

ANNUAL SECURITY AND
FIRE SAFETY REPORT **2023**



Northland Pioneer College

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PLAN FOR CRIME AWARENESS & CAMPUS SECURITY

Procedure 2555

Northland Pioneer College shall comply with all federal and state laws concerning crime awareness and campus security. Northland Pioneer College's plan for compliance is set forth in this Procedure.

A. Reporting Crimes and Emergencies Occurring On or Next to Campus

Employees, students, and all other persons are to report criminal actions or other emergencies occurring on campuses or centers in Navajo and Apache counties by taking the following steps:

1. Dial 911. Use pay or public telephones at the campus/center as appropriate. Pay/public telephone availability is as follows:

Hopi Center: Pay phone in student lounge

Kayenta Center: Public phone in center office

Little Colorado Campus: Public phones in Student Lounge and Learning Center lobby

Painted Desert Campus: Pay phone in Student Center Lounge.

Silver Creek Campus: Public phones in Student Center office, Learning Center lobby, Performing Arts Center lobby

St. Johns Center: Public phone in center office

Springerville/Eagar Center: Public phone in center office

White Mountain Campus: Public phones in Aspen Center hallway, Aspen Center office, Learning Center lobby, Goldwater hallway, Ponderosa lobby

Whiteriver Center: Public phone in center office and pay phone in student lounge

2. Report the criminal action or emergency to the appropriate campus or center manager. The reporting individual should complete a Campus Security Incident Report Form and Cover Sheet. The campus/center manager will forward copies of the Campus Security Incident Report Form and Cover Sheet to the Vice President of Learning and Student Services, the Vice President for Administrative Services, and, as needed, local law enforcement. Northland Pioneer College allows anonymous reporting on the Campus Security Incident Report Form provided by the College and delivered to the Campus/Center Manager or the Vice President of Learning and Student Services.
3. Should campus/center manager or staff be unavailable, the reporting individual should contact the Vice President of Learning and Student Services (928-536-6217) or his assistant (928-536-6216). Reporting individuals may also notify any college employee of any criminal action or emergency. The college employee should then make official notification to the college of the criminal action or emergency by completing step 2 as noted above.
4. All students are encouraged to preserve evidence of sexual assaults. Some evidence is perishable and prompt action must be taken to ensure a viable prosecution of the perpetrator. All students and employees are encouraged to report any sexual assault to the authorities by following the procedure outlined in subsection "A" including calling 911 and reporting any

incident using the Campus Security Incident Report Form and Cover Sheet. Should a student desire assistance in contacting local law enforcement authorities, NPC staff shall promptly provide such assistance. See also Northland Pioneer College Procedure 2762.

5. Northland Pioneer College does not maintain a campus police department or a campus security department at this time.

B. Security and Access to Campus Facilities

Northland Pioneer College personnel shall ensure that all classroom facilities remain locked when not in use, and only those persons authorized to attend classes or to utilize college facilities, i.e. students, faculty, staff, and those authorized through an approved facility request form to utilize specific facilities, shall have access to college facilities.

The college does not have any on-campus residence halls at the time of adoption of this Procedure. If the college obtains on-campus residence halls in the future, the security of on-campus residence halls on Northland Pioneer College shall be the responsibility of the housing administrator and residence hall head residents. Off-campus contract residence hall security shall be the responsibility of the contract provider and the individual students. On and off-campus residence hall students are encouraged to keep their individual rooms locked at all times and are not to keep items of excessive value in their rooms. In addition, all residence hall students are to receive a copy of the residence hall contract that deals specifically with safety and security considerations while living in campus housing.

C. Campus Law Enforcement

The college shall work closely with local law enforcement agencies to ensure that proper investigations are conducted and reported to the college. The college will encourage and seek the prosecution of all criminals. Northland Pioneer College designated liaison personnel shall maintain an ongoing working relationship with state and local police agencies. Northland Pioneer College designated liaison personnel shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student organizations.

Northland Pioneer College students, staff and faculty are encouraged to report to the proper police jurisdiction agency, any and all crimes. If the crime occurs on campus/center locations, it should be reported to the campus/center managers pursuant to subsection A of this Procedure.

Any student, staff, or faculty member who becomes aware of a crime, or who is the victim of a crime should make an accurate and prompt report of that crime, in order to ensure successful police action.

D. Crime Prevention Awareness and Education

1. The annual disclosure of crime statistics.

The Vice President for Learning and Student Services shall prepare and disseminate as required by law and Northland Pioneer College Policy and Procedure the annual disclosure required. The terms of this Procedure shall be included in the annual report. Northland Pioneer College personnel will gather and maintain statistics for the calendar year in which crimes are reported concerning the occurrence of criminal activity for each and all campuses/centers sites for the following criminal offenses reported to either college personnel or local law enforcement agencies:

- Murder and Non negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Nonforcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Northland Pioneer College personnel will also gather statistics concerning on-campus arrests and campus disciplinary action for:

2. liquor law violations
3. drug law violations and
4. illegal weapons possessions

Crimes shall be reported by category of prejudice, and by location based on the following breakdown:

- On-campus;
- Of the crimes on-campus and, if applicable, the number of crimes that took place in dormitories or other residential facilities for students on-campus;
- In or on a non-campus building or property; and
- On public property.

No statistical report shall contain any information that would identify a victim.

Northland Pioneer College shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student organizations. Off-campus student organizations are those student organizations officially approved and regulated by Northland Pioneer College.

The college will request, through local law enforcement agencies, copies of any and all police reports, concerning incidents or crimes that occur at off-campus student organization locations, which involve students or staff from Northland Pioneer College. College personnel and/or designated liaison personnel shall be responsible to monitor and keep record of all such reports.

All students and employees shall be given the opportunity to learn how to contact appropriate law enforcement officials, the practices and procedures which are used by college officials in the reporting of crimes, and encouraged to be responsible for their own safety and the security of others by being notified of this Procedure and the yearly Internet publication of the "Crime Awareness and Campus Security" report (see <http://www.npc.edu/Crime-Statistics>). Students shall be informed of the Report and of the importance of security concerns through information provided in the College Catalog and at any orientation for students. Employee security training shall be included at least annually in employee training and in new employee orientation. Any programs provided by local law enforcement shall be advertised in such training and orientations.

2. Warning reports to members of the campus community.

NPC will immediately and without delay notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus (as defined in the Clery Act). Please note that, should such a warning compromise efforts to contain the emergency, they may be withheld by NPC in accordance with the Act.

If the immediate dissemination would facilitate safety and security because the crimes are considered to represent a threat to students and employees, the College shall disseminate information relating to the crimes indicated in subsection "D" of this procedure on a case by case basis through campus information systems, newsletters, bulletin boards or other informational systems and methods that will facilitate prevention of similar crimes. No report or informational statement made under this subsection shall include any identifying information about a victim or the accused.

The Residence Hall Administrator, or if the college has no on-campus housing at the time the Vice President for Learning and Student Services, shall hold regular meetings to inform students of the continued need for security practices, including the protection of their personal property.

3. College Community Notification Process - Emergency Notification

Each event will be evaluated to determine the notification method. They may include:

- Community Alert System
- Email
- Text messaging

NPC will test the emergency response and evacuation procedures annually. Testing may be pre-announced or not and will be documented on the NPC website.

4. Rape, acquaintance rape, and other forcible and nonforcible sex offenses

NPC provides information about sexual harassment, rape, acquaintance rape and other forcible and nonforcible sex offenses through its dissemination of its procedure against sexual harassment in the College Catalog, the Employee Handbook and student and employee orientation and training.

The following services exist for assistance of victims of sexual assaults: Navajo County or Apache County Attorney Victim Services and Navajo County or Apache County Crime Victim's Compensation Fund; Community Counseling Center. Contact information for these services is available at the Vice President of Learning and Student Services office. No on-campus counseling is available.

NPC Procedures 2762 and 2625 provide for discipline up to and including termination or expulsion for violations of the college's policy against sexual harassment and assault. In accordance with Northland Pioneer College Procedure 2762 NPC provides appropriate action including but not limited to changes in a victim's academic and living situations (for NPC affiliated housing) if requested by a victim and they are reasonably available.

Notwithstanding any other college procedure, an alleged victim of a forcible or non-forcible sexual assault is entitled to have representation at any hearing or proceeding involving the incident on the same basis as the accused, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

Arizona sex offender registration information can be found at the current Arizona Department of Public Safety Sex Offender Information Site. At the time of revision of this procedure found at <https://www.azdps.gov/services/public/sex-offender> . Some sex offender information is only disseminated locally. The local agency for disseminating sex offender information is the Navajo County Sheriff's Office. Their contact information is PO Box 668, Holbrook AZ 86025, phone 928-524-4300.

E. Use and Sale of Alcoholic Beverages and Illegal Drugs

See Northland Pioneer College Procedures 2624, 2625, 2750 and Policy 1560. Northland Pioneer College students are expected and required to report to school in appropriate mental and physical condition. It is the College's intent and obligation to provide a drug and alcohol free, healthful, safe, and secure environment.

Bystander

Bystander Intervention: All students have the right to a safe environment while at Northland Pioneer College campus/center and/or while participating in a related educational activity. Everyone who is a part of the college community has an obligation to ensure that others are safe from the risk of harm or from experiencing sexual misconduct. Bystander intervention can be a key means by which others are kept safe from harm. Below are short-animated videos and a written summary of steps you can take when you are a bystander and you witness someone who is potentially in a harmful situation. Below are the animated bystander 5 D's intervention videos.

[DISTRACT](#)

[DELEGATE](#)

[DOCUMENT](#)

[DELAY](#)

[DIRECT](#)

NORTHLAND PIONEER COLLEGE EMERGENCY PROCEDURES

For emergency help – DIAL 911

Non-emergencies – Dial “0” on campus/center phones to reach the front office desk

Emergencies, disasters, accidents, injuries and crime can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as organizational responsibility.

These Emergency Procedures have been developed to assist in minimizing the negative effects from such events. Please read this guide thoroughly before an emergency occurs, become acquainted with the contents, and keep this information available in your office for immediate reference. Do not file this document! Once you are familiar with the information enclosed, you will be better prepared to protect yourself and your co-workers.

In the event of an emergency at any of the campus/center locations, Northland Pioneer College officials will activate the District Wide Emergency Notification system. The notification system will give information regarding the emergency along with any instructions.

If you are off campus and experiencing an emergency, you can call local police by dialing 911.

Holbrook Campus	Holbrook Police Department	928-524-3991
Hopi Center	Office of Law Enforcement Services	928-738-2233
Kayenta Center	Kayenta Police Department	928-697-5600
Show Low Campus	Show Low Police Department	928-537-5091
Silver Creek Campus	Snowflake/Taylor Police Department	928-536-7500
Springerville Center	Springerville Police Department	928-333-4020
St. Johns Center	St. Johns Police Department	928-337-2440
Whiteriver Center	White Mountain Apache Police Department	928-338-4942
Winslow Campus	Winslow Police Department	928-289-2431

ACTIVE THREAT/SHOOTER

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases active shooters use firearms, but other weapons could be used and there is no pattern or method to their selection of victims.

In case of an Active Shooter, quickly determine the most reasonable way to protect your own life. Students, employees and visitors are likely to follow the directions of instructors, supervisors and administrators during an active shooter event. Quickly determine the most reasonable way to protect your own life.

RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Show your hands to responding law enforcement officials

HIDE

- A. Hide in an area out of the active shooters' view
- B. Block entry to your hiding place and lock the doors
- C. Silence cell phones

FIGHT

1. As a LAST resort and only when your life is in imminent danger, attempt to incapacitate the active shooter
2. Act with physical aggression and throw items at the shooter.
3. Commit to your actions, your life could depend on it

Information you should provide to law enforcement and 9-1-1

1. Location of the active shooter/s
2. Number of shooters at the incident
3. Physical description of the shooter/s
4. Number and type of weapons possessed by the shooter/s
5. Number of potential victims and their locations at the incident scene
6. Your location if you are hiding and unable to evacuate

How to respond when law enforcement arrives

- a. Remain calm, and follow officer's instructions
- b. Immediately raise hands and spread fingers when instructed by officers
- c. Always keep your hands visible
- d. Avoid making quick movements towards officers such as attempting to go for them for safety
- e. Avoid pointing, screaming or yelling
- f. Don't stop to ask officers for help or direction when evacuating
- g. Proceed to the safest close exit or towards the location designated by 9-1-1 or the officers

CAMPUS/CENTER CLOSURE

Any campus/center location may have a need to close and evacuate the campus/center. The decision to close a campus/center location comes from the Northland Pioneer College President or designee. Notification of campus closure and evacuation will go out by our emergency notification alert system, desktop alerting system, local media and social media. Once the notification occurs, cancel class immediately and dismiss students, shut down offices and leave campus/center.

Please note that a situation might occur with a decision to close a single NPC location but not all locations. That will be relayed in the notification. Decisions to close Northland Pioneer College might come from a situation on that particular campus/center or due to a condition in the immediate area of that campus/center.

CIVIL DISTURBANCE

Civil disturbances include riots, threatening individuals, crime in progress, or assemblies that have become significantly disruptive. If a gathering becomes disruptive, threatening, and violent or blocks your entrance or egress from a classroom or building, call 911.

IN CASE OF CIVIL DISTURBANCE:

Outside the building/classroom:

- Notify local police department by calling 9-1-1.
- Wait for responding officer.
- Describe the incident to the responding officer.

Inside the building/classroom:

- The employee/instructor should immediately contact campus/center front desk by calling "0" from any NPC phone, or call 911 if it is an imminent threat of physical injury.
- Front desk notifies local Police Department. The employee/instructor should calmly address the situation with the disruptive person to defuse the incident.
- Wait for responding officer.
- Describe the incident to the responding officer.
- Classroom: Prepare and forward a "STUDENT CONDUCT DISRUPTION/DISCIPLINE REPORT"

EVACUATIONS

Evacuation is called to move students and staff from one location to another; Safe areas may change depending on the emergency.

- Leave all backpacks and personal items.
- Evacuate in an orderly fashion. Students form a single file
- Follow instructions of first responders if on site. (may use different evacuation methods i.e. run, crawl, cover mouth and nose, etc.)
- Maintain a calm environment.
- Teachers should account for all students after arriving in the safe area
- All persons must remain in areas until notified by the Campus Center Manager or their designee and/or emergency responders with the all clear code alerting you that the evacuation is over.
- Campus Managers or their designee will announce an "All-clear" once the threat has passed.**

TEACHERS:

- Evacuate as instructed per the campus/center manager or their designee or Incident Commander in charge.
- Take classroom roster
- Close classroom doors and turn out lights
- When outside building, account for all student. Inform Campus Manager or their designee or Incident Commander immediately of missing student(s).
- If students are evacuated, stay with class unless relieved by another faculty member. Take roll again when you arrive at the relocation center.

In the event of an offsite evacuation:

- Evacuate as instructed per the campus/center manager or their designee or the Incident Commander in charge.
- Incident Commander determines if students and staff should be evacuated outside of building or to relocation center.

BOMB THREAT

Bomb threats are managed on a case-by-case basis, based on the characteristics of the situation. Anonymous bomb calls sometimes lead to threats other than a bomb. There are cases where such calls were a device to lead evacuees to real danger: a bomb in a meet up location or an active shooter.

The decision to evacuate or secure a place is determined based on where individuals will be safest. A threat is not assumed inside a building. Evacuation is not always the safest response to a bomb threat. Do not attempt to evacuate the building without authorization or assistance of emergency personnel. Current emergency management guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices, classrooms, or other building facilities than in hallways that have not been searched or outdoors where an actual threat may be more likely to exist.

- Complete the checklist asking questions and listening closely to caller's voice and speech patterns and to noises in background.
- Notify the Campus/Center Front office by dialing "0" from any NPC phone.
- Evacuation of all persons inside campus building(s) with usual fire drill procedures.
- Notify police (911) and the Campus Center Manager.

BOMB THREAT CHECKLIST

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: ___ Race: ___ Age: ___ Length of call: _____

Date of Call: _____ Time of Call: _____ Reported By: _____

Number at which call is received: _____

CALLER'S VOICE:

Calm Nasal Angry Stutter Excited Lisp Slow Raspy Rapid
 Deep Soft Ragged Loud Clearing throat Laughter Deep breathing Crying
 Cracking voice Normal Disguise Distinct Accent Slurred Familiar

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

Street noises Factory machinery Crockery Animal noises Voices Clear
 PA System Static Music Local House noise Long distance Motor Booth
 Office machinery Other _____

THREAT LANGUAGE:

Well-spoken Incoherent (educated) Taped Foul Message read
 Irrational by threat maker

FIRE

Response to Fire or Suspected Fire:

- If a burning odor or smoke is present, pull a fire alarm to activate the fire alarm system.
- If you can control the fire without personal danger and have received training, take action with available fire extinguisher. If not, leave the area.
- Never allow the fire to come between you and an exit.
- Leave the building, checking as you leave to make sure everyone has left the immediate area. Close the doors behind you to confine the fire.
- Once you have evacuated the building, call 911.

Response to Audible Fire Alarms:

- If the audible fire alarm sounds, before exiting into the hallway, check to see if there is any visible smoke or flames can be seen. The reason for this is that Active Shooters have been known to now pull fire alarms to get everyone into the hallways before shooting into the crowd.
- If no flames or smoke are showing, secure your classroom door until given further information by campus/center staff.
- If flames or smoke is showing, leave immediately; do not delay to locate personal items.
- Call 911
- Assist persons with special needs
- Notify fire personnel if you suspect someone is trapped in the building.
- Gather outside. Do not attempt to reenter the building until instructed to do so.

NATURAL GAS/PROPANE LEAKS

Natural Gas/Propane lines exist throughout the various Northland Pioneer College campus/centers to provide fuel to a variety of sources. While natural gas/propane is colorless and odorless, an additive is added to give it a distinct odor when released into the atmosphere.

It should be noted that not all “gas” smell or leak events require fire or police response. The Maintenance Department should be one of the first people contacted. Most of the “gas” events are people smelling what they think is “natural gas” leaking from one of NPC buildings, but it is either one of the furnaces pulling in a little exhaust from the roof heaters or one of the gas meters “burping”, which is normal. The maintenance department should have the opportunity to determine the extent of the event before emergency persons are called.

If gas odor has been detected in the building:

- Notify the front office in person, do not use the telephone or any other electrical device.
- Campus/Center Manager or designee notifies Director of Facilities to see if a maintenance person is available to respond and check out the odor within a reasonable time period.
- If no maintenance person is available, call 911 to report the gas odor.
- Campus/Center Manager or designee determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- Do NOT turn off the lights, equipment or use a cell phone.
- Do NOT operate any electric switches or appliances.
- Do NOT use the phone inside the building.
- Do NOT use matches, cigarettes, or possible sources of ignition.
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Resume normal operations.

If gas odor has been detected outside the building:

- Campus/Center Manager or designee notifies Director of Facilities to see if a maintenance person is available to check out the odor.
- If no maintenance person is available, call 911 to report the gas odor
- Campus/Center Manager or designee determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Resume normal operations.

HAZARDOUS MATERIAL EVENT

Incident occurred on campus:

- Determine the location of spill and isolate and secure the area.
- Call 911
- Notify Campus/Center Front Office by calling “0” from any NPC phone who will activate evacuation or shelter in place.

- Seal off area of leak/spill and all heater/air conditioning equipment is turned off in the campus building.
- Take charge of area until fire personnel contain incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.

Incident occurred near campus property:

- Fire, city or county safety officials, or police will notify Campus/Center Manager or designee.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Teachers immediately shut down heater/air conditioning equipment and close windows.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.

INDIVIDUALS WITH DISABILITIES

Please note, these are general steps that should be taken.

Northland Pioneer College is committed to ensuring that all its students are provided equal access to a quality education and complies with all federal regulations about nondiscrimination of persons with disabilities. Eligible students with properly documented disabilities will be provided reasonable and appropriate accommodations to instruction and services that are also made available to the general student population.

Students seeking accommodations are required to contact the office of Disability Resource and Access (DRA) at [928-536-6246](tel:928-536-6246) as early in the registration process as possible. Failure to do so may result in a delay or limitations of services. Visit <http://www.npc.edu/dra-policies-procedures> for additional information.

In emergencies, individuals with disabilities may need assistance to evacuate.

- Help the individual relocate to a safe location.
- Notify emergency personnel of individuals who are unable to evacuate the building.
- Communicate in sign language or handwriting emergency response actions with individuals who are Deaf or hard of hearing.
- Inquire about or know the individual's medical and/or health needs.
- Do not use elevators.
- Allow the person to take your arm below the elbow and instruct him/her to follow you.
- Let the person with the disability set the pace if they are limited in physical mobility.
- Do not ever separate a service animal from the person with the disability.
- When you have arrived at the designated meeting location, advise the individual of the location and stay with him/her until no further help is needed.
- Do not re-enter the building until the "all-clear" has been given by authorities.

LOCKDOWN/LOCKOUT

Locks, Lights, Out of Sight

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside a campus building.

- Campus/Center Manager or their designee will issue lock-down order by announcing a warning, "Teachers secure your classrooms." The office door will be locked with a sign on the door, "The campus is in lockdown. We cannot answer the door."
- Campus/Center Manager or their designee notifies College President when safe to do so.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Lock classroom doors and turn off lights.
- If possible, cover windows of classrooms and close the blinds.
- Move all persons out of sight and all persons on the floor in a safe corner.
- Silence all radios, cell phones, etc.
- Cease instruction and maintain a calm and silent environment.
- If gunshots are heard, everyone lay flat on the floor behind desks and heavy objects.
- Allow no one outside of classrooms until the Campus/Center Manager or their designee or a law enforcement official gives the all-clear signal.
- Do not answer the door! An emergency responder will open the door if needed or will present you with proper identification to get you to open the door.
- Campus/Center Managers or their designee or a law enforcement official will issue an "All-clear" once the threat has passed**

LOCKOUT

A Lockout is called when there is a threat or hazard outside of the campus building. Whether it is due to violence or criminal activity in the immediate neighborhood, or a dangerous animal on campus, Lockout uses the security of the physical facility to act as protection. "Lockout! Secure the perimeter" will be broadcast over the campus phone paging system. The perimeter doors will then be secured. Lockout is called by a college official or their designee. Staff is to notify the office of a threat directly observed outside the building. Lockout might be called when: a dangerous animal is on the campus ground, criminal activity in the area, civil disobedience, etc.

- All students are quickly brought into the main building and all outside access points are locked.
- Lock doors and windows. Cover windows.
- All classroom activities continue uninterrupted. Outside classes will return to the building and continue classes inside. (Students will not go outside even to change classes during a Lockout.)
- Continue Lockout conditions until the all clear by the office.
- If the fire alarm sounds during the lockout, ensure students are in danger of fire before releasing the students. Students may have to use alternate routes.

MEDICAL/SERIOUS INJURY

If incident occurred on campus:

- Call 911
- Notify Campus/Center Front Office by dialing "0" from any NPC phone.
- If possible, isolate affected student/staff member.
- Secure scene until arrival of law enforcement
- Determine method of notifying students, staff and parents.

If incident occurred outside of campus:

- A. Notify appropriate personnel (Faculty/Dean/Vice President/President).
- B. Notify staff before normal operating hours.
- C. Determine method of notifying students. Announce availability of counseling services for those who need assistance.

Post-crisis intervention:

- A. Meet with campus counseling staff to determine level of intervention for staff and students.
 - A. Designate rooms as private counseling areas.
 - B. Escort affected students, siblings, close friends, and other "highly stressed" students to counselors.
 - C. Debrief all students and staff.
 - D. Assess stress level of all students and staff.
 - E. Recommend counseling to overly stressed students and staff.
 - F. Follow-up with students and staff who received counseling.
 - G. Designate staff person(s) to attend funeral.
 - H. Allow for changes in normal routines or test schedules to address injury or death

SHELTER IN PLACE

Sheltering provides refuge for students, staff and public within campus building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

SHELTER IN PLACE PROCEDURES:

- Campus/Center Manager or their designee identifies safe areas in each campus building.
- Incident Commander warns students and staff to assemble in safe areas. Bring all persons inside building(s) with the instructions to "shelter in place" and a notification will be placed on the main doors of the campus. Campus doors will be locked to outside access and sealed until the shelter in place is over.
- Close all exterior doors and windows.

- Turn off any ventilation leading outdoors.
- If advised, seal doors, windows, and vents with plastic sheets and duct tape.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students.
- Under no circumstances is anyone to leave or enter the sealed room.**
- Office personnel must contact each teacher/classroom for a headcount.
- All persons must remain in safe areas until notified by Incident Commander or emergency responders that the shelter in place is over.

STUDENTS

Assault/Fighting:

- Call or have someone else call 911 immediately.
- Approach in a calm manner and direct combatants to stop fighting, if safe to do so.
- DO NOT attempt to separate combatants during a physical altercation.
- Try to keep combatants isolated from others, if possible, until Police arrive.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

Medical Emergency:

- In case of an injured person immediately call 911. Calmly state: - Name of Caller - Name of Injured - Nature of Injury - Location of Injured - Phone number at the scene - Listen for Instructions from the 911 dispatcher
- Do not move an injured person unless their life will be in danger.
- Administer first aid if possible, to the injured person. If possible, ask someone to find an individual who is trained in first aid.
- If the victim is in a life-threatening condition and you are trained in emergency first aid, provide immediate care (e.g. rescue breathing, CPR, AED, etc.), if possible.
- Stay with the injured person until the First Responders arrive.
- Contact the Campus/Center manager to fill out the necessary NPC forms for documentation.

Weapon on Campus (gun, knife, mace, etc.):

- If threatened:**
 - Call or have someone else call 911 immediately and notify the front office staff.
 - Take note of the person's description/behavior/weapons and report the details to the 911 operator.
 - Implement LOCKDOWN procedure if required.
 - Remain in LOCKDOWN until an all clear command.
- If not threatened:**
 - Advise student of NPC's "No weapons allowed on campus" policy.
 - Ask student to remove weapon from classroom.

- Notify the front office staff for documentation purposes.

SUSPICIOUS PACKAGE

Please note, these are general steps that should be taken.

Suspicious Packages:

Suspicious packages are any items capable of concealing or containing harmful substances that has been left unattended and/or visibly shows indicators of posing a potential threat.

Characteristics:

- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
- Marked with any threatening language
- Postmarked from a city or state that does not match the return address.

Key Appearances:

- Oily stains
- Discolorations
- Odor
- Excessive packaging material
- Excessive weight
- Ticking sound and/or protruding wires or aluminum foil
- Additionally, items such as briefcase, gym bag, suitcase, etc. may be deemed suspicious solely because it is discovered unattended in a public place or near a sensitive facility.

What to Do with a Suspicious Package, Letter or Container:

- Do not panic. It is important for all of your actions to be careful & deliberate.
- Protect yourself and others from an exposure to an unknown material. Do not touch, move or attempt to clean up the unknown material.
- Isolate the area and evacuate all personnel from the immediate area.
- Contact the local Police Dept and your supervisor as soon as possible.
- Do not use radios or cell phones.
- All personnel who may have had contact with the unknown material should wash their hands with soap and warm water and shower with soap and warm water as soon as possible.
- Do not use bleach or other disinfectants.
- Make a list of names and contact information for all personnel who have come into contact with the unknown material.

- Provide this information to law enforcement and health officials.
- Carefully follow the instructions provided by law enforcement and health officials.

WEATHER EMERGENCIES/TORNADO

Severe Thunderstorm/Lightning:

- Severe thunderstorm/lightning can occur without notice or warning and can create dangerous situations.
- Stay indoors and do not go outside unless absolutely necessary.
- Avoid water using electrical appliances and landline telephones.
- Stay away from open doors and windows.
- Save all work and turn off computers (if possible). Power surges from lightning may damage them.
- If the power goes out, please see “Utility Outage” information for guidance.
- In the event of an injury or life-threatening situation, contact 911 immediately and notify your Campus/Center manager or their designee and/or one of the Executive team members.

Winter Storms and Extreme Cold:

- Be prepared by listening to local news and weather reports from organizations like the [National Weather Service](#)
- Be aware of winter storm warnings: storms occurring within 12 to 24 hours.
- Be aware of winter storm watch advisories: storms occurring within 12 to 48 hours.
- Stay indoors during the storm.
- If you must go outside, walk carefully on snowy, icy, walkways.
- Drive only if it is absolutely necessary. If you must drive: travel in the day; don't travel alone; keep others informed of your schedule; stay on main roads and avoid back road shortcuts.
- If the power goes out, please see “Utility Outage” information for guidance.
- In the event of an injury or life-threatening situation, contact 911 immediately and notify your Campus/Center manager or their designee and/or one of the Executive team members.

Tornado Watches and Warnings:

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.

If a tornado warning has been issued and you are inside:

- Stay Inside
- Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases.
- If possible, move to an interior corridor, or room or office without windows and crouch low with your hands covering the back of your head and neck.

- Do not leave the shelter until the storm is over.
- Continue to monitor the weather via radio or television until the tornado warning has been lifted for your area.

If a tornado warning has been issued and you are outside:

- If you are in your car, get out of it. Never try to outrun a tornado.
- Look for a nearby safe structure in which to take shelter.
- If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

RESPONSE TO WEATHER EMERGENCIES

Procedure 2517

General Principles

Short of a two-county disaster area being declared, the college as a whole never closes because of weather. If such a disaster occurs, the decision to close will be made by the college President.

In the event of a very severe weather situation, an individual campus or center might be closed for a period of time. If such a situation occurs, a decision to close a center or campus will be made by the Vice President for Learning and Student Services. If the VPLSS is not available, a designee will make the decision.

As a general rule, classes will not be canceled, so faculty and students need to exercise judgment regarding travel to campuses and centers for classes in severe weather conditions. If a faculty/staff member is unable to travel safely to a designated instructional/service location due to weather conditions, the faculty/staff person will contact his/her immediate supervisor. The supervisor, in conjunction with the campus coordinator or center manager, will coordinate contact of affected students, and provide cancellation notification.

If a class is missed because of weather conditions, it needs to be made up.

Process for Closing/Cancellation at a Center/Campus

In the event of severe weather conditions, individual campus operations coordinators or center managers will call the Vice President for Learning and Student Services as early as possible to discuss the local situation. The coordinators/managers will attempt to determine road conditions by contacting the local law enforcement agency and whether area schools have closed as a result of the weather conditions. If a campus coordinator does not live close enough to be aware of campus conditions early in the morning, then another person will be designated to initiate a call to the Vice President for Learning and Student Services in the event of severe weather conditions.

If classes are to be canceled at a center or campus for a period of time, a decision to do so should be made, if possible:

1. By 6 a.m. for morning classes
2. By 10 a.m. for afternoon classes

3. By 3 p.m. for evening classes

If a decision to cancel classes at a center or campus has been made, the Vice President for Learning and Student Services will notify the Director of Marketing and Public Relations (or the Media Relations Coordinator) as soon as possible. A public announcement will be prepared in the MPR department and disseminated as appropriate.

If a decision is made to cancel classes at a center or campus, the Vice President for Learning and Student Services will contact the appropriate center/campus coordinator. The center/campus coordinator will initiate communications with others affected by the cancellation; which includes notification to other center/campus locations that originating connected classroom broadcasts will not be available. Affected connected classroom students will be notified through local coordination of center/campus coordinators.

If the campus is closed for safety reasons due to weather, all personnel must leave the campus. (Exception: Maintenance personnel who are working clearing the snow.)

REPORTING EMERGENCIES

Procedure 2510

Students, employees and others must report all emergencies occurring on College facilities to the campus or center office.

In emergency situations, 9-1-1 may be called first followed by an immediate notification to the campus operations coordinators and center managers.

Campus operations coordinators and center managers are responsible to post emergency contact information and procedures at designated campus and center locations.

Campus operations coordinators and center managers are responsible to collect and report information pertinent to the emergency to the President, or designee.

STUDENT NOTIFICATION

Procedure 2615

The campus and center office is authorized to make notifications to students that are of an emergency nature only.

Campus and center office personnel are responsible to screen each request.

DRUG-FREE STUDENT ENVIRONMENT

Procedure 2624

1.0 Scope

All Employees, Students, and visitors.

2.0 Purpose

It is the intent of Northland Pioneer College (NPC) to maintain a drug- and alcohol-free environment for its students and employees.

3.0 Definitions

3.1 Controlled substance - A drug or other substance that is controlled by the government because it may be abused or cause addiction.

4.0 Procedure

4.1 Students are expected and required to report to school in appropriate mental and physical condition. It is our intent and obligation to provide a drug- and alcohol-free, healthful, safe, and secure environment.

4.2 Enrolled students will at least once a year receive information provided by the district detailing;

a) Standards of conduct related to the possession, use, or distribution of drugs and alcohol by students on the institutions' properties or as any part of the institution's activities.

b) A description of applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.

c) A description of the health risks associated with use of illicit drugs and the abuse of alcohol, and

d) A description of any drug and alcohol counseling treatment, or rehabilitation or reentry programs that are available to students.

4.3 Students, as a condition of acceptance into specific programs, may be required to comply with more stringent rules that may include both random and scheduled drug testing.

4.4 NPC prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances and alcohol on NPC premises or while participating in any NPC activity. In the event of a conflict between state and federal law, federal law shall control.

4.5 Violations will be referred to the Vice President for Learning and Student Services (VPLSS) for action in accordance with Procedure #2625 (Student Conduct Code). Disciplinary sanctions will be imposed, consistent with local, state and federal law. Violations may result in probation, suspension from school, or expulsion. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program.

4.6 NPC recognizes drug and/or alcohol dependency as illnesses and major health problems. NPC also recognizes drug and alcohol abuse as potential health, safety, and security problems. Students needing help in dealing with such problems are encouraged to seek it either by requesting help or referral through an academic advising office or through their own resources. Conscientious efforts to seek help will not jeopardize the student's enrollment.

4.7 If required by federal or state law, regulation or NPC policy, violations will result in students being reported to local law enforcement officials for appropriate local, state, or federal action. Prosecution can result in fines, prison terms, or both.

4.8 NPC will conduct a biennial review of its Program to Prevent Illicit Use of Drugs and Abuse of Alcohol by Employees and Students to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. It is the intent and policy of the college to maintain a drug and alcohol-free environment for its students.

- Students are expected and required to report to school in appropriate mental and physical condition. It is our intent and obligation to provide a drug and alcohol free, healthful, safe, and secure environment.
- Students, as a condition of enrollment, shall at least once each year sign a statement acknowledging receipt in writing for careful consideration, information provided by the district detailing:
- Standards of conduct related to the possession, use or distribution of drugs and alcohol by students on the institutions' property or as any part of the institution's activities;
- A description of applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of the health risks associated with use of illicit drugs and the abuse of alcohol, and
- A description of any drug and alcohol counseling treatment, or rehabilitation or reentry programs that are available to students.
- The college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances and alcohol on college premises or while participating in any college activity.
- Violations will be referred to the Vice President for Learning and Student Services office for action in accordance with Procedure #2625 (Student Code of Conduct). Disciplinary sanctions will be imposed, consistent with local, state and federal law. Violations may result in probation, suspension from school or expulsion. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program.
- The college recognizes drug and/or alcohol dependency as illnesses and major health problems. The college also recognizes drug and alcohol abuses as potential health, safety, and security problems. Students needing help in dealing with such problems are encouraged to seek it either through their own resources or by requesting help or referral through an academic advising office. Conscientious efforts to seek help will not jeopardize the student's enrollment.
- Serious violations will result in students being reported to local law enforcement officials for appropriate local, state, or federal action. Prosecution can result in fine, prison terms, or both.
- The college will conduct a biennial review of its Program to Prevent Illicit Use of Drugs and Abuse of Alcohol by Employees and Students to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

WEAPONS ON CAMPUS

Procedure 2560

All persons: who attend classes offered by the College; who are employed by the College; who are visiting College or leased premises (whether managed by the College or by any other entity); who are using College vehicles; who are in attendance at any College-sponsored events and activities; or who otherwise have business within the property of Northland Pioneer College, are prohibited from carrying, displaying, storing, or otherwise possessing weapons either on their person, in College owned or operated vehicles, or concealed within their immediate control, except as provided in Arizona Revised Statutes §12-781, and in accordance with A.R.S. §13-3102(A)(1), (A)(2), and (A)(10).

For the purposes of College Policies and Procedures, “weapon” is defined as any type of object or substance designed to or reasonably expected to inflict injury, incapacitate, or cause death, including (without limitation) all firearms (whether loaded or unloaded), edged weapons (including knives of any kind with a blade length greater than three inches), martial arts weapons, bows and arrows, devices which expel projectiles (such as BB guns, air guns, and pellet guns), as defined in A.R.S. §13-105(15) & (19), and A.R.S. §13-3101, but excluding normally available over-the counter self-defense chemical repellents available to the general public. “Weapon” is also defined as including any type of explosive, fireworks (including fire crackers, sparklers, rockets, or any propellant activated device), or explosive devices (including nitroglycerin, dynamite, black powder, plastic explosives, or any similar devices) as defined in A.R.S. §13-3101 and §13-3104.

All College employees and students are required to report violations and suspected violations of this Procedure to College administration immediately.

Persons excluded from this policy:

1. Any certified peace officer, currently employed by a law enforcement agency and performing his or her official duties.
2. Upon the approval of the president or designee, any person possessing a weapon for the purpose of teaching firearm safety, hunter safety, martial arts, law enforcement procedures or related course.
3. Upon approval of the president or designee, any person possessing a weapon for the purpose of demonstrating for educational purposes, any of the above stated weapons.
4. Any person, otherwise approved by the president or designee.
5. Any firearm that is lawfully stored and locked in a personally owned (not College-owned) motor vehicle or compartment of a motorcycle and which is not visible from the outside of the motor vehicle or motorcycle in accordance with A.R.S. §12-781.

Sanctions for Violations

Failure to comply with this policy, may result in, but is not limited to:

1. Sanctions available under applicable laws.
2. Sanctions available under the College Student Code of Conduct and/or the College Policies and Procedures, as applicable.
3. Removal or ejection from the property of the institution at which the violation occurs by public peace officers and/or authorized representatives of the concerned institution;
4. Utilization of the processes of law under A.R.S. §13-2911 regarding interference with the peaceful conduct of educational institutions.

SMOKE-FREE WORKPLACE & STUDENT ENVIRONMENT

Procedure 2545

Smoking is prohibited in all college-owned, or leased facilities, including a distance of 20 feet from any entrances, windows and ventilation systems so that persons entering or leaving buildings shall not be subjected to breathing tobacco smoke and so that tobacco smoke does not enter the building through entrances, windows, ventilation systems or any other means.

Smoking shall be defined as inhaling, exhaling, burning, or carrying or possessing any lighted tobacco product, including cigars, cigarettes, pipe tobacco and any other lighted tobacco product.

Smoking is prohibited in all college vehicles including vans, trucks, automobiles, and leased vehicles.

Smoking is permitted on all outdoor patios so long as tobacco smoke does not enter areas where smoking is prohibited.

"No smoking" signs or the international "no smoking" symbol shall be clearly and conspicuously posted identifying where smoking is prohibited. A notice informing individuals where complaints regarding violations of the "no smoking" procedure may be registered shall be included with all "No smoking" signs or symbols.

A conspicuous sign clearly stating that smoking is prohibited. will be placed at all entrances of all buildings and in all vehicles. All ashtrays shall be removed from any area where smoking is prohibited.

Any person who is smoking in violation of the Smoke-free Arizona act shall be informed that smoking is illegal and shall be requested immediately stop smoking. A person who smokes where smoking is prohibited is guilty of a petty offense and associated fines.

If a student is found to be in violation of this procedure, the violation will be referred to the Vice President for Learning and Student Services office for action in accordance with Procedure #2625 (Student Code of Conduct). Violations can result in probation or permanent suspension from school.

If an employee is found to be in violation of this procedure, the violation will be referred to the appropriate vice president for action in accordance with due process procedures. Violations may result in disciplinary action. The prohibition on smoking shall be communicated to all existing employees by April 30, 2007 and to all prospective employees upon their application for employment.

An employee will not be discharged or retaliated against because that employee exercises any rights afforded by Arizona State law or reports or attempts to prosecute a violation of the Smoke-free Arizona act.

VISITORS AND CHILDREN IN/ON NPC FACILITIES

Procedure 2508

1.0 Scope This procedure applies to all individuals or organizations engaging in or conducting activities associated with NPC, including students and employees

2.0 Purpose

Northland Pioneer College (NPC) welcomes visitors, including children, to all NPC facilities. The purpose of this procedure is to promote the health, safety, and well-being of all NPC visitors.

3.0 Definitions

3.1 Children means individuals under the age of 18.

3.2 Facilities means NPC campuses and centers (buildings and grounds), and all properties owned and operated by, or leased by NPC.

3.3 Visitors means individuals at NPC facilities who are neither enrolled nor employed by NPC.

4.0 Procedure

4.1 Visitors: Visitors are welcome at all public meetings and public activities held at NPC facilities, provided they do not interfere with the conduct of classes, student or NPC activities, or NPC business. Visitors may be invited to attend activities intended for students, faculty or staff at the discretion of the faculty or staff member organizing the activity.

Visitors will be held to the standard of conduct described in Article III.B of **Procedure #2625 - Student Codes of Conduct** and **ARS §13-2911**. Visitors violating one or more of these articles or **ARS §13-2911** are subject to a written warning, removal from the property, and/or may lose NPC visiting privileges. Such action may be taken by the President or designee.

4.2 Children on Campus: Children visiting NPC facilities must be under the immediate supervision of an adult at all times, unless they are enrolled in classes or participating in other NPC sponsored activities intended for students.

Individuals who bring children to NPC facilities, unless as described above, are solely responsible for their supervision. Employees, students, and other adults maintain the sole responsibility for the safety of any child they bring to NPC. Leaving children unattended is prohibited.

4.3 Children of Employees and Students: NPC employees may bring their child(ren) to NPC facilities for limited periods of time while the employee is engaged in work activities, with the approval of their supervisor. Students may bring their child(ren) to NPC facilities for limited periods of time while the students are engaged in learning or other NPC activities, with approval of the classroom instructor or activity sponsor.

4.4 Assumption of Risk: Bringing children to NPC facilities and events carries inherent risks that cannot be eliminated regardless of the care taken to avoid injury or harm. These risks include exposure to hazardous materials and/or chemicals, property damage, bodily injury, illness, or death from slips, trips, falls, contact with another person, being struck, any possible source of danger on or near the road that could lead to a vehicle crash, heat exhaustion, heat stroke, and hyperthermia. In consideration of bringing children to NPC facilities, parents and legal guardians agree to release and indemnify NPC against any claim for any losses, damages or injuries arising out of or in connection with bringing child(ren) to NPC facilities.

4.5 Revocation: Allowing employees and students to bring children to NPC facilities and events as described is a privilege and may be revoked at the discretion of the President or designee if the provisions of this procedure are violated or the privilege is abused. NPC may also prohibit an employee or student from bringing children to campus if other students or employees are directly impacted and reasonably object.

An impacted employee or student for whom the presence of children in their work or educational setting is causing a disruption should advise their supervisor or the classroom instructor. If there is no resolution through contact with the supervisor or instructor, the issue can be escalated to the next supervisory level.

EMERGENCY FACILITY CLOSURES

Procedure 2515

The College recognizes that campus facilities may be unable to be used on a scheduled or unscheduled basis during emergencies and provides these guidelines for use during facility closure.

1. The Vice President for Administrative Services will notify other College officers and employees of any scheduled building closures as soon as possible. An officer of the College will determine when buildings are unusable.
2. Supervisors will have the responsibility for rescheduling the work of employees under their direction for completion at a different site, if possible.
3. Officers of the College will work together to provide alternate work sites and/or alternate work assignments for employees who are in buildings scheduled to be closed.
4. When the loss of utilities or other unscheduled event makes the workplace intolerable, the immediate supervisor may select another place for employees to continue assigned work.
5. If it is not possible for the employee to perform their regular job functions at another site, the employee may be reassigned to assist employees in another building.
6. If an employee is unable to be given a suitable alternate assignment and is unable to provide services to other campus departments, that employee may appropriately be released from duties without any deduction from accrued leave.
7. If an employee is unwilling to accept an alternate assignment, that employee may elect to use accrued leave.
8. When the assigned work site is open, as an employer, the College maintains a reasonable expectation that employees will attend their place of work for scheduled work hours.
9. If an employee is unable to attend their place of work because of inclement weather or a natural disaster when the employee's work site is open, the employee must notify his/her direct supervisor. In exceptional circumstances, and taking into consideration the needs of the institution, consultation with the supervisor may conclude that the employee is not required that day, in which case the employee may further arrange with the supervisor to claim a leave day. The arrangement must be confirmed in writing with the supervisor as soon as possible upon return to work.

EMERGENCY RESPONSE

Procedure 2150

A. PURPOSE

In the case of an emergency, it is important for Northland Pioneer College (NPC) employees to be as fully prepared as possible to ensure the safest outcome for everyone affected. Safety preparation is an important part of our responsibility to our students and fellow employees. Employees are encouraged to read and be familiar with the NPC Emergency Response Plan and supporting documents; which are available on the MyNPC website or at the front office of any campus upon request.

In all cases, fire and/or police agencies will be in command of an emergency occurring at, or affecting, any NPC facility. The designated emergency responder from NPC will be the Campus/Center Manager or designee as deemed necessary by the Northland Pioneer College President (President) or designee. This does not negate the responsibilities of other college officials.

B. DEFINITIONS

Disaster – A regional or state event as declared by local, county, state, or federal officials. Including but not limited to; The National Weather Center (NWC), United States Forest Service (USFS), Navajo County Sheriff's Office (NCSO), Apache County Sheriff's Office (ACSO), Arizona Department of Public Safety (DPS), Arizona Governor's Office (AGO).

Electronic Notification – Email or Text Message.

Emergency – An unexpected or dangerous situation that disrupts the regular function of NPC services or activities, or poses a safety risk to any persons or infrastructure.

Events – Short term natural occurrences such as lightning, snow, and wildfires as issued by NWC or USFS.

Incident – An isolated situation, sufficiently short in duration or minimal in scope as to not warrant classification as an Emergency.

C. OBJECTIVES

1. To save lives and avoid injuries
2. To promote environments that foster safety and preparedness for all students, employees, visitors, and others present on College property or at college-sponsored activities
3. To promote a fast, effective reaction in coping with emergencies
4. To communicate with emergency response personnel, news media, the community, and other audiences
5. To ensure students and staff understand the procedures that are in place to ensure their safety
6. To help the college community review, know, and practice emergency response drills
7. To safeguard college property and records
8. To help the college restore conditions back to normal with minimal confusion as promptly as possible after an emergency while supporting faculty, students and staff.

D. RESPONSIBILITY AND CONTROL

The Emergency Response Plan is under the control of the College President/designee. In the event of an emergency, the President or designee will implement the necessary plan(s) to limit injuries, damages, or disruption of services and preserve the peace and order, which may include, but is not limited to, emergencies that:

- Suspend regular academic activities
- Restrict access to any NPC facility
- Call for resources from NPC or outside organizations

The President or designee will be responsible for concluding the Emergency Response Plan and the resumption of normal activities.

E. DELEGATION OF AUTHORITY

The President has the primary responsibility for overseeing development and implementation of NPC's procedures related to emergencies. The President may delegate all or a portion of responsibility before or during an emergency situation. Any delegation of responsibility should be done in writing. If an existing emergency does not allow for a written delegation, an electronic notification will be sent until such time as a written delegation can be completed. The office receiving the designation will maintain the letter of delegation.

F. RESPONSE REVIEW

After the conclusion of an emergency and the return to normal college schedules/activities; The President will commission a review of the emergency. This review should be completed within 90 days. The review should cover:

- NPC procedure efficiency
- Communication/coordination efficiency
- Injuries or Damages
- Post-incident support for persons affected

The purpose of the review is to find ways to improve NPC's response to emergencies and support those affected by them. If applicable, the review should make recommendations on how to make such improvements. Once completed the review shall be retained by the VPAS office.

HAZING PREVENTION

Policy 1431

Northland Pioneer College (NPC) seeks to promote a safe learning environment. Hazing is antithetical to that goal. Hazing by organizations, groups or individuals is strictly prohibited at NPC. All students, faculty, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the Hazing Prevention Procedure, including reporting incidents of hazing when they occur.

I. Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student, faculty, or staff whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

A partial list of examples of hazing includes:

- paddling in any form
- physical or psychological shocks
- late work sessions that interfere with scholastic activities
- advocating or promoting alcohol or substance abuse
- tests of endurance
- submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury
- any activity which by its nature may have the potential to cause mental distress, panic, human degradation, or embarrassment.

2. **"Organization"** means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

3. **"Student"** means, for purposes of this procedure, any person who is enrolled at NPC, any person who has been accepted for enrollment at NPC or any person who intends to enroll at NPC within the next twelve (12) calendar months. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this procedure until the person graduates, transfers, or withdraws from NPC.

II. Prohibited Conduct

1. Hazing is prohibited at NPC.
2. Any solicitation to engage in hazing is prohibited.
3. Aiding and abetting another person who is engaged in hazing is prohibited.
4. It is not a defense to a violation of the hazing prevention procedure if the hazing victim consented to or acquiesced in the hazing activity.
5. All students, faculty and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the hazing prevention procedure.

III. Complaints and Reports

Duty to Report: Any employee or student who witnesses, becomes aware of, or is the victim of hazing shall immediately report the incident to the Director of Student Services (DofSS). If an employee is involved or a victim of hazing the employee should report the incident to their direct supervisor or Associate Vice President of Human Resource (AVPHR). If the DofSS is unavailable, a report to the DofSS

would involve a conflict of interest, or the DofSS is the accused the employee or student shall report the hazing to the Vice President for Learning and Student Services. Report directly to the AVPHR or DofSS:

Employees involved in or victim of hazing:

Name: Nicole Ulibarri

Title IX Deputy Coordinator - Employees

EEO and ADA/504 Coordinator

Office of Human Resources

Tiponi Community Center, Human Resources Room 302, Painted Desert Campus, Holbrook

(928) 524-7471

Email: nicole.ulibarri@npc.edu

Student involved in or victim of hazing:

Name: Josh Rogers

Title IX Deputy Coordinator - Students

Office of Student Services

Student Center, Room 109, Silver Creek Campus, Snowflake

(928) 536-6227

Email: joshua.rogers@npc.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address listed above.

Report online, using the reporting form posted at: www.npc.edu/report-it

1. Investigation

All complaints or reports of hazing shall be promptly and thoroughly investigated. To the extent possible, a hazing complaint will be treated as confidential; however, the College has a responsibility to all employees and students to investigate hazing charges, which may include interviewing the offenders and any possible witnesses. If the hazing incident that has been reported falls under the definition of Sexual Harassment as defined in our Equal Opportunity, Harassment, and Nondiscrimination Policy (Policy 1102), the Title IX Coordinator will follow the procedure as outlined in Procedure 2110, Process A, Section 14. If not, or if no formal complaint is filed under Process A, The Director of Student Services will follow the procedure as outlined in Procedure 2110, Process B, Section 6. Both Process A and Process B include an appeals process.

2. Sanctions

Violations of this procedure shall be considered a grave violation of the Student Conduct Code (Procedure 2625) and will subject a student to discipline up to and including dismissal. Any employee who knowingly permitted, authorized or condoned the hazing activity in violation of this Procedure shall be considered cause for discipline up to and including dismissal. In addition to these consequences, an Organization as defined in this Procedure may be disciplined by the revocation or suspension of an organization's permission to conduct operations at NPC if the organization knowingly permitted, authorized or condoned the hazing activity. Other sanctions against an Organization may include:

1. loss of campus privileges for the student organization.
2. restitution for damages that may have resulted from the incident.
3. a statement of warning.
4. a probationary period.

Reinstatement of the Organization may be conditioned on compliance with any of the foregoing or any other reasonable conditions imposed by NPC. An Organization shall be afforded a pre-suspension hearing before the president or his designee to afford it an opportunity to rebut the allegations against it. Any substantiated hazing activity that involves a violation of criminal law by any person shall be reported to local law enforcement personnel.

IV. Retaliation

Students and employees are prohibited from retaliation, intimidation, threats, coercion or other discrimination against any individual for exercising that individual's rights or responsibilities under this procedure. Any such acts of retaliation should be reported to the Director of Student Services in the case of students or to the Chief Human Resource Officer in the case of employees.

V. Intention

This Procedure is not intended to prohibit:

1. Customary athletic events, contests or competitions that are sponsored by an educational institution.
2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

REGISTERED SEX OFFENDERS

Procedure 2623

1.0 Scope

This procedure applies to all persons who apply to Northland Pioneer College (NPC) for admission or are enrolled in NPC and are identified as registered sex offenders and required to register pursuant to [Section §13-3821](#) of the Arizona Revised Statutes.

2.0 Purpose

To address the admission and continued enrollment of registered sex offenders at NPC.

3.0 Definitions

3.1 Registered sex offender: A person required to register as defined and provided in A.R.S. [§13-3821](#).

3.2 NPC Campus Assessment, Response, and Education (CARE) Team: A team composed of faculty, staff, and administrators appointed by the president of NPC. The CARE Team will determine if the registered sex offender presents a threat or a potential danger to the NPC's community.

3.3 Administrative Withdrawal: The withdrawal of a student from a course by the Vice President for Learning and Student Services (VPLSS), the Registrar, Faculty, or other authorized NPC-personnel.

4.0 Procedure

4.1 Policy: NPC reserves the right to deny or revoke admission of registered sex offenders in accordance with [Policy #1290](#).

4.2 Responsibilities: NPC reserves the right to deny or revoke admission of a registered sex offender upon notification by local authority as required in [Section §13-3825](#) of the Arizona Revised Statutes. NPC reserves the right to evaluate and document special cases and to refuse admission if it is determined that the registered sex offender is a threat or a potential danger to the NPC's community or if such refusal is considered to be in the best interest of NPC. Students whose admission is suspended after enrollment must be notified of their right to an appeal process and must be provided with due process.

4.3 Procedures

a) A registered sex offender shall identify themselves to the office of the VPLSS. If another NPC employee is notified, the NPC employee shall notify the office of the VPLSS.

b) When NPC learns that an applicant or enrolled student is a registered sex offender, the applicant or student will not be allowed to register for classes.

c) If the registered sex offender is an applicant, written notification will be sent via certified mail by the VPLSS to the home address listed in the student information system that admission to NPC has been postponed based on his or her listing on the sex offender registry and pending completion of an appeal process. The applicant must initiate the appeal process within ten (10) college-business days of the date on the notification sent by NPC. Failure by the applicant to initiate the appeal process within ten (10) college-business days of notification from NPC will forfeit his or her right to appeal.

d) If the registered sex offender is an enrolled student, written notification will be sent via certified mail to the mailing address listed in the student information system. The written notification will require the student to initiate the appeals process within ten (10) college-business days of the date on the notification sent by NPC in order to receive consideration to remain enrolled. The individual will remain provisionally enrolled pending the outcome of the appeal process. Failure by the student to initiate the appeal process within ten (10) college-business days of the date on the notification from NPC will result in written notice of administrative withdrawal from all current and future semesters, and forfeiture of the individual's right to appeal.

e) Appeal process for denial of admission or withdrawal for registered sex offender:

The applicant or withdrawn student shall be given notice that explains the appeal procedure and requests the following information within ten (10) college-business days following the date of such notice:

- i. Formal request for an appeal
- ii. Disclosure of the nature of the offense for which the person has been convicted;
- iii. Justification for consideration of admission, reinstatement, or continued enrollment; and
- iv. Statement acknowledging the individual's understanding that his or her identity and status as a registered sex offender will be publicized within the NPC community in accordance with federal and state law if admitted or reinstated.

f) Upon receipt of a request for appeal within the required ten (10) college-business days of notification, the VPLSS will convene the CARE Team for a hearing of the registered sex offender's appeal. The purpose of the hearing will be to determine if the registered sex offender is a threat or a potential danger to the NPC community. The CARE Team will review the information submitted and make a recommendation by a simple majority vote within fourteen (14) college-business days of receiving the letter of appeal. The Co-Chairs of CARE Team will serve as co-chairs of the panel. The VPLSS will review the recommendation, make a final decision, and inform the registered sex offender in writing of the decision. If the VPLSS determines that the registered sex offender presents a threat or potential danger to the NPC's community, denial of admission to NPC will be permanent. If the registered sex offender is currently enrolled, and the VPLSS determines that the individual is a threat or potential danger to the NPC's community, he or she will be administratively withdrawn from classes, will receive a 100% refund, and will be denied future admission/enrollment to NPC. The resolution of the appeal by the VPLSS shall be final.

4.4 Waiver: If a student or applicant fails to comply with the terms of this procedure, he or she will forfeit the right to appeal the denial of admission or enrollment at NPC.

4.5 Notice: In accordance with the Federal Campus Sex Crimes Prevention Act, NPC will inform the college community of any known sex offenders attending NPC. The following site may be accessed to obtain information on registered sex offenders: azdps.gov/Services/Sex_Offender/.

4.6 Interpretation: Authority for interpretation of this procedure rests with the VPLSS.

DRUG-FREE WORKPLACE

Procedure 2750

Section 1: Purpose and Goal

Northland Pioneer College is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Northland Pioneer College encourages employees to voluntarily seek help with drug and alcohol problems.

The purpose of this policy is to ensure that no employee under any circumstances comes to work under the influence of drugs or alcohol and to ensure all employees abide by the laws pertaining to alcohol and drug use while at work. No person may consume or be under the influence of drugs or alcohol while attending classes, at any official meetings, or while fulfilling employment responsibilities. Employees must conduct themselves in a responsible and professional manner at all times.

Covered Workers

Any individual who conducts business for the college, is applying for a position or is conducting business on the college's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to the President, executive staff, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, interns, and applicants.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the college. Therefore, this policy applies during all working hours, whenever conducting business or representing the college, while on call, paid standby, while on college property, at college-sponsored events, and while attending classes and field trips. Exceptions to this policy for special events may be granted with prior permission.

Prohibited Behavior

The college strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on college premises or while participating in any college activity. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate human resource procedures (*e.g.*, call in sick, use leave, request change of duty, notify supervisor, notify Human Resources Department) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Notification of Convictions

Any employee who is convicted of a criminal drug or alcohol violation must notify the college in writing within five calendar days of the conviction. The college will take appropriate action within 30 days of notification. Local, state, and federal contracting agencies will be notified when appropriate.

Searches

Entering the college's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of college property.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a comprehensive screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in post-accident or reasonable suspicion testing upon selection or request of management. Pre-employment testing may be required for employees in safety-sensitive areas related to certification or agency requirements.

Prescreening testing may include but is not limited to such substances as amphetamines, cocaine, opiates, alcohol, and barbiturates. Testing for the presence of alcohol may be conducted by breath or blood analysis. Testing for the presence of the metabolites of drugs may be conducted by the urinalysis. Post-accident and reasonable suspicion testing will include a comprehensive analysis.

Any employee who tests positive will be immediately removed from duty, referred to a substance abuse professional for assessment and recommendations, required to successfully complete recommended rehabilitation including continuing care. The employee will be required to pass a fitness-for-duty examination and sign a Return-to-Work Agreement. Upon learning of allegations of non-compliance that may constitute cause, the President may initiate Due Process Procedure 2755.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test if they are applying for a safety sensitive position.

If an employee violates the policy, he or she may be subject to disciplinary action and may be required to enter rehabilitation. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Return-to-Work Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance

Northland Pioneer College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of community professionals.
- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the college through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and supervisors have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees and supervisors are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees have access to the policy.
- The policy will be reviewed in orientation sessions with new employees

COMMUNICABLE DISEASES

Procedure 2751

Prevention and Control

“Communicable disease” means an infectious disease that is spread from person to person through casual contact, exposure to body fluids, or respiratory droplets. Examples of communicable diseases include, but are not limited to: tuberculosis (TB), measles, German measles (rubella), hepatitis, meningitis, influenza, Severe Acute Respiratory Syndrome (SARS), norovirus, human immunodeficiency virus infection and acquired immunodeficiency syndrome (HIV/AIDS) and exotic pathogens (e.g., Ebola and certain strains of influenza).

Students with communicable diseases may pose a threat to the health and safety of students and staff. In responding to such threats, the college will strive to maintain a balance between the need to control communicable diseases and the need to protect students’ legal rights. No student or employee shall knowingly expose students or other employees to a communicable disease.

Decisions regarding the educational status of students with communicable diseases generally will be made on a case-by-case basis in accordance with this policy and its administrative regulation. For all designated communicable diseases, the college will fully comply with all reporting, exclusion, and contact control measures required by the Arizona Department of Health Services and the Navajo and Apache County Health Departments.

When college officials have sufficient reason to believe that a student or employee has contracted a communicable disease and that through transmission, there is potential harm and/or risk to other students and employees, the student or employee will be required to be evaluated by medical professionals at their expense within a designated time frame. Should the student or employee not

follow through with a medical evaluation within the designated time frame, they will be removed from all college activities/responsibilities until medical evaluation is attained.

Students or employees who have a communicable disease shall be excluded from the college only if he or she presents a direct threat to the health or safety of others as determined by a medical evaluation, as recommended by the Centers for Disease Control and Prevention, and as required by the Arizona Department of Health Services and the Navajo and Apache County Health Departments. Reasonable accommodation will be utilized when there is medical justification that the transmission of the disease is highly doubtful and/or the risk of further exposure or injury to other students and employees is improbable.

The right to privacy and confidentiality of any student or employee who has contracted a communicable disease will be respected. Employees and students must maintain the confidentiality of medical records and medical information pursuant to state and federal law. Disclosure of medical condition will only occur to the extent required to minimize the health risks to other students and employees. The President or designee will determine appropriate disclosure of information.

TITLE IX

PROTECTING AGAINST DISCRIMINATION, HARASSMENT, RETALIATION

Preventing Sexual Harassment at Northland Pioneer College

This information is a resource for students, employees, and third parties to learn more about NPC's Title IX Equal Opportunity, Harassment & Nondiscrimination Policy and the protections under the 2020 Title IX regulatory changes. If you have experienced or witnessed an act of sexual harassment, discrimination, or dating/partner violence, you are encouraged to report the incident to your college's Title IX Coordinator.

Immediate Assistance

If you are in an emergency situation, make sure you are in a safe place and call 911. For non-emergencies, contact your college's Title IX Coordinator or local law enforcement.

Sexual Harassment and Discrimination Policy

The policy of Northland Pioneer College (NPC) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student's actual or perceived gender, sexual orientation, or pregnancy. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic, and other programs.

Sexual Harassment: The 2020 Title IX Regulations define sexual harassment broadly to include any of three types of misconduct that—on the basis of sex—jeopardize the equal access to education and the educational programs/activities that Title IX is designed to protect. These three types of misconduct are:

- Any instance of quid pro quo harassment by a school's employee;
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
- Any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). For definitions of sexual assault, dating/domestic violence, and stalking, please see the Policy 1102 - Equal Opportunity, Harassment & Nondiscrimination.

Dr. Michael Solomonson

Title IX Coordinator - Vice President for Learning & Student Services

1611 S Main Street, Performing Arts Center, Rm 114
Office of Vice President for Learning & Student Services
Snowflake, AZ 85937
Michael.solomonson@npc.edu
(928) 536-6217

Josh Rogers
Students Title IX Deputy Coordinator
Director of Student Service
Snowflake/Taylor Campus
Office of Student Services
Student Center, Rm 109
(928) 536-6227 joshua.rogers@npc.edu

Nicole Ulibarri
Employees Title IX Deputy Coordinator
Director of Employee Relations & Staffing
Holbrook Campus
Human Resources Office
Tiponi Center, Rm 300
(928) 524-7471 nicole.ulibarri@npc.edu

Policy 1102 Equal Opportunity, Harassment and Nondiscrimination

1.0 Scope

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using Northland Pioneer College's "Process A" or "Process B," as determined by the Title IX Coordinator, and as in Procedure 2110.

When the Respondent is a member of Northland Pioneer College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Northland Pioneer College community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers,

invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

2.0 Purpose

Northland Pioneer College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Northland Pioneer College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Northland Pioneer College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

3.0 Definitions

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Complainant (formal)* means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that Northland Pioneer College investigate the allegation.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of the harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when Northland Pioneer College is in normal operation.
- *Education program or activity* means locations, events, or circumstances where Northland Pioneer College exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by Northland Pioneer College.
- *Final Determination*: A conclusion by the standard of proof that the alleged conduct occurred and whether it did or did not violate policy.
- *Finding*: A conclusion by the standard of proof that the conduct did or did not occur as alleged.
- *Formal Grievance Process* means "Process A," a method of formal resolution designated by Northland Pioneer College to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- *Hearing Decision Maker or Panel* refers to those who have decision-making and sanctioning authority within Northland Pioneer College's Formal Grievance process.
- *Investigator* means the person or persons charged by Northland Pioneer College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing

the evidence, and compiling this information into an investigation report and file of directly related evidence.

- *Mandated Reporter* means an employee of Northland Pioneer College who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator and/or their supervisor.
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority (OWA)* means an employee of Northland Pioneer College explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Northland Pioneer College.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above.
- *Process B* means the informal alternative resolution procedure.
- *Recipient* means a postsecondary education program that is a recipient of federal funding.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent a recurrence, and restore access to Northland Pioneer College's educational program.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by Northland Pioneer College on a Respondent who is found to have violated this policy.
- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, dating violence, and domestic violence. **See Section 17.b.**, for greater detail.
- Title IX Coordinator is at least one official designated by Northland Pioneer College to ensure compliance with Title IX and Northland Pioneer College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, and any member of the Grievance Process Pool.

4.0 Procedure

4.1 Title IX Coordinator

The Vice President for Learning and Student Services serves as the Title IX Coordinator and oversees implementation of Northland Pioneer College's policy on equal opportunity, harassment, and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating Northland Pioneer College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.^[2]

4.2 Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact Northland Pioneer College president at chato.hazelbaker@npc.edu or (928) 524-7420. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to Northland Pioneer College President at chato.hazelbaker@npc.edu or (928) 524-7420 or designee. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

4.3 Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures and about the application of Title IX, may be made internally to:

Dr. Michael Solomonson
Title IX Coordinator – Vice President for Learning & Student Services
1611 S Main Street, Performing Arts Center, Rm 114
Office of Vice President for Learning & Student Services
Snowflake, AZ 85937
928-536-6217
michael.solomonson@npc.edu
<https://www.npc.edu/title-ix/title-ix-team>

Nicole Ulibarri
Director of Employee Relations & Staffing
Title IX Deputy Coordinator – Employees
EEO and ADA/504 Coordinator
Office of Human Resources
Tiponi Community Center, Human Resources Room 302, Painted Desert Campus, Holbrook
(928) 524-7471
nicole.ulibbarri@npc.edu

Josh Rogers
Director of Student Services
Title IX Deputy Coordinator – Students
Office of Student Services
Student Center, Room 109, Sliver Creek Campus, Snowflake
(928) 536-6227
joshua.rogers@npc.edu

Northland Pioneer College has also classified all employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Arizona, Colorado, New Mexico, Utah, Wyoming
Office for Civil Rights,
Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
[Email: OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

For complaints involving employees: [Equal Employment Opportunity Commission](#) (EEOC)

Phoenix District Office
3300 North Central Avenue
Suite 690
Phoenix, AZ 85012-2504
1-800-669-4000
<https://www.eeoc.gov/field-office/phoenix/location>

4.4 Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination, harassment, and/or retaliation may be made by any person using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator or deputies:

Dr. Michael Solomonson
Vice President for Learning and Student Services

Title IX Coordinator

Office of Vice President for Learning and Student Services
Performing Arts Center, Room 114, Silver Creek Campus, Snowflake
(928) 536-6217

michael.solomonson@npc.edu

<http://www.npc.edu/title-ix/title-ix-team>

1611 S Main Street, Performing Arts Center, Rm 114
Office of Vice President for Learning & Student Services
Snowflake, AZ 85937

Nicole Ulibarri

Director of Employee Relations & Staffing

Title IX Deputy Coordinator – Employees

EEO and ADA/504 Coordinator

Office of Human Resources

Tiponi Community Center, Human Resources Room 302, Painted Desert Campus, Holbrook
(928) 524-7871

nicole.ulibarri@npc.edu

Josh Rogers

Director of Student Services

Title IX Deputy Coordinator – Students

Office of Student Services

Student Center, Room 109, Silver Creek Campus, Snowflake
(928) 536-6227

joshua.rogers@npc.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

2) Report online, using the reporting form posted at <https://www.npc.edu/title-ix>. Anonymous reports are accepted and can give rise to a need to investigate. Northland Pioneer College tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Northland Pioneer College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Northland Pioneer College to discuss and/or provide supportive measures.

3) Report to any supervisor or instructor.

A Formal Complaint means a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Northland Pioneer College investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for

this purpose by Northland Pioneer College) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

4.5 Supportive Measures

Northland Pioneer College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Northland Pioneer College's education program or activity, including measures designed to protect the safety of all parties or Northland Pioneer College's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Northland Pioneer College will inform the Complainant, in writing, that they may file a formal complaint with Northland Pioneer College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Northland Pioneer College will maintain the privacy of the supportive measures, provided that privacy does not impair Northland Pioneer College's ability to provide the supportive measures. Northland Pioneer College will act to ensure as minimal an academic impact on the parties as possible. Northland Pioneer College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders

- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

4.6 Emergency Removal

Northland Pioneer College can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the CARE Team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student, employee, or two (2) representatives from a student organization will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

Northland Pioneer College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation

in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

4.7 Promptness

All allegations are acted upon promptly by Northland Pioneer College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Northland Pioneer College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Northland Pioneer College procedures will be delayed, Northland Pioneer College will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

4.8 Privacy

Every effort is made by Northland Pioneer College to preserve the privacy of reports. Northland Pioneer College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Northland Pioneer College reserves the right to designate which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: CARE Team and Human Resources. Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Northland Pioneer College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

Confidentiality and mandated reporting are addressed more specifically in Section 17.b.19 Mandated Reporting.

4.9 Jurisdiction of Northland Pioneer College

This policy applies to the education program and activities of Northland Pioneer College, to conduct that takes place on the campus or on property owned or controlled by Northland Pioneer College, at Northland Pioneer College-sponsored events, or in buildings owned or controlled by Northland Pioneer College's recognized student organizations. The Respondent must be a member of Northland Pioneer College's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Northland Pioneer College's educational program. Northland Pioneer College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Northland Pioneer College interest.

Regardless of where the conduct occurred, Northland Pioneer College will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Northland Pioneer College interest includes:

- (a) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- (b) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- (c) Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- (d) Any situation that is detrimental to the educational interests or mission of Northland Pioneer College.

If the Respondent is unknown or is not a member of the Northland Pioneer College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the Northland Pioneer College's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, Northland Pioneer College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Northland Pioneer College property and/or events.

All vendors serving Northland Pioneer College through third-party contracts are subject to the policies and procedures of their employers or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to Northland Pioneer College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

4.10 Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Northland Pioneer College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Northland Pioneer College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

4.11 Online Harassment and Misconduct

The policies of Northland Pioneer College are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Northland Pioneer College's education program and activities or use Northland Pioneer College networks, technology, or equipment.

While Northland Pioneer College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Northland Pioneer College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of Northland Pioneer College community.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of Northland Pioneer College's control (e.g., not on Northland Pioneer College networks, websites, or between Northland Pioneer College email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by Northland Pioneer College only when such speech is made in an employee's official or work-related capacity.

4.12 Policy on Nondiscrimination

Northland Pioneer College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education.

Northland Pioneer College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Race,
- Religion,
- Hearing status,
- Personal appearance,
- Color,
- Sex,
- Pregnancy,
- Political affiliation,
- Source of income,
- Place of business,
- Residence,
- Religion,
- Creed,
- Ethnicity,
- National origin (including ancestry),
- Veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran),
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.
- Citizenship status,
- Physical or mental disability (including perceived disability),
- Age,
- Marital status,
- Family responsibilities,
- Sexual orientation,
- Gender identity,
- Gender expression,
- Predisposing genetic characteristics,
- Domestic violence victim status,
- Height,
- Weight,

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Northland Pioneer College community whose acts deny, deprive, or limit the educational or employment or residential and/or social access, benefits, and/or opportunities of any member of the Northland Pioneer College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of Northland Pioneer College policy on nondiscrimination.

When brought to the attention of Northland Pioneer College, any such discrimination will be promptly and fairly addressed and remedied by Northland Pioneer College according to the appropriate grievance process described below.

4.13 Policy on Disability Discrimination and Accommodation

Northland Pioneer College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by Northland Pioneer College, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

The Chief Human Resources Officer has been designated as Northland Pioneer College's ADA/504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed using the procedures below. For details relating to disability accommodations in Northland Pioneer College's resolution process, see [Procedure 2110](#).

a. Students with Disabilities

Northland Pioneer College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of Northland Pioneer College.

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact the Office of Accessibility and Inclusion Coordinator, who coordinates services for students with disabilities.

The Office of Accessibility and Inclusion Coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s).

b. Employees with Disabilities

Pursuant to the ADA, Northland Pioneer College will provide reasonable accommodation(s) to all qualified employees when they are unable to perform their essential job functions, except

when doing so would be unduly disruptive or would result in undue hardship to Northland Pioneer College.

An employee with a disability is responsible for submitting a request for an accommodation to the ADA/504 Coordinator and providing necessary documentation. The ADA/504 Coordinator will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

4.14 Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Northland Pioneer College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Northland Pioneer College policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Northland Pioneer College policy, though supportive measures will be offered to those impacted.

a. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Northland Pioneer College policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Northland Pioneer College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Northland Pioneer College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.^[3] This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive **and** objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, Northland Pioneer College may also impose sanctions on the Respondent through application of the appropriate grievance process below.

Northland Pioneer College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the

imposition of discipline under Northland Pioneer College policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms.

For assistance with Alternate Resolution and other informal resolution techniques and approaches, employees should contact the Chief Human Resources Officer, and students should contact the Director of Student Services.

b. Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Arizona regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Northland Pioneer College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:

- a. an employee of Northland Pioneer College,
- b. conditions the provision of an aid, benefit, or service of Northland Pioneer College,
- c. on an individual's participation in unwelcome sexual conduct; and/or

2. Sexual Harassment:

- a. unwelcome conduct,
- b. determined by a reasonable person,
- c. to be so severe, and,
- d. pervasive, and,
- e. objectively offensive,
- f. that it effectively denies a person equal access to Northland Pioneer College's education program or activity.^[4]

3. Sexual assault, defined as:

(a) Sex Offenses, Forcible:

- i) Any sexual act directed against another person,

- ii) without the consent of the Complainant,
- iii) including instances in which the Complainant is incapable of giving consent.

(b) Forcible Rape:

- i) Penetration,
- ii) no matter how slight,
- iii) of the vagina or anus with any body part or object,
- iv) or oral penetration by a sex organ of another person,
- v) without the consent of the Complainant.

(c) Forcible Sodomy:

- i) Oral or anal sexual intercourse with another person,
- ii) forcibly,
- iii) and/or against that person's will (non-consensually), or
- iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

(d) Sexual Assault with an Object:

- i) The use of an object or instrument to penetrate,
- ii) however slightly,
- iii) the genital or anal opening of the body of another person,
- iv) forcibly,
- v) and/or against that person's will (non-consensually),
- vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

(e) Forcible Fondling:

- i) The touching of the private body parts of another person (buttocks, groin, breasts),
- ii) for the purpose of sexual gratification,
- iii) forcibly,
- iv) and/or against that person's will (non-consensually),
- v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

(f) Sex Offenses, Non-forcible:

i) Incest:

- 1) Non-forcible sexual intercourse,

- 2) between persons who are related to each other,
- 3) within the degrees wherein marriage is prohibited by Arizona law.&

ii) Statutory Rape:

- 1) Non-forcible sexual intercourse,
- 2) with a person who is under the statutory age of consent of eighteen (18).

4. Dating Violence, defined as:

- a) violence,
- b) on the basis of sex,
- c) committed by a person,
- d) who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

- i) The existence of such a relationship shall be determined based on the Complainant'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—
- ii) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- iii) Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence, defined as:

- a) violence,
- b) on the basis of sex,
- c) committed by a current or former spouse or intimate partner of the Complainant,
- d) by a person with whom the Complainant shares a child in common, or
- e) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner,
- f) or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Arizona,
- g) or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Arizona.

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

6. Stalking, defined as:

- a) engaging in a course of conduct,
- b) on the basis of sex,

- c) directed at a specific person,
 - i. that would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

EXPECTATIONS REGARDING UNETHICAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty member and student or supervisor and employee). These relationships may, in reality, be less consensual than perceived by the individual whose position confers power or authority. Similarly, the relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Circumstances may change, and conduct that was once welcome may, at some point in the relationship, become unwelcome.

Even when both parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant Policy violation still exists. Northland Pioneer College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of Northland Pioneer College. However, for the personal protection of members of this community, relationships in which power differentials are inherent (e.g., faculty-student, staff-student) are generally discouraged. They may also violate standards of professionalism and/or professional ethics.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or otherwise evaluative role over the other party are inherently problematic. Therefore, persons with direct supervisory or otherwise evaluative responsibilities who are involved in such relationships must bring these relationships to the timely attention of their supervisor and/or the Title IX Coordinator. The existence of this type of relationship will likely result in removing the supervisory or evaluative responsibilities from the employee or shifting a party from being supervised or evaluated by someone with whom they have established a consensual relationship. When an affected relationship existed prior to adoption of this policy, the duty to notify the appropriate supervisor still pertains.

This type of relationship includes Housing Advisors (HAs) and students over whom the HA has direct responsibility. While no relationships are prohibited by this policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action for an employee. The Title IX Coordinator will determine whether to refer violations of this provision to Human Resources for resolution, or to pursue resolution under this Policy, based on the circumstances of the allegation.

Northland Pioneer College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

c. Force, Coercion, Consent, and Incapacitation^[5]

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Northland Pioneer College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM^[6] or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Northland Pioneer College’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

d. Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Northland Pioneer College additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant’s actual or perceived membership in a protected class.

- Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:
 - Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
 - Invasion of sexual privacy.
 - Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
 - Prostituting another person
 - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
 - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
 - Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
 - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
 - Knowingly soliciting a minor for sexual activity
 - Engaging in sex trafficking
 - Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Northland Pioneer College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as:
 - Repeated and/or severe
 - aggressive behavior
 - likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally
 - that is not speech or conduct otherwise protected by the First Amendment.

Violation of any other Northland Pioneer College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

4.15 Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Northland Pioneer College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for Northland Pioneer College or any member of Northland Pioneer College's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

4.16 Mandated Reporting

All Northland Pioneer College employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or

harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Northland Pioneer College for a Complainant or third-party (including parents/guardians when appropriate):

a. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- Off-campus (non-employees):
 - Licensed professional counselors and other medical providers
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/Chaplains
 - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Northland Pioneer College employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

b. Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by Northland Pioneer College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Northland Pioneer College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

c. Mandated Reporters and Formal Notice/Complaints

All employees of Northland Pioneer College (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Northland Pioneer College.

Supportive measures may be offered as the result of such disclosures without formal Northland Pioneer College action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of Northland Pioneer College policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Northland Pioneer College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

4.17 When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Northland Pioneer College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Northland Pioneer College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Northland Pioneer Colleges may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Northland Pioneer College's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Northland Pioneer College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that Northland Pioneer College's ability to remedy and respond to notice may be limited if the Complainant does not want Northland Pioneer College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Northland Pioneer College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Northland Pioneer College to honor that request, Northland Pioneer College will offer informal resolution options (see Procedure 2110), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has

the right, and can expect, to have allegations taken seriously by Northland Pioneer College, and to have the incidents investigated and properly resolved through these procedures.

4.18 Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Northland Pioneer College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Northland Pioneer College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

4.19 False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Northland Pioneer College policy.

4.20 Amnesty for Complainants and Witnesses

Northland Pioneer College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Northland Pioneer College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of Northland Pioneer College community that Complainants choose to report misconduct to Northland Pioneer College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Northland Pioneer College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual misconduct to Campus Security).

Northland Pioneer College maintains a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, Northland Pioneer College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Employees: Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to Northland Pioneer College officials.

Northland Pioneer College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

4.21 Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- (a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- (b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- (c) VAWA - based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- (d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to the Clery Administrator regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, campus security, local police, coaches, housing staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

NPC CRIME STATISTICS

Reports submitted for the last three years.

Under the provisions of Title II of Public Law 101-542, The Crime Awareness and Campus Security Act of 1990, the College President, or personnel designated by the College President, shall establish a plan for crime awareness and campus security. The Northland Pioneer College Plan for Crime Awareness and Campus Security is broken down into the following sections of Procedure 2555:

Reporting crimes and emergencies occurring on or next to Campus.

Security and access to campus facilities

Campus law enforcement

Crime prevention awareness and education

Use and sale of alcoholic beverages and illegal drugs.

Reports are submitted every October and cover the previous calendar year.

On Campus means any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).

Noncampus means any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public property means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

The Violence Against Women Act of 1994 and the Department's Clery Act regulations specify the definitions to be used for domestic violence, dating violence and stalking.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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.

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.

Stalking is defined as 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.

Arrest for Clery Act purposes is defined as persons processed by arrest, citation, or summons.

Weapons: Carrying, Possessing, Etc. is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Drug Abuse Violation is defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those 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— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violation is defined as the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.

Referred for disciplinary action is defined for Clery Act purposes as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

**2023 Crime Statistics - Calendar Year
2020, 2021, 2022**

PDC	Criminal Offenses - On Campus			Criminal Offenses - NonCampus			Criminal Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0
No Hate Crimes Reported	2020								
No Hate Crimes Reported	2021								
No Hate Crimes Reported	2022								
Violence Against Women Act (VAWA) Offenses	VAWA Offenses - On Campus			VAWA Offenses - Noncampus			VAWA Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests	Arrests - On Campus			Arrests - Noncampus			Arrests - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions	Disciplinary Actions - On Campus			Disciplinary Actions - Noncampus			Disciplinary Actions - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>

Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

No Unfounded Crimes	2020
No Unfounded Crimes	2021
No Unfounded Crimes	2022

LCC	Criminal Offenses - On Campus			Criminal Offenses - NonCampus			Criminal Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	1
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
No Hate Crimes Reported	2020								
No Hate Crimes Reported	2021								
1 Hate Crimes Reported	2022								

Violence Against Women Act (VAWA) Offenses	VAWA Offenses - On Campus			VAWA Offenses - Noncampus			VAWA Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	Arrests - On Campus			Arrests - Noncampus			Arrests - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Disciplinary Actions	Disciplinary Actions - On Campus			Disciplinary Actions - Noncampus			Disciplinary Actions - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0

Liquor Law Violations 0 0 0 0 0 0 0 0 0 0

No Unfounded Crimes 2020
 No Unfounded Crimes 2021
 No Unfounded Crimes 2022

SCC	Criminal Offenses - On Campus			Criminal Offenses - NonCampus			Criminal Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

No Hate Crimes Reported 2020
 No Hate Crimes Reported 2021
 No Hate Crimes Reported 2022

Violence Against Women Act (VAWA) Offenses	VAWA Offenses - On Campus			VAWA Offenses - Noncampus			VAWA Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	Arrests - On Campus			Arrests - Noncampus			Arrests - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Disciplinary Actions	Disciplinary Actions - On Campus			Disciplinary Actions - Noncampus			Disciplinary Actions - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

No Unfounded Crimes 2020

No Unfounded Crimes 2021
 No Unfounded Crimes 2022

WMC	Criminal Offenses - On Campus			Criminal Offenses - NonCampus			Criminal Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	1	0	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

No Hate Crimes Reported 2020
 No Hate Crimes Reported 2021
 No Hate Crimes Reported 2022

Violence Against Women Act (VAWA) Offenses	VAWA Offenses - On Campus			VAWA Offenses - Noncampus			VAWA Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic Violence	0	1	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	Arrests - On Campus			Arrests - Noncampus			Arrests - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Disciplinary Actions	Disciplinary Actions - On Campus			Disciplinary Actions - Noncampus			Disciplinary Actions - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	1	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

No Unfounded Crimes 2020
 No Unfounded Crimes 2021
 No Unfounded Crimes 2022

HOPI	Criminal Offenses - On Campus			Criminal Offenses - NonCampus			Criminal Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
No Hate Crimes Reported	2020								
No Hate Crimes Reported	2021								
No Hate Crimes Reported	2022								
Violence Against Women Act (VAWA) Offenses	VAWA Offenses - On Campus			VAWA Offenses - Noncampus			VAWA Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests	Arrests - On Campus			Arrests - Noncampus			Arrests - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions	Disciplinary Actions - On Campus			Disciplinary Actions - Noncampus			Disciplinary Actions - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
No Unfounded Crimes	2020								
No Unfounded Crimes	2021								
No Unfounded Crimes	2022								
KAY	Criminal Offenses - On Campus			Criminal Offenses - NonCampus			Criminal Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>

Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

No Hate Crimes Reported	2020
No Hate Crimes Reported	2021
No Hate Crimes Reported	2022

Violence Against Women Act (VAWA) Offenses	VAWA Offenses - On Campus			VAWA Offenses - Noncampus			VAWA Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	Arrests - On Campus			Arrests - Noncampus			Arrests - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Disciplinary Actions	Disciplinary Actions - On Campus			Disciplinary Actions - Noncampus			Disciplinary Actions - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

No Unfounded Crimes	2020
No Unfounded Crimes	2021
No Unfounded Crimes	2022

SPE	Criminal Offenses - On Campus			Criminal Offenses - NonCampus			Criminal Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0

Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

No Hate Crimes Reported	2020
No Hate Crimes Reported	2021
No Hate Crimes Reported	2022

Violence Against Women Act (VAWA) Offenses	VAWA Offenses - On Campus			VAWA Offenses - Noncampus			VAWA Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic Violence	1	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	Arrests - On Campus			Arrests - Noncampus			Arrests - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Disciplinary Actions	Disciplinary Actions - On Campus			Disciplinary Actions - Noncampus			Disciplinary Actions - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

No Unfounded Crimes	2020
No Unfounded Crimes	2021
No Unfounded Crimes	2022

STJ	Criminal Offenses - On Campus			Criminal Offenses - NonCampus			Criminal Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0

Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
No Hate Crimes Reported	2020								
No Hate Crimes Reported	2021								
No Hate Crimes Reported	2022								

Violence Against Women Act (VAWA) Offenses	VAWA Offenses - On Campus			VAWA Offenses - Noncampus			VAWA Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	Arrests - On Campus			Arrests - Noncampus			Arrests - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Disciplinary Actions	Disciplinary Actions - On Campus			Disciplinary Actions - Noncampus			Disciplinary Actions - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

No Unfounded Crimes	2020
No Unfounded Crimes	2021
No Unfounded Crimes	2022

WRV	Criminal Offenses - On Campus			Criminal Offenses - NonCampus			Criminal Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	2	1	0	0	0	0	0	0

Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
No Hate Crimes Reported	2020								
No Hate Crimes Reported	2021								
No Hate Crimes Reported	2022								
Violence Against Women Act (VAWA) Offenses	VAWA Offenses - On Campus			VAWA Offenses - Noncampus			VAWA Offenses - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests	Arrests - On Campus			Arrests - Noncampus			Arrests - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions	Disciplinary Actions - On Campus			Disciplinary Actions - Noncampus			Disciplinary Actions - Public Property		
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
No Unfounded Crimes	2020								
No Unfounded Crimes	2021								
No Unfounded Crimes	2022								

RESOURCES

National Confidential Resources

Sexual misconduct can be a complex and painful experience that can require many different types of support including medical, legal, psychological, and academic resources. There are no employees within NPC who can guarantee complete confidentiality; however, there are resources outside of NPC that you may wish to have a confidential conversation with about your options and what next steps you would like to take.

National Sexual Assault Hotline and Website Access free, 24/7 local crisis support online or by calling 1-800-856-HOPE (4673). For more information, visit National Sexual Assault Hotline website.

Off-Campus Counselors, Advocates and Resources

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with NPC unless the victim requests the disclosure and signs a consent or waiver form.

National Resources

GLBTQ Domestic Violence Project
24 Hour Hotline: 1-800-832-1901

The Network/La Red - GLBTQA Survivors
24 Hour Hotline: 1-800-832-1901; (617) 227-4911(TTY)

National Coalition Against Domestic Violence
24 Hour Hotline: 1-800-799-7233 (SAFE); 1-800-787-3224 (TTY)

Rape, Abuse, and Incest National Network (RAINN)
24 Hour Hotline: 1-800-656-HOPE

Womenspace National Network to End Violence Against Immigrant Women
24 Hour Hotline: (609) 394-9000

Community Resources

Counseling, Domestic Violence, Shelter Information Disclaimer: NPC is not sponsoring or promoting these services. We are merely providing a list of available resources

COUNSELING

Agape Christian Counseling
407 W. Third St.
Winslow, AZ 86047
(928) 289-0500

Alcoholics Anonymous
The NARBHA Institute
616 N. Beaver St.
Flagstaff, AZ 86001
(928) 233-8667

Bluebird Family Service
3002 W White Mountain Blvd
Lakeside, AZ 85929
(928)358-4598

Catholic Charities of the Diocese of Gallup Good Shepherd Center
PO Box 41
Holbrook, AZ 86025-0041
(928)524-9720

ChangePoint Integrated Health (Formerly Community Counseling Center)
If experiencing a behavioral health crisis call:
(888) 757-8111 24/7 to be connected with a crisis counselor.

ChangePoint Psychiatric Hospital
1920 W. Commerce Dr.
Lakeside, AZ 85929
(928) 368-4110

- 2500 E. Show Low Lake Rd., Show Low, AZ 85901 (928) 537-2951
- 423 S. Main St., Snowflake, AZ 85937 (928) 536-6869

- 103 N. 1st Ave., Holbrook, AZ (928) 524-6126
- 1015 E. Second St., Winslow, AZ 86047 (928) 289-4658

Chinle Health Care Facility
 US 191 & Hospital Dr.
 P.O. Box "PH"
 Chinle, AZ 86503
 (928) 674-7001

Kayenta Outpatient Treatment Center
 Highway 163
 P.O. Box 487
 Kayenta, AZ 86033
 (928) 697-5570

LDS Family Services (Pregnancy Services, Family Counseling & Adoptions)
 641 S. Main St.
 Snowflake, AZ 85937
 (928) 536-4117

Little Colorado Behavioral Health Center

- 50 N. Hopi St, Springerville, AZ 85938 (928) 333-2683
- 470 W. Cleveland St, St. Johns, AZ 85936 (928) 337-4301

North Country HealthCare

- 2109 Navajo Blvd, Holbrook, AZ 86025 (928) 524-2851
- 2650 E Show Low Lake Rd, Suite 1, Show Low, AZ 85901 (928) 537-4300
- 488 S Mountain Ave, Springerville, AZ 85938 (928) 333-0127

North Country HealthCare

- 2109 Navajo Blvd, Holbrook, AZ 86025 (928) 524-2851
- 2650 E Show Low Lake Rd, Suite 1, Show Low, AZ 85901 (928) 537-4300
- 488 S Mountain Ave, Springerville, AZ 85938 (928) 333-0127

Northland Therapy Services
 1294 Fawn Brook Dr
 Show Low, AZ 85901
 (928)532-1532

White Mountain Counseling
 1141 E. Cooley St, Ste O
 Show Low, AZ 85901
 (928) 532-3238

Whiteriver Indian Health Center
 200 W. Hospital Dr.
 Whiteriver, AZ 85941
 (928) 338-4911

CREDIT COUNSELING

Family Financial Education Foundation
 (877) 789-4172

InCharge Debt Solutions
 (800) 565-8953

Money Management International
 (866) 889-9347

DOMESTIC VIOLENCE – Programs & Shelters Adult Protective Services

You can report abuse, neglect, and exploitation of Arizona’s vulnerable or incapacitated adults seven days a week via two methods:

1. Our statewide toll-free telephone reporting line is available: Monday-Friday 7:00 a.m. - 7:00 p.m. / Saturday - Sunday and state holidays 10:00 a.m. - 6:00 p.m.

a. (877) 767-2385 b. (877) 815-8390 (TDD)

2. Our ONLINE REPORT is available 24 hours a day, 7 days a week.

Arizona Coalition To End Sexual & Domestic Violence
(800) 782-6400 (602) 279-7270 (TTY)

Childhelp National Child Abuse Hotline –24 hour
1-800-4-A-Child (800) 422-4453 (Safe Child Center)

Hopi Tribal Housing Authority
100 Kiva Dr
Winslow, AZ 86047
(928) 737-2800

National 24-hour Domestic Violence Hotline
(800) 799-SAFE (7233) (800) 787-3224 (TTY)

National Sexual Assault Hotline – RAINN
(800) 656-HOPE (4673)

Navajo County Family Advocacy Centers Governmental Complex

- 100 E. Code Talkers Dr., Holbrook, AZ 86025 (928) 532-6047
- 902 E Deuce of Clubs, Show Low, AZ 85901 (928) 532-6047

New Hope Ranch
450 N. 14 West
St. Johns, AZ 85936 (877) 974-4673
(928) 337-5060

The NARBHA Institute
(877) 756-4090 (24-hour crisis line) For hearing impaired, please use the Arizona Relay Service at 711 or 1-800-367-8939 or internet assistance at <http://www.azrelay.org/>

Northland Family Help Center (Women and Children Only)
2532 N. 4th St., #506 (mailing address only)
Flagstaff, AZ 86004
(928) 527-1900 (Women’s Shelter)
(928) 527-1800 (Youth Shelter)
(877) 634-2723 (24-hour crisis line)

Project Safe House Domestic Violence Shelter
211 E. 3rd St.
Winslow, AZ 86047
(602) 289-4629

Tohdenasshai Shelter Home
P.O. Box 1510
Kayenta, AZ 86033
(928) 697-3635 (877) 697-8591 (24-hour Toll-Free CrisisLine)

White Mountain Apache Behavioral Health Center
249 W. Ponderosa St.
Whiteriver, AZ 85941
(877) 336-4811 (toll-free) (928) 338-4811

White Mountain S.A.F.E. House
(928) 367-6017 (800) 244-1315

Whiteriver Indian Health Center
200 W. Hospital Dr.
Whiteriver, AZ 85941 (928) 338-4911

