located, and that the information is entered into appropriate state records or data systems.

The Yakima County Sheriff has an established sex offender registration program in order to release sex offender information to the public. The public may view the entire sex offender registry by visiting one of the Police Districts, the Sex Offender Registry Unit, or by visiting the following web address: <http://www.icrimewatch.net/index.php?AgencyID=54495>. If you would like further information, please contact the Yakima County Sheriff's Office by calling (509) 574-2500.

# Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for

**Heritage University**  
**235422**

were completed and locked on October 3, 2017.

Thank you for your participation in the 2017 data collection.

This certificate was prepared on October 3, 2017.

# 2017 Campus Safety and Security Survey

## Institution Information

Institution: Main Campus (235422001)

User ID: C2354221

## Registration

\*Required fields are indicated with asterisks (\*).

Heritage University (Main Campus) (235422001)	
First Name*	Jim
Last Name*	Bush
Title*	Interim Chief Operating Officer and Vice President
Address 1*	3240 Fort Road
Address 2	
City*	Toppenish
State*	Washington
Zip*	98948 - <input type="text"/>
Phone*	509 - 865 - 8613
Extension	<input type="text"/>
Fax	509 - 865 - 8570
E-mail Address*	bush_j@heritage.edu
Confirm E-mail Address*	<input type="text"/>
Comment	<p>* Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.</p> <p>Data Entry Completed by: Heather Lundquist, (509) 865-8573, lundquist_h@heritage.edu</p>

# Identification

\*Please enter/review all applicable information. Required fields are indicated with asterisks (\*).

## Institution Information

Institution Name	Heritage University		
Address	3240 Fort Rd Toppenish, WA 98948		
Web Address	<a href="http://www.heritage.edu">http://www.heritage.edu</a>		
Chief Administrative Officer's Name*	Jim Bush		
Chief Administrative Officer's Title*	Chief Operating Officer		
Chief Administrative Officer's E-mail Address*	bush_j@heritage.edu		
Telephone*	509	- 865 -	8570 Ext. <input type="text"/>

## Campus Information

Campus Name*	Main Campus		
Description	<input type="text"/>		
Location*	<input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country		
Address*	3240 FORT RD		
City*	TOPPENISH		
State or Outlying Area*	Washington		
ZIP Code*	98948	- <input type="text"/>	
County	YAKIMA		

## Campus Safety Officer

Name*	Jeff Beehler		
Title*	Director of Plant, Maintenance, & Contrustion		
Location*	<input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country		<input type="checkbox"/> Address same as campus
Address*	3240 FORT RD		
City*	TOPPENISH		
State or Outlying Area*	Washington		
ZIP Code*	98948	- <input type="text"/>	
Telephone*	509	- 865 -	8500 Ext. 3702
Email Address*	beehler_j@heritage.edu		

**Campus Fire Safety Officer**

Name*	Jeff Beehler
Title*	Director of Plant, Maintenance, & Contrustion
Location*	<input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country <input type="checkbox"/> Address same as campus
Address*	3240 FORT RD
City*	TOPPENISH
State or Outlying Area*	Washington
ZIP Code*	98948 - <input type="text"/>
Telephone*	509 - <input type="text"/> - <input type="text"/> 865 - <input type="text"/> 8500 Ext. <input type="text"/> 3702
E-mail Address*	beehler_j@heritage.edu

**Lead Title IX Coordinator**

Name*	Mel Hill
Title*	Assistant VP for Student Affairs
Location*	<input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country <input type="checkbox"/> Address same as campus
Address*	3240 FORT RD
City*	TOPPENISH
State or Outlying Area*	Washington
ZIP Code*	98948 - <input type="text"/>
Telephone*	509 - <input type="text"/> - <input type="text"/> 865 - <input type="text"/> 8500 Ext. <input type="text"/> 3505
Email Address*	hill_m@heritage.edu
Does your Institution have other designees who share these responsibilities? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Update Status**

Date Completed	9/13/2017
Update Status	Updated



# 2017 Campus Safety and Security Survey

Institution: Main Campus (235422001)  
User ID: C2354221

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

### 1. Does your institution provide On-campus Student Housing Facilities?

- No.
- Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

### 2. Does your institution have any noncampus buildings or properties?

- Yes  No

### 3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Ctery geography.
- Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Institution: Main Campus (235422001)  
User ID: C2354221

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	1	1	2
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	2
k. <u>Arson</u>	0	0	0

#### Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>				0
b. <u>Negligent manslaughter</u>				0
c. <u>Rape</u>				0
d. <u>Fondling</u>				0
e. <u>Incest</u>				0
f. <u>Statutory rape</u>				0
g. <u>Robbery</u>				0
h. <u>Aggravated assault</u>				0
i. <u>Burglary</u>				2
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)				1
k. <u>Arson</u>				0

**Caveat:**

## Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes										
	Total by year			Category of Bias for crimes reported in 2016							
	2014	2015	2016	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>			0	0	0	0	0	0	0	0	0
c. <u>Rape</u>			0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>			0	0	0	0	0	0	0	0	0
e. <u>Incest</u>			0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>			0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>			0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>			0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>			0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>			0	0	0	0	0	0	0	0	0
k. <u>Arson</u>			0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>			0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>			0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>			0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>			0	0	0	0	0	0	0	0	0

**Caveat:**





h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.				
Crime	Total occurrences On Campus			
	2014	2015	2016	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.				
Crime	Total occurrences in or on Noncampus buildings or property			
	2014	2015	2016	
a. <u>Domestic violence</u>				0
b. <u>Dating violence</u>				0
c. <u>Stalking</u>				0

**Caveat:**

## VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	1	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

**Caveat:**



## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

**Caveat:**

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

**The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.**

**If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.**

**Count unfounded crimes in the year in which they were originally reported.**

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."