Annual Security and Fire Safety Report 2017

Activity Reported for Calendar Year 2016
Highland Heights Campus
Grant County

Prepared by the University Police Department

Special Points of interest:
- Crime Stats
- Security & Access to Campus Facilities
- Evacuation & Emergency Response Policies
- Security Awareness & Crime Prevention Programs
- Title IX Information

The information in this report is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and the Kentucky Postsecondary Education Campus Security (Michael Minger) Act of 2000.
We urge members of the University community to use this report as a guide for safe practices on and off-campus. NKU sends an email to every enrolled student and current employee on an annual basis to notify that the report is available to be viewed. The email includes a brief summary of the contents of this report and the web address for the NKU website where the Annual Security and Fire Safety Report can be found. The report is available online at http://police.nku.edu/JeanneCleryAct/securityreports.html. You may request to have a physical copy mailed to you by calling (859)572-5746. A copy of the report can also be obtained from the NKU Police Department at 415 Johns Hill Road, Highland Heights, KY 41076.
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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as Clery Act) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The U.S. Department of Education holds enforcement authority for the Clery Act and there is a minimum penalty of $54,789 for each violation of the regulations that define the reporting requirements.

Northern Kentucky University is committed to providing a safe, secure, and crime-free environment for students, faculty, staff, and visitors to our Highland Heights Campus and Grant County Campus. Many individuals and departments are involved in campus safety and security.

The University endeavors to consistently provide accurate information to our community regarding the safety of our campus. In furtherance of these efforts, we make our policies, procedures, and statistics available electronically. This information can help keep you and others safe at Northern.

If you would like to receive a printed copy of this information, you can stop by the University Police Department at 419 Old Johns Hill Road, Highland Heights, KY 41099 or you can request that a copy be mailed to you by calling (859) 572-5746 or sending an email to yoong1@nku.edu.

**Introduction**

Northern Kentucky University is one of the Cincinnati metropolitan area's outstanding universities. The University enjoys a student, faculty, and staff population of nearly 16,000 individuals, plus a significant number of visitors to NKU's many programs and special events. While no campus is devoid of crime, the University's main campus is in the city of Highland Heights which was identified by Rent College Pads as the 15th safest college campus in America.

All members of the University community, therefore, should take reasonable precautions. NKU is committed to working with stakeholders to make our campuses safe and secure environments. The University has developed a series of policies and procedures to assist in these efforts. The following information has been prepared to increase your awareness of the current programs that exist to assist you in protecting your safety and well-being. Portions are also provided in compliance with the federal law, specifically the Clery Act.

NKU has been fortunate in experiencing few serious crimes, but such incidents could occur, and all crime is serious to the victim. Students, faculty, and staff are responsible for adopting measures to protect themselves and their possessions. Northern Kentucky University strongly advocates and invites university community partnerships for the purpose empowering people to create and maintain a safe and secure campus environment. It is reasonable to expect that all persons on campus will accept responsibility for their personal health and safety and the security of their personal property. As a partner in campus safety, each person should endeavor to also be vigilant of unfamiliar persons or suspicious activities on campus.
Welcome to Northern Kentucky University!

This is an exciting time to serve in Northern Kentucky University’s Police Department. University Police is a state accredited, full-service police agency whose mission is to serve, protect, and educate the NKU community. Our dedicated professionals have a commitment to community policing and continuous improvement that focuses on the safety and high quality-of-life we all expect and enjoy. Members of the University Police Department endeavor to strategically fulfill our mission while delivering personalized, values-driven customer service.

While the information in this document is provided in accordance with the applicable regulations, we also hope that our stakeholders use it as a resource to prevent future occurrences of crime and bring awareness to the resources available at NKU.

At University Police, we recognize the success of the University and its stakeholders is a responsibility shared community-wide. Accordingly, we thank the community for their support in accomplishing our piece of the University’s mission. We hope to continue to foster the partnerships and interaction upon which that foundation is constructed.

John Gaffin
Chief of Police
MISSION STATEMENT
The mission of the Northern Kentucky University Police Department is to serve, educate, and protect the public through community collaboration, problem recognition, problem resolution and police action.

THE CORE VALUES

INTEGRITY
A firm adherence to moral principles
Integrity is doing the right thing when no one is watching. It is consistency between values and actions, and holding ourselves to a higher standard.

LOYALTY
Faithfulness or devotion
Loyalty is a commitment to this department, to NKU, and to the community at large. We do not stand idly by as anyone attempts to harm any of the above nor do we act in opposition to the mission or goals of the above.

COURAGE
The ability to confront fear, pain, danger, uncertainty, or intimidation
We are courageous not just physically in the face of hardship, pain, or other threats; but also morally in our ability to act rightly where unpopular or where others cannot or will not act.

PROFESSIONALISM
The behavioral embodiment of our community and our professional expectations
We recognize that we represent ourselves, our department, our university, and our profession. We carry ourselves in a manner positively representing all of the above.

ADAPTABILITY
The ability to change or bend as dynamic situations or community needs dictate
We recognize that policing an institution of higher learning often calls upon officers to be many things to many people. We accept our role willingly and strive to serve the community to the best of our ability, regardless of circumstances.

DIVERSITY
Creating a culture of openness and inclusion that values diversity in people and ideas
We acknowledge and embrace the diversity in the community we serve and strive to ensure diversity is reflected in all levels of our organization.
**Campus Security Act Legal Requirements**

**Federal Law:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the “Clery Act”) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The U.S. Department of Education holds enforcement authority for the Clery Act and there is a minimum penalty of $54,789 for each violation of the regulations that define the reporting requirements.

**State Law:** The Kentucky Campus Safety and Security Act (referred to as the Michael “Minger Act”) requires higher education institutions in Kentucky to report crime statistics to current and prospective students and employees, to maintain a daily crime log, to report a fire or threat of fire to the State Fire Marshal immediately, and to issue special reports when there is an ongoing threat to the safety of students and employees. An annual report of campus safety policies, programs and statistics must also be submitted to the Kentucky Council on Postsecondary Education.

**Compliance:** The Northern Kentucky University Police Department has been designated as the compliance office entity for ensuring that the requirements of the Clery/Minger Acts are met by the designated Campus Security Authorities (CSAs) and the University as an entity. Federal laws require University employees that are defined as “campus security authorities” to report all crimes and fires of which they become aware (complete list below). For the purposes of this regulation, a “Campus Security Authority” is broadly defined as any employee who has the authority to report appropriate school officials sexual harassment or any other misconduct by students or employees, or an individual who a student should reasonably believe has this authority or responsibility which include, but are not limited to:

- The President, Provost, Vice Presidents, Sr. Vice Presidents, Department Chairs, Directors
- Assistant and Associate Vice Presidents, and Assistant and Associate Vice
- Resident Assistants/Advisors
- Employees in the Athletics Department
- Employees of Parking Services
- Employees of the Vice President for Student Affairs
- Employees in the Office of Fraternity and Sorority Life
- Employees in the Norse Violence Prevention
- University Compliance Officer
- Title IX Coordinator(s) and Deputy Title IX Coordinator(s)
- Any employee in a supervisory or management role
- Any faculty member responsible for supervising any activities or programs that include direct contact with students, outside of classroom (including faculty advisors)
- Employees of the NKU Police Department
Exceptions regarding CSA’s:

- When a professional mental health counselor; pastoral counselor and any other licensed counselor is functioning in those capacities, they are not considered to be a CSA. Maintenance, support and clerical staff are not considered CSAs.

The University Police is also responsible for issuing the annual reports and for coordinating the release of all Campus Crime Alerts with the designated CSAs. This designation can be found in NKU Policy titled “Policy on Disclosure of Campus Security and Crime Statistics.” For the full text of the Annual Report, go to http://police.nku.edu/JeanneCleryAct/securityreports.html.
CRIME/EMERGENCY REPORTING AND UNIVERSITY RESPONSE

As any other community of more than 16,000 persons, NKU experiences accidents, injuries, crimes and other emergencies. Campus community members – students, faculty, staff, and guests – are encouraged to report all criminal actions, emergencies, hate or bias crime, or other public safety related incidents within NKU’s Clery geography to the Northern Kentucky University Police Department (NKUPD) in an accurate, prompt, and timely manner. The University’s Clery geography includes: on campus property including campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent to or contiguous to on campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities. The University Police has been designated by the Northern Kentucky University as the official office for campus crime reporting. The University Police strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures University Police is able to evaluate, consider and send timely warning reports, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Log and accurately documenting reportable crimes in its annual statistical disclosure. The University Police further encourages accurate and prompt reporting to the University Police and/or the local police department when the victim of a crime elects to, or is unable to, make such a report. This publication focuses on the University Police because it has primary responsibility for patrolling the Northern Kentucky University campus and it has been designated as the institution’s primary structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the local Highland Heights Police Department.

To report a crime or emergency, members of the community should:

- Call the University Police by dialing (859)572-5500 or on campus extension 5500.
- Report in person to the University Police at the University Police Department Headquarters located at 415 Johns Hill Road.
- Crimes or emergency situations can be reported to the University Police or local emergency services by dialing 911.
- Sex offenses, and other incidents of sexual or relationship violence can also be reported to the following University’s Title IX Coordinators:
  - Incidents involving students – Ann James (859)572-5147
  - Incidents involving student-athletes – Kathleen Roberts (859)572-6981
  - Incidents involving Faculty and Staff – Rachel Green (859) 572-7600
- Emergency phones located throughout campus can also be used to contact the University Police to report a crime or emergency.
- Complete the online “Crime Tip” reporting form at: “http://police.nku.edu/safety/prevention/tips.html (This form should only be used for non-emergency or non-urgent reporting)

Members of the NKU community should report all crimes or emergencies on any NKU campus to police authorities as soon as possible. Students, faculty, staff members, and visitors are strongly encouraged to report criminal activity or potential criminal action, hate or bias crime, and any other emergency by dialing 911 or 7777 from any on campus telephone and (859) 572-5500 for all other calls for service. This number provides direct 24-hour-a-day contact with the police dispatcher. University Police dispatch is equipped with a telecommunications device (TDD) for communications with the hearing impaired. Reporting in person may be done at the Northern
Kentucky University Police Department at 415 Johns Hill Road. One may also provide a crime tip to the University Police by going to website at http://police.nku.edu/safety/prevention/tips.html.

To be successful in providing the highest degree of public safety services on the campus, it is important that community members follow good safety practices and understand that safety is the responsibility of all community members, not just those officially and formally charged with enforcing the laws, policies, and rules. This includes locking your valuables and reporting suspicious/criminal activities.

Dispatchers are available 24 hours a day to answer campus community calls. University Police procedures require an immediate response to emergency calls. Priority response is given to crimes against persons and personal injuries. The University Police responds to all reports of crimes and/or emergencies that occur on-campus, adjacent to campus within its public property reporting area, or within a campus-controlled, owned, operated, and/or recognized facility, building, residence hall, or area. The University Police personnel also can communicate with the Campbell County Consolidated Dispatch Center of emergency situations occurring on-campus via portable, mobile, and transferring telephone calls to the 911 emergency center.

Incidents occurring on-campus, within residence halls or non-campus buildings, or on recognized private property adjacent to or contiguous to University-owned, -controlled, -operated, or -recognized facilities, buildings, or areas are documented and processed for further investigation and review by the Director of the Office of Student Conduct, Rights and Advocacy, and/or by the University Police, depending upon the nature of the crime or emergency and the involvement of the University Police. Additional information obtained via any investigation will also be forwarded to the Office of Student Conduct, Rights and Advocacy.

To obtain information or request any public safety or safety escort services, community members should call (859) 572-5500 or extension 5500. Located throughout campus are well-marked exterior phones. These phones access the campus phone system and can be used like any campus extension for example, to obtain emergency assistance (extension 7777), contact community members, or obtain general information. When placing an emergency call, remember to stay on the line and wait for the dispatcher to end the call. These exterior phones should be used when seeking information and/or reporting activities — to include criminal incidents. If a member of the community finds any of these phones inoperative or vandalized, they should call the University Police so that the phone can be repaired or replaced as quickly as possible.

If a sexual assault or rape should occur on campus, staff on scene, including the University Police, will offer the victim a wide variety of resources and services. This publication contains information about on- and off-campus resources and services and is made available to the Northern Kentucky University community. The information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Northern Kentucky University.

As mentioned, crimes should be reported to the University Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning Campus Safety Alert notices to the community, when appropriate. For example, a crime that was reported only to the Northern Kentucky University counseling services would not be known to the University Police, a campus security authority (CSA), or other University official.
The University encourages prompt reporting of all crimes and public safety related to incidents to the University Police. Crimes should be reported to the University Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

In regard to Northern Kentucky University’s campuses, University Police is unable to respond to emergency calls at the Grant County Center due to geographical reasons and encourages faculty, staff and students to report any immediate threats to the local law enforcement agency listed below for those areas.

- Grant County Center – Williamstown Police Department at 911 for emergencies or (859) 824-3353 for non-emergencies weekdays between 8 a.m. – 12 p.m.

The University Police dispatch center is staffed twenty-four (24) hours a day, seven (7) days a week by trained and state certified telecommunications officers.

In response to a call, University Police Department will take action deemed appropriate, typically by dispatching an officer or asking the victim to report to University Police Department to file an incident report. The University Police shall make record of every incident to which it responds whether a written report is created or not, in any of the following: citizens reports of crimes, citizen complaints, citizen requests for services when: (a) an officer is dispatched, (b) an employee is assigned to investigate, (c) an employee is assigned to take action at a later time, criminal and non-criminal cases initiated by law enforcement officers and incidents involving arrests, citations, or summonses.

Comprehensive reporting is necessary to ensure that alleged events are recorded accurately and to protect the rights of officers and citizens. A record will be made of actions taken by the responding officer whether the call is a request for service or self-initiated activity. In many instances the “report requirement” will be accomplished through the collections of information on audiotape and computer by a dispatcher (i.e. case numbers, citation numbers, etc.). A record will be made of all dispatched calls. This in no way relieves officers from their responsibility to take written reports when the circumstances of a call/activity require one. When duplicate calls are received for a single incident, only one report will be required.

University Police Department incident reports involving a Northern Kentucky University student will be forwarded to the Office of Student Conduct, Rights and Advocacy for review and potential disciplinary action by the Office of Student Conduct, Rights and Advocacy. Police investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Conduct, Rights and Advocacy.

The University campus is equipped with sixty-six (66) blue light emergency phones throughout the campus. These phones are easily recognized by the blue light that towers above each phone. To operate, simply push the red button and you will be connected directly with University Police. These phones are programmed to automatically dial the University Police when activated. The telecommunications officer receiving the call knows exactly where the call is originating. A list displaying the locations of these phones may be viewed at http://safety.nku.edu/emermanagement1/guide/phones.html. These phones should only be used for emergencies, and for reporting crimes or suspicious activity.
University Police maintains direct communications with the appropriate local police, fire and emergency response agencies in order to facilitate their responses in an emergency.

In event an individual prefers to report a criminal offense to someone other than the University Police, he/she has the option of reporting the situation to the Office of Student Conduct, Rights and Advocacy, Student Union Room 301, telephone (859) 572-5147 or the Compliance and Institutional Ethics Office, Lucas Administrative Building Room 503B, telephone (859) 572-7843 or by email at comply@nku.edu.

RESPONSIBILITIES OF THE NORTHERN KENTUCKY UNIVERSITY COMMUNITY FOR THEIR OWN PERSONAL SAFETY

Members of the Northern Kentucky University community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to University Police immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the University Police escort service.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call University Police for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home. **DO NOT PROP INTERIOR OR EXTERIOR DOORS.**
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Voluntary Confidential Reporting:

With the only exception being the Director of Health, Counseling and Student Wellness, Northern Kentucky University Police does not provide a confidential reporting option to Campus Security Authorities (CSA) and does not allow for voluntary confidential reporting. The Director of Health, Counseling and Student Wellness, in their capacity as a CSA, can make crime reports to University of Police to ensure inclusion in the annual disclosure of crime statistics without disclosing personal identifying information. The Director of Health, Counseling and Student Wellness will work closely with University Police in order to allow the University Police to properly assess reports for timely warning consideration and to avoid double counting of crimes.

All reports will be investigated. University Police does not have a Voluntary Confidential Reporting Policy. The University Police encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state
law, the University Police cannot hold reports of crime in confidence. When a potentially
dangerous threat to the University community arises, timely reports or warnings will be issued by
means including, but not limited to: e-mail announcements, text messages, voicemail messages,
the posting of flyers, or other appropriate means. For the purposes of inclusion in the annual
disclosure of crime statistics, confidential reports are generally made to other CSAs who meet
certain requirements and only under certain situations, i.e. pastoral and professional counselors
that are acting in that role made aware of any crime.

Although we encourage the reporting of campus crime activity directly to University Police, in
some instances community members may choose to file a report with University and school
officials. It is the option of the victim of a crime to, or not to, notify and seek assistance from the
Office of Student Conduct, Rights and Advocacy and/or University Police; however, you are
strongly urged to do so. Allegations against employees Office of Student Conduct, Rights and
Advocacy may be reported to the Vice President of the Office of Legal Affairs and General Counsel
at (859)572-6461.

If you are the victim of a crime and do not want to pursue action within the University system or
the criminal justice system, you may still want to consider making a confidential report. The
purpose of a confidential report is to comply with your wish to keep the matter confidential, while
taking steps to ensure the future safety of yourself and others. With such information, the
University can keep an accurate record of the number of incidents involving students, employees
and visitors; determine where there is a pattern of crime with regard to a particular location,
method, or assailant; and alert the campus community to potential danger. Reports filed in this
manner to CSA’s are counted and disclosed in the annual crime statistics for the institution.

All members of the University community are asked to report violations of this policy to
appropriate authorities by contacting the Title IX Coordinator (859)572-6630, Deputy Title IX
Coordinators, the University Police at (859)572-5500, or by filling out an Incident Report form on
the Office of Student Conduct, Rights and

**Confidential Reporting:**
Students may make confidential reports to Pastoral Counselors and/or Certified Counselors
assigned to the Counseling Center. Pastoral Counselors and Certified Counselors in their capacity
and function do not make identifiable reports of incidents to the Official On-Campus Resources
unless the student specifically requests them to do so; however, the University encourages
counsellors, if and when they deem it appropriate, to inform students they can report incidents of
crime to the University Police, which can be done directly or anonymously through the facilitated
anonymous reporting process as outlined below.

**Anonymous Reporting:**
Community members can report criminal or suspicious activity anonymously by either calling a
twenty-four-hour staffed dispatch center or by going online. This number can be used to report
any criminal activity, but should be not used to report emergencies which can be reported by
calling 911. The information provided should be as detailed as possible.

Non-emergency calls can be directed at the University Police by calling (859) 572-5500.

**Facilitated Anonymous Reporting:** Students may request a Pastoral Counselor or a Certified
Counselor in the NKU Health, Counseling, and Student Wellness Center to facilitate anonymous
reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the University's Annual Security and Fire Safety report.

**TIPS Line:**

Anyone may report a crime to the University Police by calling (859) 572-5500 or call Anonymous Crime Tip Line (24 hrs.) at (888) 352-3040. One may also provide a crime tip by sending an email to the University Police at http://police.nku.edu/safety/prevention/tips.html. The University Police operates a Crime Tips Form to allow campus community members the opportunity to report safety and security related concerns and to provide University Police with “tips” about criminal incidents or behavior on campus. The Crime Tip Form should not be used in emergency situations; for emergencies call 911 or (859)572-7777.

While anonymous reporting is available by this limited means, the University’s ability to investigate and appropriately address allegations of misconduct will be significantly limited. Crimes reported confidentially to the counseling center or pastoral counselors are not disclosed in the University’s crime statistics or reporting processes, unless those crimes are reported to University Police through the facilitated anonymous reporting process.

**STATISTICAL DISCLOSURE OF REPORTED INCIDENTS**

Incidents reported to University Police that fall into one of the required reporting classifications will be disclosed as a statistic in the Annual Security and Fire Safety Report published by the University Police.

**REPORTING A CRIME TO THE NORTHERN KENTUCKY UNIVERSITY POLICE**

A person can report a crime to the University Police be calling 859-572-5500 or 859-572-7777 if it is an emergency.

**OFF-CAMPUS CRIME**

If the Highland Heights Police Department or other local law enforcement agencies is contacted about criminal activity off-campus involving Northern Kentucky University students, the police may notify the University Police. Students in these cases may be subject to arrest by the local police and university disciplinary proceedings through the Office of Student Code of Conduct, Rights and Advocacy.

**MONITORING OF NON-CAMPUS STUDENT ORGANIZATIONS**

Northern Kentucky University has officially recognized student organizations that have non-campus facilities; however, the campus does not use the local law enforcement agencies to monitor or record activities at those locations. Those facilities are within the jurisdiction of the Highland Heights Police Department, and they respond to those locations when police services are required.

If the Highland Heights Police Department respond to a “non-campus” privately-owned property in response to a citizen complaint or police officer concern, the police may notify University Police to provide support assistance to one of those locations. However, the police do this out of a courtesy, and they are not “required” to notify or involve University Police when they respond to a call involving private property. The University monitors and records through the local police criminal activity by students within college-recognized, -controlled, -leased, -rented, or -owned non-campus facilities, and privately-owned off-campus areas/properties within the local City of
Highland Heights and Campbell County. The University Police also routinely makes requests of the local police department to share the names of any students who may have been arrested. The University can also obtain arrest information through the courts, as this information is open to the public.

**UNIVERSITY POLICE ENFORCEMENT AUTHORITY**

University Police officers are responsible for the full range of law enforcement services. These include, but are not limited to, responding to and the investigation of incidents and offenses, medical emergencies, fires, bomb threats, traffic accidents, enforcement of state and local laws and other incidents that require police assistance.

The University Police is responsible for providing security services for the Northern Kentucky University Highland Heights campus. University Police Officers and staff are responsible to Northern Kentucky University for the enforcement of University policies and Federal and State laws for campus administrative purposes only. University Police investigates campus criminal incidents for administrative purposes as they relate to its campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by the local Highland Heights Police Department or other law enforcement agency with jurisdiction. The Director of Student Conduct, Rights and Advocacy in conjunction with the Vice President for Student Affairs and Dean of Students, Title IX Officer, and Assistant Student Affairs, coordinate disciplinary action for matters that are violations of University rules.

The Northern Kentucky University Police Department has received accreditation through Kentucky Association of Chiefs of Police (KACP).

The University Police provides around-the-clock patrols and other services to the University community. They enforce federal, state and local statutes and NKU regulations. Officers are on duty twenty-four (24) hours a day, seven (7) days a week, 365 days a year. The department maintains a close working relationship with all appropriate law enforcement elements of the criminal justice system. Meetings are held with other agencies, on both a formal and informal basis, and crime related reports and statistics are routinely exchanged.

The Department patrols the campus and provides public safety services through the deployment of vehicle, foot, and bicycle patrols. The main goal of the bicycle patrol program is to provide a means for university officers to randomly patrol parking lots and other areas not open to vehicle traffic, such as walkways and student gathering areas.

**University Arrest Authority:**

Northern Kentucky University Police officers receive their law enforcement authority through the provisions of Kentucky Revised Statutes 164.950 – 164.990. All Northern Kentucky University police officers have arrest powers and as such, officers have the right to carry a concealed weapon and to exercise the power of arrest when discharging their duties while in or out of uniform; to discharge their duties off-campus if engaging in intelligence gathering activity, investigating a crime committed on-campus or within campus owned, controlled, leased, or recognized property. The University Police will summon support from the Highland Heights Police or other law enforcement entities.

**University Police Officer Jurisdiction:**
The University Police’s jurisdiction encompasses on campus property that includes campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent and accessible from on campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities.

University Police also has jurisdiction or enforcement authority outside of the identified Clery reporting geography – this includes areas and/or properties that are not owned, rented, leased, recognized or otherwise controlled by the University.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Academic and Administrative Buildings:
The Northern Kentucky University campus is open to the public. The majority of academic and administrative buildings are open to the public, at a minimum, during normal business hours (typically 8:15am to 4:30pm, except holidays) and are typically secured through an automated access control system. Some buildings or labs are open for longer periods to accommodate evening classes, research, community usage, or other special program needs. The Steely Library hours can fluctuate, but the library is normally accessible 7:00am to 1:00am Monday through Thursday of each week, and other similar hours for Friday through Sunday, except holidays, break periods, and summer session.

Access to some of these buildings is also controlled by card access after normal business hours and each of these buildings have varied levels of access. Individuals who wish to access these buildings during non-business hours or special events should contact the appropriate department head. Individuals can also request doors to be opened by using the Door Opening Request System by going to https://keyrequest.nku.edu/login.php.

Academic and administrative buildings do not have a specific University Police Department officer assigned to them. However, University Police Officers patrol the interior and exteriors of all academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, see the building manager, a department head, or contact the University Police Department at 572-5500.

Campus Housing:
Access to residence halls is restricted to Northern Kentucky University housing residents, authorized staff, their approved guests, and other approved members of the University community, and the halls are secured by key and lock systems twenty-four (24) hours a day, seven (7) days a week. Residents gain entry by use of a key or by swiping their Student ID cards in the card access readers; all others gain entry by request using an intercom system. University Housing and Residence Life employees perform preventative maintenance throughout the residences as well as responding to reported issues. Members of the University Police regularly patrol the interiors and exteriors of all campus residence halls. Residence hall professional and student staff also enforce campus policies and security measures within the residence halls to achieve a community respectful of individual and group rights and responsibilities.

Students are encouraged to keep their room and apartment doors locked at all times, are expected to ensure that doors latch behind them when they enter or leave a building, and not to prop doors open. Residents should notify University Police immediately of any suspicious activity. All security
failures must be reported as soon as they are discovered to Residence Life staff (at the front desk) or the University Police at (859)572-5500.

Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. University Police Department officers patrol the residence halls on a regular basis.

Resident Assistants also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Housing staff and University Police also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

**Break Housing:**
During the academic year, the University officially closes for Thanksgiving, winter, and Spring Breaks. Residence halls usually close at 10am the day after the last day or exams these periods and reopen at noon on the day before the first regularly scheduled class. Notices of specific times and dates are in the University’s Academic Calendar and before each break. Students are reminded to make travel arrangements accordingly; all students must vacate the residence halls during the breaks. Break Housing for students who cannot return home or leave campus over breaks may be provided. Students needing break housing accommodations during any portion of a break, must contact Student Housing and make the appropriate accommodations.

**MAINTENANCE OF CAMPUS FACILITIES**

The University is committed to campus safety and security. The Northern Kentucky University facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Operations and Maintenance helps keep University buildings and grounds safe and secure. The Director, or his designated representative, inspects campus facilities regularly, promptly makes repairs affecting safety and security; and responds to reports of potential safety and security hazards such as broken windows and locks. Shrubbery, trees and other vegetation on campus are trimmed on a regular basis by the Ground and Horticulture Staff of Operations and Maintenance. The University Police Department assists Operations and Maintenance personnel by reporting potential safety and security hazards. Students, faculty, staff, and visitors are encouraged to report any equipment problems, safety or security hazards by calling the Operations and Maintenance (859) 572-5660 and/or the University Police (859) 572-5500.

The campus’ overall safety and security program is supplemented by a variety of technological systems including; access control, emergency phones and fire detection, suppression and reporting systems. Other members of the University Community are helpful when they report equipment problems to the University Police and Operations and Maintenance.

**NKUPD TRAINING**

University Police officers are trained according to Kentucky Law Enforcement Council standards. They attend the same basic training academy as other police officers in the Commonwealth of Kentucky. Certification requires that each officer must successfully complete seven hundred sixty-eight (768) hours of basic training at a school certified by the Kentucky Law Enforcement Council. University Police officers go through the Department of Criminal Justice Training (DOCJT) Police Academy in Richmond, Kentucky. Officers receive additional in-service and specialized training in a variety of subjects to ensure competency in law enforcement, security, and safety areas. Each
officer completes a 14-week in-house field training program. Training includes first aid, firearms, defensive tactics, law, evidence collection and traffic accident investigation, among other topics. Officers are required to attend a minimum of 40 hours annual training offered by DOCJT. In addition, each officer receives mandated in-house training in CPR, first aid, firearms, hazardous materials, blood borne pathogens, health and counseling, and other related topics. Training also includes annual in-service sessions with department and guest lecturers, select seminars, training, webinars and roll-call information sessions relating to civil law, federal law, the Clery Act and campus security authority, Title IX, sexual assault and gender violence response and investigation, trauma informed investigation, public relations, race relations, interpersonal communication, crisis intervention, critical incident response and incident command system, emergency operations, and other related topics. The University Detective also attends annual training for investigation of sex crimes to ensure the University is compliant with the Clery Act and Title IX regulations.

**NKUPD’S WORKING RELATIONSHIP WITH OTHER LOCAL LAW ENFORCEMENT AGENCIES**

The NKU Police Department maintains a close working relationship with local, state and federal law enforcement agencies. Officers meet their counterparts from Northern Kentucky and the Greater Cincinnati area, Kentucky State Police, FBI, Postal Inspectors, ATF and the Secret Service regarding common crime problems and criminal activity on and near campus. Crime related reports and statistics are also exchanged with Highland Heights, Boone County and Williamstown Police Departments (contiguous departments) for the monitoring and recording of criminal activity which may involve students at off-campus locations. By agreement with these agencies, the NKU Police Department responds to situations at off-campus locations when requested by the agencies. The same agencies will also respond to campus at the request of University Police.

**Written Memorandums of Understanding with Local Law Enforcement Agencies**

The NKU Police Department maintains a close working relationship with local, state and federal law enforcement agencies. There are written agreements or Memorandums of Understandings (MOU) between the University Police and the local Campbell County law enforcement agencies. Current agreements specifically address the response and investigation of alleged incidents of sexual assault and relationship violence, and the development and distribution of timely warning Campus Safety Alerts and Emergency Notifications. These Memorandums titled: “Responding To and Investigating Incidents of Sexual Violence,” and “Northern Kentucky University Timely Warning Notices and Emergency Notifications,” provide guidance regarding Title IX/Civil Rights investigation requirements, and timely warnings and emergency notifications.

**TIMELY WARING CAMPUS SAFETY ALERTS - NOTIFYING THE NORTHERN KENTUCKY UNIVERSITY ABOUT CRIMES**

In an effort to provide timely notice to the Northern Kentucky University community in the event of a serious incident which may pose a serious or ongoing threat to members of the campus community, a Campus Safety Alert (Timely Warning Notice) that withholds the names of victims as confidential and that will aid in the prevention of similar crimes, is sent primarily by blast email to all students and employees on campus. Alerts can also be sent/communicated via Northern Kentucky University’s text/voice messaging system and a variety of other notification methods, as outlined in the emergency/immediate notification section of this Annual Report.
Campus Safety Alerts are generally written and distributed to the campus community by the Chief of Police, Lieutenant, or designee of the University Police, and they are routinely reviewed and approved by the Vice President for Student Affairs prior to distribution. The Chief of Police has the authority to issue a Campus Safety Alert without such consultation if consultation time is not available. Should the Chief of Police, Lieutenant or other designees of the University Police be directly impacted and involved in an incident response or otherwise unavailable, any member of the Marketing and Communications Office could write and send a Campus Safety Alert with the approval and advice of the Chief of Police.

Timely Warning Campus Safety Alerts are sent to the university community to notify members of the community about specific Clery Act crimes (as described below) that have been reported to the University Police and that have occurred on campus or on non-campus property or public property, where it is determined that the incident may pose a serious or ongoing threat to members of the NKU community. Such timely warnings provide an opportunity for individuals to take reasonable precautions for their own safety.

Information for Timely Warnings may come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release is subject to the availability of accurate information concerning the incident(s). A determination will then be made regarding the existence of an ongoing threat to the community.

Crimes that occur outside the campus’ Clery geography, as stipulated or other non-Clery specific crimes, will be evaluated on a case-by-case basis. Information related to these crimes may be distributed to the campus as a Public Awareness Notice, as outlined and described in the below policy statement for Public Awareness bulletins. Updates to the campus community, when deemed necessary, about any particular case resulting in a Campus Crime Alert may be distributed via blast email, may be posted on the college website, may be shared with the Northerner newspaper for a follow-up story, and may be distributed by the Chief of Police, University Communications, as deemed necessary and appropriate. Campus Safety Alert posters may also be posted by the University Police in campus buildings when deemed necessary. When Campus Safety Alerts are posted in campus buildings, they are printed on red paper and posted in lobby/entrance areas of key buildings for a time period determined by the Chief of Police or designee. Northern Kentucky University professional staff are informed of their responsibility to share Alert information with their sponsored visitor and/or guests. Conference Services staff are instructed to inform conference attendee camp counselors and/or directors/leaders of Alerts and Alert posters may be posted in areas or residence halls where conference or camp attendees are visiting and/or occupying.

Campus Safety Alerts (timely warnings) may be distributed for the following Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) classifications: murder and non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, arson, hate crimes, motor vehicle theft, domestic violence, dating violence, stalking, or arrests and referrals for liquor law, weapons law, and drug law offenses.

Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, stalking, and arrests or referrals for liquor, drug, and weapons are considered on a case-by-case basis and depend upon a number of factors. These include the nature of the crime, the timeliness of the report, and the continuing danger to the campus
community—such as whether the perpetrator was apprehended—and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Northern Kentucky University community members and a timely warning Campus Safety Alert would not be distributed.

In cases involving sexual assault that can be typically reported long after the incident occurred, there is no ability to distribute a timely warning Campus Safety alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the University Police Department.

University Police makes every effort to properly classify a criminal incident when issuing a Timely Warning. However, upon further investigation and analysis, it may be determined that an incident for which a Timely Warning was issued did not ultimately fall within the definitions of Clery reportable crimes. Therefore, some incidents for which Timely Warnings were issued may not be included in the crime statistics provided by NKU’s Annual Security Report. Typically, alerts or warnings are not issued for any incidents reported that are older than two weeks or 14 days from the date of occurrence as such a delay in reporting has not afforded the University an opportunity to react or respond in a timely manner.

The Chief of Police, Lieutenant, or a University Police designee reviews all criminal and/or serious incident(s) to determine if there is an ongoing threat to the community and if the distribution of a Campus Safety Alert is warranted. Campus Safety Alerts may be issued for other crime classifications, as deemed necessary.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim, such as pastoral counselors and professional/certified counselors.

**Grant County Campus**

The offices of Grant County Center are responsible for preparing and distributing Timely Warnings for that campus via email blast to their faculty, staff, and students.

**CRIME AWARENESS BULLETIN**

A Crime Awareness bulletin may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive or considered to be an ongoing threat, but important to be aware of, and/or to inform the campus of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for distribution of a timely warning Campus Safety Alert, as outlined above.

When circumstances warrant, University Police may release a Crime Awareness bulletin to inform the community to a particular string of incidents, such as a string of thefts or car break-ins. The intention is to bring about awareness and inform the community of particular incidents, with the ultimate goal of preventing further occurrences. The crimes reported in such bulletins are not subject to Timely Warning mandates. Dissemination of such bulletins will be considered on a case-by-case basis.
A Crime Awareness bulletin may be sent via blast email to all students and employees on campus. A Crime Awareness bulletin is generally written and distributed to the campus community by the Chief of Police with the assistance of the Director of Communications. They are often reviewed and approved by the Vice President for Student Affairs. These bulletins could also be sent by any member of the Students of Concern Committee (SOCC) or administrative official from the Student Conduct, Rights and Advocacy Office, as deemed necessary and appropriate.

Updates, when deemed necessary, to the campus community about any particular case resulting in a Crime Awareness bulletin may be distributed via blast email, may be posted on the main website and/or the University Police website, may be shared with the Northerner newspaper for a follow-up story, and may be distributed by the Chief of Police or other designee, as deemed necessary and appropriate. Timely Warnings will also be posted at: http://police.nku.edu/safety/CleryAct/crimealerts.html

**DAILY CRIME AND FIRE LOG**

The University Police posts specific incidents in the daily crime log each working day of receiving a report of an incident. The log is updated every twenty-four (24 hours) Monday through Friday and is available for viewing on the web at http://police.nku.edu/safety/CleryAct/crimelog.html. Additionally, a printed crime log is also available for viewing at the University Police Department located at 415 Johns Hill Road, Highland Heights, KY.

The University Police makes the Daily Crime and Fire Logs available for public inspection on the web at http://police.nku.edu/safety/CleryAct/crimelog.html. Additionally, a printed crime log is also available for viewing at the University Police Department located at 415 Johns Hill Road, Highland Heights, KY.

Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request. The information in the crime and fire log typically includes the date the incident is reported; date and time the offense occurred; incident type (criminal offense and non-criminal incidents); general location of each reported incident; the disposition of the report (open/closed; arrest, etc.); and a comment briefly describing the incident. All confirmed fires occurring within or on any and all on-campus residential facilities will also be included in the Daily Crime and Fire Log. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires which may impact the NKU’s campus community.

Additionally, in accordance with Kentucky’s Revised Statutes, the personal identifying information (name and address) of all non-juveniles arrested (by summons, citation, or custodial arrest) during an incident that gets listed in the Daily Crime and Fire Log will be included in the log’s disposition category. The names of crime victims will not be listed on the Daily Crime and Fire Log.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the university’s Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime and Fire Log within two business days of when it is reported to the University Police. Anytime the University Police assists other local police or the University Police’s presence is otherwise requested by the police outside
of the campus’ Clery geography jurisdiction, an incident report will be generated and the crime classification will be annotated on the Daily Crime and Fire Log.

PREPARATION OF ANNUAL CRIME STATISTICS & CLERY COMPLIANCE

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. The Northern Kentucky University Police Department is primarily responsible for preparing the Annual Security and Fire Safety Report. This responsibility is specifically designated to the Chief of Police or designee. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the Northern Kentucky University Police Department (NKUPD), the Highland Heights Police Department (HHPD), the Campbell County Police Department (CCPD), the Kentucky State Police (KSP), and non-police or public safety personnel who have been designated as Campus Security Authorities or CSAs. The Office of Student Conduct, Rights and Advocacy, Housing and Human Resources Department are key offices from which drug, liquor, and weapon offense referral data is obtained.

For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Final report preparation is coordinated by the Chief of Police with Human Resources, Student Conduct, Rights and Advocacy, Environmental Safety and Compliance, the Title IX Officers, and the Compliance Officer.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities or CSAs (as defined by federal law). CSAs are also informed in writing and through training to report crimes to NKUPD in a timely manner so those crimes can be evaluated for timely warning purposes. A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into an institutional property)
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Statistical information is not requested from, nor is it provided by, Certified Counselors of the Counseling Center or Pastoral Counselors. Certified Counselors and Pastoral Counselors are not required by law to provide statistics for this compliance document. Counseling and Pastoral Professionals, as defined by the Federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes to University Police for inclusion in the annual statistics. The Counseling Center facilitates anonymous reporting, as outlined earlier in this Annual Security and Fire Safety
Anonymous reports of Clery Act crimes received by a CSA and reported to University Police are included in the University’s annual crime statistics.

All statistics are gathered, compiled, and reported to the college community via this report, entitled the “Annual Security and Fire Safety Report,” which is published by University Police. NKUPD submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

The University Police sends an email and notification letter (via campus mail) to every enrolled student and current employee on an annual basis informing them of the availability of the Annual Security and Fire Safety Report. The email and letter include a brief summary of the contents of this report. The email and letter also include the address for the University Police website where the Annual Security and Fire Safety Report can be found online, and notification that a physical copy may be obtained by making a request to the University Police by calling (859) 572-5500 or in person at the University Police located at 415 Johns Hill Road, Highland Heights, KY 41076.

**Specific Information about Classifying Crime Statistics:**

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and National Incident-Based reporting System (NIBRS), relevant federal law (the Clery Act), and applicable Kentucky State Law.

**Clery Act Reporting:**

For Clery Act reporting purposes, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations the statistics indicate the number of people arrested or referred to the Office of Student Rights and Responsibilities for possible disciplinary action for violations of those specific laws.

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim’s race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime. For Clery Act Purposes, Hate Crimes include any of the following offenses that are motivated by the offender’s bias: Murder and Non-negligent Manslaughter, Sexual Offenses (rape, fondling, incest and statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

Campus SaVE was signed into law on March 7, 2013 as part of the reauthorization of the Violence Against Women Act (VAWA); it covers students and staff of institutions of higher
education and amends the Jeanne Clery Act to include new reporting requirements for Domestic Violence, Dating Violence, and Stalking and additional policy statements and training requirements.

Please note that the State crime classifications for which the University is reporting these statistics vary from crime classifications under Federal law, as reported in accordance with the Clery Act. Because of these differing crime classifications and definitions, with only a few exceptions, the State crime statistics will rarely match the Federal crime statistics.

Geography Definitions from the Clery Act:

On-Campus defined as: (1) 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 (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) 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 defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Northern Kentucky University crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

On-campus Student Housing Facility defined as: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is a considered a subset of the On-Campus category.

Reasonably Contiguous is defined in the 2016 Handbook for Campus Safety and Security Report as follows: Refers to a building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the “campus.” Generally speaking, it is reasonable to consider locations within one mile from the core or main campus border to be reasonably contiguous with the campus.
## Campus Crime Statistics for
Northern Kentucky University · Highland Heights Campus
(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)
Calendar Years 2014-2016

<table>
<thead>
<tr>
<th>OFFENSE (Crimes Reported by Hierarchy)</th>
<th>YEAR Reported</th>
<th>GEOGRAPHIC LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder / Non-Negligent Manslaughter</td>
<td>2016</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Manslaughter By Negligence</td>
<td>2016</td>
<td>3 3 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>6 5 1 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>3 3 0 0</td>
</tr>
<tr>
<td>Rape</td>
<td>2016</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2016</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Incest</td>
<td>2016</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2016</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Robbery</td>
<td>2016</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2016</td>
<td>8 5 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>3 1 0 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>1 0 0 0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2016</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>3 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2016</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Arson</td>
<td>2016</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>OFFENSE</td>
<td>YEAR Reported</td>
<td>GEOGRAPHIC LOCATION</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On-Campus Property (Including Student Housing Facilities)</td>
</tr>
<tr>
<td>Arrests: Weapons: Carrying, Possessing, etc.</td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
</tr>
<tr>
<td>Disciplinary Referrals: Weapons: Carrying, Possessing, etc.</td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
</tr>
<tr>
<td>Arrests: Drug Abuse Violations</td>
<td>2016</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>9</td>
</tr>
<tr>
<td>Disciplinary Referrals: Drug Abuse Violations</td>
<td>2016</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>5</td>
</tr>
<tr>
<td>Arrests: Liquor Law Violations</td>
<td>2016</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>8</td>
</tr>
<tr>
<td>Disciplinary Referrals: Liquor Law Violations</td>
<td>2016</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>19</td>
</tr>
</tbody>
</table>

** NOTE: Above statistics for Liquor, Drug, and Weapons Law Arrests and Referrals were calculated using standard hierarchy rules. In the future and beginning with the 2016 crime statistics disclosure, we will be using guidance from the 2016 Department of Education Handbook, and these statistics will be calculated outside of the hierarchy.

Note: There was an increase in citations issued for both Drug and Alcohol violations.
### VAWA Offenses Reporting Table

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>YEAR Reported</th>
<th>GEOGRAPHIC LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-Campus Property (Including Student Housing Facilities)</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>2016</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>1</td>
</tr>
<tr>
<td>Stalking</td>
<td>2016</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
</tr>
</tbody>
</table>

Reported crimes may involve individuals not associated or affiliated with Northern Kentucky University. Reported Crimes may include information received from anonymous reporting. Student Housing Facility crime statistics are a subset of the On Campus category, i.e. they are counted in both categories.

*The University received an increase in reports of VAWA during the 2016 calendar year. This included an increase in reports from CSAs, third party reporters, and mandatory reporters; as defined by Title IX. Additional awareness education, training, and bystander intervention programming was priority for the 2015/2016 academic years.

### Hate Crime Statistics

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Zero (0) hate crimes, as defined by applicable federal law, were reported at Northern Kentucky University Police in 2016.</td>
</tr>
<tr>
<td>2015</td>
<td>Zero (0) hate crimes, as defined by applicable federal law, were reported at Northern Kentucky University Police in 2015.</td>
</tr>
<tr>
<td>2014</td>
<td>Zero (0) hate crimes, as defined by applicable federal law, were reported at Northern Kentucky University Police in 2014.</td>
</tr>
</tbody>
</table>

### Unfounded Crimes

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Zero (0) unfounded crimes for calendar year 2016.</td>
</tr>
<tr>
<td>2015</td>
<td>Zero (0) unfounded crimes for calendar year 2015.</td>
</tr>
<tr>
<td>2014</td>
<td>Zero (0) unfounded crimes for calendar year 2014.</td>
</tr>
</tbody>
</table>
**UNFOUNDED CRIMES**

If a crime is reported as occurring On Campus, in On-campus Student Housing Facilities, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.

**IMMEDIATE OR EMERGENCY NOTIFICATION, EMERGENCY RESPONSE AND THE EMERGENCY MASS NOTIFICATION SYSTEM (EMNS)**

The immediate notification capability of the emergency mass notification process is designed to assist the University in determining the content of the notification and initiating the notification system without delay, taking into account the safety of the community, unless issuing a notification will, in the professional judgment of responsible institutional authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation/incident.

The Chief of Police, or an University Police designee or CERT designee (see list of CERT member identified in this Annual Report), may initiate the University’s emergency mass notification processes during extremely violent or hazardous incidents that pose immediate danger or threat to the health and safety of campus community members wherein University Police personnel need to notify campus community members immediately in order to reduce the likelihood of casualties or injuries.

Immediate notification to the campus about a confirmed seriously violent or extremely hazardous incident or dangerous situation involving an immediate threat to the health and/or safety of students or staff occurring on the campus or near the campus can be accomplished through a variety of communications methods, but the use of the emergency cell phone text/voice messaging, all campus email, and/or alert siren would be seen as the most common and quickest form of communications under these circumstances. Confirmation typically involves the response and assessment of University Police officers, University officials, local police, or emergency responders. As previously stated, notification will occur for these types of incident situations as described unless the notification will compromise efforts to assist a victim(s) or contain, respond to, or otherwise mitigate the emergency.

In the event of an emergency, an effective campus-wide communications process is vital in order to provide the greatest safety possible for the campus community. As part of its Emergency Management Operations Plan, the University has adopted a formalized procedure for issuing emergency alerts to the campus community. When on-duty University Police officers become aware of a situation that may warrant the issuing of an emergency alert, the on-duty University Police Officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the Chief of Police, who quickly evaluates the situation to determine if an alert is warranted, the content of the notification message, and the appropriate segment or segments of the campus community who will receive the notification. In situations where an imminent threat is present, the Chief of Police or a University Police designee has the ability
and authority to issue an alert without delay and without further consultation with any other University official.

In situations lacking the presence of an imminent threat, the Chief of Police or a University Police designee consults with the Vice President Student Affairs, and/or other members of the Campus Emergency Response Team (CERT) prior to an alert being issued. The University, based on the judgments of members of the Northern Kentucky University Police Department and CERT will endeavor to immediately notify the campus community (or appropriate segments separately and distinctly impacted) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on or near the campus. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations may include, but are not limited to, a hazardous materials incident requiring sheltering in place or evacuation, an active shooter on or near campus, or a shooting incident on or near the campus. Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Chief of Police, University Police designee or a member of CERT. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods.

When the emergency mass notification system (EMNS) is activated using the siren, email, and cell phone text/voice messaging, university officials will notify campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the “shelter-in-place” concept. University Police, local police, and emergency responders, and select University officials are also alerted via text messaging of any actual on-campus emergency that poses a threat to campus and/or the immediate local community.

Shelter-in-place means to take immediate shelter wherever you happen to be at the time of a shelter-in-place notification – in campus housing, in privately-owned housing near campus, in an academic or administrative building, etc. Community members should remain in a shelter-in-place status until the all clear is communicated by emergency response personnel via an emergency rapid communications system(s).

University authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to: active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents.

**How to Shelter-In-Place:**

- If you can safely evacuate a potentially dangerous or hazardous situation, do so immediately. If you cannot safely evacuate and you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel.
- Locate a room to shelter inside. It should be:
– an interior room;
– above ground level; and
– without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.

• Shut and lock, if possible, all windows (tighter seal) and close exterior doors. Doors and windows may need to be barricaded, if possible.

• Turn off air conditioners, heaters, and fans.

• Close vents to ventilation systems as you are able.

• Make a list of people with you and ask someone to call the list into DPS to inform them where you are sheltering.

• Turn on a radio or TV and listen for further instructions.

• Make yourself comfortable.

Off-Campus Emergencies:

NKUPD officials often receive emergency information from the Campbell County Consolidated Dispatch Center regarding incidents in Campbell County that could imminently impact the safety of the Northern Kentucky University community. When appropriate, University Police notifies the campus community of off-campus threats that could also represent a serious or continuing threat to students, employees, and visitors.

Emergency Mass Notification System (EMNS) Testing and Registration:

The Emergency Mass Notification System (EMNS) will be tested each academic semester to ensure that all systems are working properly and that emergency managers maintain a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system does exist, and that it is a working and functioning system that they can rely upon. In conjunction with at least one of the annual EMNS test notifications, information is shared with the campus community related to the campus’ emergency response and evacuation procedures.

Students, staff, and faculty are informed of the University’s EMNS program and evacuation processes annually during training and through written notification. This includes dissemination of information about how to respond during the activation of the EMNS in response to a significant incident on campus or within the immediate area of the campus that potentially directly impacts the safety of campus community members. These information sessions have been built into first-year orientation, residence life student staff training, and new employee/faculty orientations. Additionally, EMNS posters are posted in classrooms and public areas throughout campus. These posters provide quick actions for community members to take in the event of an EMNS activation, including shelter-in-place actions, etc. The University Safety and Emergency Management personnel test evacuation procedures for all residence halls, fraternities, and academic/administrative buildings at least once each semester as part of the fire drill and safe evacuation programs.

The EMNS processes are tested once each semester – including the activation of the alert siren and cell phone/text messaging systems. These tests are usually announced tests, but
they may be unannounced. Available student cell phone numbers are loaded into the cell/text notification system upon their registration for classes.

Faculty and Staff participation is optional. Faculty and Staff must register through Norse Alert on myNKU:

- Log onto myNKU, and select Norse Alert tab.
- Under UPDATE SETTINGS, add your cell phone number (with area code) and other numbers that you wish to add.
- If you do not receive the EMNS notification, it shows you are not in the system and should sign up if you want to receive future notifications.

The University’s means of communicating during an emergency situation includes the following, although not all of these methods are always employed. The communications method used would depend on the type of emergency:

- Cell phone Text/Voice Messaging
- Alert Siren
- All Campus Email Alerts
- Voice-Mail
- Computer Instant Pop-Up Emergency Screen Messages
- Emergency Website, Facebook, and Twitter Accounts
- Telephone Trees
- Public Media (TV, radio, news websites)
- Fire Alarm System Notification
- Public Address System from Siren and from University Police Vehicles
- Flyers posted throughout Campus
- Direct On-foot and In-person Notifications

EVACUATION PROCEDURES

Northern Kentucky University Police (NKUPD) shall be responsible for the safe evacuation of all persons utilizing the University’s facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by NKUPD. If large scale events occur that are beyond the resource capabilities of NKUPD and the University, officials will request assistance from outside emergency resources such as the Highland Heights Police, Central Campbell County Fire Department, Kentucky State Police, Campbell County Emergency Management, and/or state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received or furnished to Northern Kentucky University.

The information may be in the form of instructions or advice from the Campbell County Emergency Management, the Governor’s Office or other officially recognized agency. Full or partial evacuations may be necessary as a protective action to reduce campus community members’ exposure to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
Hostile intruder
Massive utility failure
Severe weather conditions
Hazard that renders facilities uninhabitable

Exercise of Judgment and Contingencies: The actions described are basically standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in the University’s Emergency Operations Plan (EOP), responsible personnel will be expected to exercise good judgment, make appropriate decisions, and provide any support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – college transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local police and emergency resources support

Scope of an Evacuation: The scope of an evacuation can include a single building, or a group of buildings, and/or a large geographical area. The scope could go beyond the borders of the institution, and/or the University may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

Building Evacuation:

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized University official, such as a University Police officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open, and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability.

Large-Scale Campus Evacuation:

- If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the University’s website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

EMERGENCY PREPAREDNESS OVERVIEW

Emergency preparedness at Northern Kentucky University is managed by the Director of Safety and Emergency Management. Emergency operations planning at Northern Kentucky University means preventing, preparing for, responding to and recovering from any and all emergencies that
could affect the Northern Kentucky University and local communities. It means having a comprehensive plan extending from all levels of emergency personnel down through the individuals that make up our community, to prevent situations that cause emergencies; it means preparing people on the procedures to follow, should a crisis occur; it means having a well collaborated response approach from University and local officials and State and Federal agencies to effectively mitigate any crisis; and it means being ready and able to recover quickly from emergency events in order to keep the operations and business continuity of Northern Kentucky University moving forward.

NKU INCIDENT RESPONSE TEAM (IRT)

All emergency incidents occurring on campus or impacting the university campus community will be managed using the NKU Emergency Operation Plan (EOP). The EOP design is based on the Incident Command System (ICS) and the National Incident Management System (NIMS) as outlined by Federal and State Agencies.

The EOP is the established protocol for managing all emergencies. University Police and Facilities Management, along with other university departments and the emergency services organizations, play an essential role as the first line of defense in most incidents. When responding to an emergency or disaster, the university will make full use of its facilities, equipment, supplies, personnel, and resources. The University President, as chief executive, has the authority to declare an emergency and delegate authority to the IRT. Incident Command is established when an authorized individual (usually a University Police officer or supervisor, fire chief, police officer) is onsite and communicates their authority with all personnel involved.

If a situation arises on or around campus that could potentially threaten the health or safety of University community members, senior officials of the university, members of IRT, and members of University Police are notified as outlined in the EOP.

Northern Kentucky University Police Officers, supervisors, and administrators are trained in crisis response and have the authority to take immediate action in response to an imminent crisis, using the Emergency Operations Plan (EOP) and departmental procedures as a guideline.

These actions may include:

- Deployment of additional University Police officers
- Engagement of law enforcement officials
- Summoning of local, county, or state emergency management officials
- Enhanced patrol of the campus
- Closing of roads and entrances onto campus
- Securing of campus buildings and residence halls
- Evacuation of campus buildings and residence halls

There is one Incident Commander (IC) for an incident. When more than one jurisdiction or one agency is involved, a Unified Command structure will be established. Command for level 1 and level 2 emergencies, as defined in the EOP, will typically function from an Incident Command Post (ICP). Certain "triggering" conditions may dictate a broader institutional response. This broader response will be managed from an Emergency Operations Center (EOC) by the IRT.
When an Emergency Operations Center (EOC) is activated, the IRT will assume a management, direction, and coordination role over the institution’s response and recovery. The IRT will act as an umbrella organization that brings together all of the elements necessary to support the incident and maintain ongoing operations. Incident Command, or Unified Command, shall be moved to the EOC when activated.

The EOP organizational structure consists of two groups, the Executive Team and the IRT. The Executive Team are the policy decision-makers and include the President and senior staff. The IRT include key department heads from organizations throughout the institution. The members of IRT are institutional emergency resources; they are not persons who community members should report crimes to.

The two teams’ composition is as follows:

**Executive Team**
- President
- Senior Vice President, Administration and Finance
- Provost & Executive Vice President for Academic Affairs
- Vice President, Legal Affairs & General Council
- Vice President, Student Affairs
- Vice President, University Advancement
- Vice President, Enrollment and Degree Management
- Senior Director, Human Resources
- Director, Intercollegiate Athletics
- Chief Financial Officer
- Senior Advisor for Inclusive Excellence

**Incident Response Team**
- Director – Safety and Emergency Management
- Chief, University Police
- Assistant Vice President – Facilities Management
- Lieutenant, University Police
- AVP, Marketing and Communications
- Director, University Communications
- Director, Public Relations
- Director, Marketing Strategy
- Vice Provost, Undergraduate Academic Affairs
- Vice Provost, Graduate Education, Research and Outreach
- Vice President, Enrollment & Degree Management
- Assistant Provost for Special Projects
- AVP, Government, Corporate and Foundation Engagement
- Associate Project Manager, D&CM
- Executive Director, Center for Global Engagement and International Affairs
- Senior Associate Athletic Director, Business and Finance
- Chief Financial Officer/Treasurer
TESTING, EXERCISE PREPAREDNESS DRILLS AND TABLE-TOP EXERCISES

In accordance with the institution’s Emergency Operations Plan (EOP), Northern Kentucky University will use these procedures and plans for testing emergency notification, response, and evacuation.

IRT will perform periodic table-top exercises in order to practice the implementation of the campus’ emergency operations plan and supplement emergency policies and procedures and to assess and evaluate emergency plan capabilities. Additionally, divisional and department level exercises are regularly initiated to train staff personnel on emergency operations. The Director of Safety and Emergency Management will be responsible for scheduling and conducting these table-top exercises. As a minimum, one exercise per academic year will occur. Local emergency responders and Campbell County Emergency Management may be invited to participate along with university officials.

After-Action Reports of Tests /Exercises: After-action reviews will be conducted following each test and/or exercise that documents the test/exercise, provides a description for each test/exercise, the date, time, and whether the test was announced or unannounced.

ALCOHOL/DRUG POLICIES AND PROCEEDINGS

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act (DFSCA) of 1989, and State policies on Alcohol and Other Drugs, Northern Kentucky University prohibits the unlawful or unauthorized possession, use, sale, manufacture, distribution, or dispensation of alcohol and other drugs by employees and students in the workplace, on University property, or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment and expulsion.

In order to ensure the university’s commitment to a quality educational and work environment, every student, faculty, and staff member of the NKU community has a right to work and learn in an environment free from the effects of alcohol and other drug abuse. It is the policy of the university to discourage the misuse and abuse of alcohol and other drugs.

NKU prohibits the unlawful possession, use, or distribution of drugs and alcohol on its property or as a part of its activities. Alcoholic beverages are permitted in University facilities for private events with permission of various departments, provided such does not violate any law or University regulation.

The Drug Free Schools and Communities Act requires every institution of higher education to inform students of standards of conduct that clearly prohibit violations of local, state, and federal laws pertaining to alcohol and other drugs. Standards of conduct for NKU students, including those that prohibit certain behavior related to substance use/abuse, are
found in the NKU Code of Student Rights and Responsibilities (scra.nku.edu). For more information about these policies, please contact the Office of Student Conduct, Rights, and Advocacy by visiting Student Union 301, or by calling 859-572-5147.

In response to the serious problems of alcohol and other drug abuse in our society, NKU offers a variety of educational and assistance programs to the student population. For more information about these programs, students should contact Office of Health, Counseling, and Student Wellness by visiting University Center 440, or by calling 859-572-5650.

The University’s Police Department reports violations of law to the appropriate university department and works in collaboration with the state and local police, who are responsible for enforcing the laws of the Commonwealth of Kentucky, including laws relative to the possession, use, and sale of alcoholic beverages. This includes the enforcement of State underage drinking laws and Federal and State drug laws. Student violations of the policies and guidelines pertaining to alcohol and drugs specified in the Northern Kentucky University’s Code of Student Rights and Responsibilities Handbook will result in sanctions appropriate to the degree of the violation. Sanctions will increase in severity for repeated violations. Student sanctions will include, but are not limited to, points, fines, education, referrals for counseling, community service, probations, residence hall separation, or suspension or expulsion from the university.

Students and employees are expected to be acquainted with and abide by state laws and University regulations regarding alcohol and drugs and to be aware of the social, physiological, and psychological consequences of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol. The University alcoholic beverage policy is designed to be consistent with the laws of the Commonwealth of Kentucky, which, in general, prohibit the possession, consumption, transporting, and serving of alcoholic beverages by and to persons less than twenty-one (21) years of age. The University enforces all local and state laws regarding the possession, use, and sale of alcoholic beverages, including those prohibiting the consumption of alcoholic beverages by persons under the age of twenty-one (21) on campus and at university sponsored activities. The University provides regular education programs on alcohol and drug abuse as well as counseling services.

Appearing in a public place on University premises or at University sponsored activities manifestly under the influence of a controlled or other intoxicating substance to the degree that there is danger to self, others, or property can result in the individual being criminally charged and are subject to University disciplinary proceedings.

The full text of the University’s Alcohol Policy is available at http://scra.nku.edu/Infostudents/Infostudents.html

There are also serious legal repercussions for driving under the influence of alcohol. Drivers under the age of 21 with a BAC of .02 or higher will be charged with Driving Under the Influence. Drivers 21 and over with a BAC of .08 or higher will be charged with Driving Under the Influence. Locally, there are local open container and noise ordinances.

The use of narcotics and controlled substances without a prescription on University premises, as elsewhere, is illegal. Illegal possession, use, and/or sale of drugs or narcotics by students, employees, or guests constitute unacceptable and illegal conduct. The University’s Police Department reports violations of law to the appropriate university department and works in collaboration with state and federal law enforcement and local police, who are responsible for enforcing the laws of the Commonwealth of Kentucky, including laws relative to the possession, use, and sale of narcotics and controlled substances. When students are awarded PELL or other
federally funded grants, they agree to abide by the conditions of the drug-free workplace certifications. It is their responsibility to inform the Financial Aid Office within five days of any criminal illegal drug statute conviction.

The Dean of Students Office will contact Health, Counseling and Student Wellness to provide the Prevention Coordinator with referred students’ names for reporting student compliance. The referring office will provide the student with information explaining the referral process, fees, class times, deadlines, and contact information. The student will be notified by letter as to the PREP session he/she is to attend.

Anyone having questions about the referral process should contact the Office of Student Conduct, Rights & Advocacy at x5147 or visit them in SU301.

The Code of Student Rights and Responsibilities also specifies the prohibitions and penalties for violations of these prohibitions and is part of the Code of Student Rights and Responsibilities Handbook, which is published under separate cover and is available through the Office of Student Conduct, Rights and Advocacy.

The Handbook can also be found online at: http://scra.nku.edu/Infostudents/Infostudents.html.

The Personal Responsibility Education Program (PREP) at Northern Kentucky University is a mandatory, one-time intervention program designed to educate students about facts, effects, and risks of abusing alcohol and/or other drugs. The program was established to assist students who have been referred by University Housing, the Dean of Students Officer, or Athletics for first-time infractions related to substance abuse on campus and for violating the University’s alcohol and drug policy. Further information about PREP can be located online at: https://hcsw.nku.edu/prevention/aep.html. Additional alcohol and drug policies, standards of conduct, applicable disciplinary sanctions, health risks, counseling and treatment, processes, goals, and objectives can be found on this website and within the Health, Counseling and Student Wellness website. The biennial report, developed in accordance with the Drug Free Schools and Communities Act (DFSCA) of 1989 can be obtained from the Office of Student Conduct, Rights and Advocacy, located in the Student Union Building, or by calling (859) 572-5147.

ALCOHOL AND OTHER DRUGS (AOD) EDUCATION AND OUTREACH

The University recognizes that alcohol and drug abuse is a serious problem in our society and offers a variety of educational and assistance programs to the student population:

- An alcohol and drug abuse awareness week that is held bi-annually.
- The Department of Athletics has an alcohol/drug education and assistance program for athletes.
- Residence hall programs on drug and alcohol abused are held annually.
- Alcohol and drug training sessions are held annually for residence hall assistants.
- The University uses Responsible Education About Life (R.E.A.L.), a peer education program wherein students present the risks of alcohol and drug use through community outreach and campaign awareness programs.
- Student Wellness provides materials and/or presentations related to all various aspects of wellness including substance abuse prevention, managing stress, alcohol 101, and
other related topics. Information, literature and presentations on substance abuse are available in the Health, Counseling and Prevention Office, Room 440 of the University Center. To receive more information, contact the department at (859)572-5650 or via e-mail at: hcsw@nku.edu. Education Handouts are also available at http://hcsw.nku.edu/prevention.html.

- All university employees, faculty members, their dependents and household members are eligible to use the services provided by NKU’s Employee Assistance Program (EAP). For more information please visit http://hr.nku.edu/facstaff/eap.html.
SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Northern Kentucky University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, Northern Kentucky University issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
  - 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; or
    - 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.
  - For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
• **Definition of a Crime of Violence**: According to Section 16 of Title 18 of the United States Code, the term “crime of violence” means:
  - An offense that has as an element of the use, attempted use, or threatened use of physical force against the person or property of another; or
  - Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

• **Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

  • For the purposes of this definition—
    • Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    • Dating violence does not include acts covered under the definition of domestic violence.

  • For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

• **Sexual Assault**: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent.”
  - **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

• **Stalking**:
  i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
A) Fear for the person’s safety or the safety of others; or
B) Suffer substantial emotional distress.

ii. For the purposes of this definition—

A) **Course of conduct** means two or more acts, including, but not limited to, acts which the stalker 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.

B) **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

C) **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

- **Sexual Assault:** The state of Kentucky defines sexual assault as follows:
  - **Rape** — A person is engaging in sexual intercourse with another person by forcible compulsion; or engages in sexual intercourse with another person who is incapable of consent because he or she is an individual with an intellectual disability; the person is physically helpless, mentally incapacitated, or is a minor.
  - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Statutory offenses (no force used — victim under age of consent) are excluded.
  - **Sex offenses** (except rape, prostitution, and commercialized vice) — Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.

- **Domestic Abuse:** The Commonwealth of Kentucky law defines domestic violence and abuse in KRS §403.720) as:
  - (1) Physical injury, serious physical injury, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of an unmarried couple.
  - (2) “Family member” means a spouse, including a former spouse, a grandparent, a parent, a child, a stepchild, or any other person living in the same household as a child if the child is the alleged victim.
  - (3) “Member of an unmarried couple” means each member of an unmarried couple which allegedly has a child in common, any children of that couple or a member of an unmarried couple who are living together or have formerly lived together.
• **Dating Violence**: The Commonwealth of Kentucky defines Dating Relationship and Dating violence and abuse in KRS §456.010 as:

  1. "Dating relationship" means a relationship between individuals who have or have had a relationship of a romantic or intimate nature. It does not include a casual acquaintance or ordinary fraternization in a business or social context. The following factors may be considered in addition to any other relevant factors in determining whether the relationship is or was of a romantic or intimate nature: (a) Declarations of romantic interest; (b) The relationship was characterized by the expectation of affection; (c) Attendance at social outings together as a couple; (d) The frequency and type of interaction between the persons, including whether the persons have been involved together over time and on a continuous basis during the course of the relationship; (e) The length and recency of the relationship; and (f) Other indications of a substantial connection that would lead a reasonable person to understand that a dating relationship existed;

  2. "Dating violence and abuse" means physical injury, serious physical injury, stalking, sexual assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault occurring between persons who are or have been in a dating relationship;

• **Stalking**: The State of Kentucky law defines stalking in (KRS §508.130) as:

  (A.) To “stalk” means to engage in an intentional course of conduct: 1. Directed at a specific person or persons; 2. Which seriously alarms, annoys, intimidates, or harasses the person or persons; and 3. Which serves no legitimate purpose.

  (B.) The course of conduct shall be that which would cause a reasonable person to suffer substantial mental distress.

• **Consent**: The State of Kentucky defines lack of consent in KRS 510.020 as:

  1. Whether or not specifically stated, it is an element of every offense defined in this chapter that the sexual act was committed without the consent of the victim.

  2. Lack of consent results from:

     a. Forcible compulsion;

     b. Incapacity to consent; or

     c. If the offense is charged is sexual assault, any circumstances in addition to forcible compulsion or incapacity in which the victim does not expressly or impliedly acquiesce in the actor’s conduct.

  3. A person is deemed incapable of consent when he or she is:

     a. Less than sixteen (16) years old;

     b. An individual with an intellectual disability or an individual that suffers from a mental illness;

     c. Mentally incapacitated;

     d. Physically helpless; or
Northern Kentucky’s Definition of Consent as it Relates to Sexual Activity is as follows:

Consent: Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in, and continue to engage in, a specific sexual activity.

Consent must be informed and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of their actions. Individuals who are physically or mentally incapacitated cannot give Consent. Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance. Silence, without actions evidencing permission, does not demonstrate Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity.

Consent to engage in sexual activity may be withdrawn by either person at any time. A previous or current dating or sexual relationship, by itself, is not sufficient to constitute Consent. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent (due to falling asleep or passing out into a state of unconsciousness, for example).

How to Be an Active Bystander:

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” NKU wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call the University Police at (859) 572-5500 or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.

Speak up when someone discusses plans to take sexual advantage of another person.

Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.


2 Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

**Risk Reduction:**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don’t know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don’t leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- **Don’t accept drinks from people you don’t know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
• **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

• If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

• If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
  – **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  – **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  – **Have a code word with your friends or family** so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  – **Lie.** If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

• **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

• **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking:**

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

• Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

• Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Northern Kentucky’s educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students who:
• Clearly communicate that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
• Provide the definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
• Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity as defined by the student and employee codes of conduct;
• Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
• Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
• Provides an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act.
• Provide information regarding:
  • procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this Annual Report);
  • how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report);
  • existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report); and
  • options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report);
  • procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this Annual Report);

Primary Prevention and Awareness Programs:
The University provides primary prevention and awareness programs to all incoming students and employees that involves the distribution of educational materials to new students, participating in and presenting information and materials during new student and employee orientations, providing programs by invitation at staff meetings or academic programs, and requiring incoming first-year students and returning upper-class students to
take online courses related to sexual assault and high risk drinking awareness and education.

Ongoing Prevention and Awareness Campaigns:
The University provides an annual educational campaign for all students and employees designed to provide ongoing education and programming around issues of sexual violence – including sexual assault, domestic violence, dating violence, and stalking. Campaign strategies employed include face-to-face presentations, online training programs, printed materials, self-defense programming, and related lectures.

Ongoing prevention and awareness campaigns include self-defense programming; domestic violence month events and activities; sexual assault and awareness month, which includes presentations and an annual “Take Back the Night” event; “It’s On Us” campaign, Green Dot programming, related to bystander intervention; programming specific to developing healthy relationships; Norse Violence Prevention Center; LGBTQ programs; and regular student conversations related to sexual assault and relationship violence.

The following are some specific examples of annual programs currently offered by the university. This list is not all inclusive:

- **Online Education**
  The University utilizes Haven and Campus Answers to assist students in learning effective ways to prevent and report sexual assault on our campus. Employees also receive online education through WorkPlace Answers and EduRisk.

- **Orientation Programming**
  Incoming first-year students participate in a series of information sessions about the Clery Act and Title IX information, in addition to learning about the Sexual Misconduct Policy, bystander intervention, and resources.

- **University Liaison Programming**
  University Police Officers are assigned liaison activities with students for the purpose of concentrated crime prevention and security awareness programming. In addition to general crime prevention programming, University Police Officers are available to provide sexual assault, domestic violence, dating violence, and stalking awareness programs for these students.

- **Green Dot College Strategy and Bystander Intervention Workshops**
  Both Green Dot and Bystander Intervention presentations help people understand what stops us from intervening in potentially harmful situations and provides tools to intervene. Green Dot covers ways to end power-based personal violence. Bystander Intervention workshops cover bystander effect and ways to decide to act when we see someone in need. Participants leave with practical tips to intervene.
Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at the St. Elizabeth Hospital Ft. Thomas. Sexual Assault Nurse Examiners (SANE) at the hospital are trained and certified in physical evidentiary recovery kit collection. Evidence may be collected, even if you choose not to make a report to law enforcement.

If a sexual assault victim does not currently wish to involve police, there is still an option to have the forensic evidence collected in a timely manner. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or local police.

Involvement of Law Enforcement and Campus Authorities:

Although the University strongly encourages all members of its community to report violations of this policy to the University Police, it is the victim’s choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the University Police will assist any victim if the victim so desires.

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

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the following Title IX Coordinators: Students should contact the Deputy Title IX Coordinator, Ann James (office: SU Room 301; email jamesa3@nku.edu; phone 859.572.5147) by calling, writing, or coming into the office to report in person. Faculty and Staff should contact Title IX Coordinator, Rachel Green (office: AC Room 717; email greenr5@nku.edu; phone 859-572.7600) by calling, writing, or coming into the office to report in person. You may also contact the Title IX Coordinator, Dr. Kathleen Roberts (office: AC Room 834; email robersk10@nku.edu; phone 859-572-6981) by calling, writing, or coming into the office to report in person. Reports of all domestic violence, dating violence, sexual assault, and stalking made to University Police will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to University Police.
Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported:

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus; as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the University Police or local law enforcement. Students should contact the Deputy Title IX Coordinator, Ann James (office: SU Room 301; email jamesa3@nku.edu; phone 859.572.5147) by calling, writing, or coming into the office to report in person. Faculty and Staff should contact Deputy Title IX Coordinator, Rachel Green (office: AC Room 717; email greenr5@nku.edu; phone 859-572.7600) by calling, writing, or coming into the office to report in person. Anyone may also contact Title IX Coordinator, Dr. Kathleen Roberts (office: AC Room 834; email robersk10@nku.edu; phone 859-572-6981) by calling, writing, or coming into the office to report in person.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the University, below are the procedures that the University will follow.

<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedures Institution Will Follow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault</td>
<td>1. Depending on when reported (immediate vs delayed report), institution will provide victim with access to medical care</td>
</tr>
<tr>
<td></td>
<td>2. Institution will assess immediate safety needs of victim</td>
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<td></td>
<td>3. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department</td>
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<td></td>
<td>4. Institution will provide victim with referrals to on- and off-campus mental health providers</td>
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<td></td>
<td>5. Institution will assess need to implement interim or long-term protective measures, if appropriate.</td>
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<td></td>
<td>6. Institution will provide the victim with a written explanation of the victim’s rights and options</td>
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<td></td>
<td>7. Institution will provide a “No trespass” or “No Contact” directive to accused party if deemed appropriate</td>
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<td></td>
<td>8. Institution will provide written instructions on how to apply for Protective Order</td>
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<td></td>
<td>9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation, and resolution</td>
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<td>10. Institution will inform the victim of the outcome of the investigation, whether or not the accused will be administratively charged, and what the outcome of the hearing is</td>
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<tr>
<td></td>
<td>11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation</td>
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<thead>
<tr>
<th>Incident Being Reported (Cont’d)</th>
<th>Procedures Institution Will Follow</th>
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<tbody>
<tr>
<td>Stalking</td>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>1. Institution will assess immediate safety needs of victim</td>
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<tr>
<td>2. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department</td>
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<tr>
<td>3. Institution will provide written instructions on how to apply for Protective Order</td>
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<tr>
<td>4. Institution will provide written information to victim on how to preserve evidence</td>
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<tr>
<td>5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate</td>
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<tr>
<td>6. Institution will provide the victim with a written explanation of the victim’s rights and options</td>
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<td>7. Institution will provide a “No trespass” or “No Contact” directive to accused party if deemed appropriate</td>
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<tr>
<td>Dating Violence</td>
<td></td>
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<tr>
<td>1. Institution will assess immediate safety needs of victim</td>
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<tr>
<td>2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department</td>
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<tr>
<td>3. Institution will provide written instructions on how to apply for Protective Order</td>
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<td>4. Institution will provide written information to victim on how to preserve evidence</td>
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<tr>
<td>Domestic Violence</td>
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</table>

Facilitated Anonymous Reporting through the Counseling Center/Pastoral Counselors:
Certified Counselors assigned to the Student Wellness and Counselling Services and practicing pastoral counselors are confidential resources and do not report incidents. In their capacity and function, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the University encourages counselors to inform students that they can report incidents of crime to the University Police, which can be done directly or anonymously. Students may request the Health, Counseling and Student Wellness Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the University’s Annual Security and Fire Safety Report. The University does not provide confidential or anonymous reporting outside of these entities.

The amount of detail provided may enable the University to initiate an investigation into the circumstances surrounding the report. Such an investigation may jeopardize the anonymity of the reporting person or complainant.
Employee Assistance Program:
Northern Kentucky University also provides an Employee Assistance Program (EAP) for use by employees. The EAP is available to provide full-time employees assistance with such problems as sexual or physical abuse, depression, marital and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All full-time employees, regardless of performance, are eligible. The contact number of the EAP is listed in the Resources section of this annual report.

All information relating to an employee's EAP participation is strictly confidential. Only the EAP provider maintains EAP records. The EAP provider does not release specific information about an employee's use of EAP services, unless the employee gives his or her advance written consent. The EAP does not report incidents to any Official On-Campus Resources unless the employee specifically gives them permission to do so.

Assistance for Victims - Rights & Options:
Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services in the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Rights of Victims and the Institution's Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution:
Northern Kentucky University complies with the Commonwealth of Kentucky State law in recognizing orders of protection.

Any person who obtains an order of protection from Kentucky or any reciprocal state should provide a copy to the University Police and the Office of the Title IX Coordinator. A complainant may then meet with University Police, Norse Violence Prevention Center and the Office of Student Conduct, Rights and Advocacy to develop a Safety Action Plan, which is a plan for University Police and the victim to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom/work site location, or working with Academic Advising on alternative class possibilities, allowing a student to complete assignments from home, allowing an employee to develop a flexible
In Kentucky, a victim of domestic violence, dating violence, sexual assault, or stalking has the right to file a petition with the courts requesting protection through EPOs, DVOs, and/or IPO, which could include the following:

- An order restraining the abuser from further acts of abuse;
- An order directing the abuser to leave the victim's household/place of residence;
- An order directing the abuser to refrain from stalking or harassing the victim or other designated persons;
- Other protections based on issues related to cohabitation, residency, employment, and child custody.

**Accommodations and Protective Measures Available for Victims:**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Northern Kentucky University will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim’s request, and to the extent of the victim’s cooperation and consent, University offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to law enforcement.

Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. Issuance of a full, partial, or modified trespass to the respondent may also be appropriate.

To request changes to academic, living, transportation and/or working situations, or protective measures, a victim should:

**Students:** Contact the Title IX Coordinator and/or Director for Student Conduct, Rights and Advocacy for assistance.

**Employees/Faculty:** Contact the Office of Human Resources and/or Provost Office (depending upon employment status).

If the victim wishes to receive assistance in requesting these accommodations, the victim should contact the Title IX Coordinator and/or the University Police.
Confidentiality:

Victims may request that directory information on file with the University be withheld by request. This request can be made to the Registrar’s Office in person by visiting the Lucas Administrative Center Room 301 or by calling (859) 572-6094. Employees can contact the Office of Human Resources to make a similar request regarding directory information at (859)572-5200.

Regardless of whether a victim has opted-out of allowing the University to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know; i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally-identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime and Fire Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Campus Crime Alert or Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld; this could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the victim.

On-and-Off Campus Services for Victims:

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Northern Kentucky University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement. If a sexual assault or rape should occur on campus, staff on-scene, including DPS, will offer the victim a wide variety of services. This information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Northern Kentucky University.

These resources include the following:

<table>
<thead>
<tr>
<th>ON CAMPUS</th>
<th>Employees</th>
<th>Students</th>
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<tbody>
<tr>
<td>Counseling/</td>
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<td>Mental Health/</td>
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<tr>
<td>Health Services</td>
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<tr>
<td>NKU Health, Counseling and</td>
<td>Website: <a href="http://hcsw.nku.edu/">http://hcsw.nku.edu/</a></td>
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<tr>
<td>Wellness Center</td>
<td>Phone: 859-572-5650 *Confidential Resource</td>
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<td>(Can make recommendations</td>
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<td>for local confidential</td>
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<td>counseling and psychiatric</td>
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<td>services in the local area)</td>
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</tbody>
</table>
### Title IX Coordinator

**Rachel Green**, Director of Employee Relations & EEO  
Lucas Administrative Center, Room 723  
Phone: 859-572-7600  
Email: greenr5@nku.edu  
Website: [http://hr.nku.edu/](http://hr.nku.edu/)

### Deputy Title IX Coordinator

**Human Resources**  
Deputy Title IX Coordinator – Human Resources  
Rachel Green, Director of Employee Relations & EEO  
Lucas Administrative Center, Room 723  
Phone: 859-572-7600  
Email: greenr5@nku.edu  
Website: [http://hr.nku.edu/](http://hr.nku.edu/)

### Title IX Coordinator

**Office of Inclusive Excellence**  
Dr. Kathleen Roberts, Senior Advisor to the President for Inclusive Excellence & Title IX Coordinator  
Lucas Administrative Center, Room 834  
Phone: 859-572-6630  
Email: robertsk10@nku.edu  
Website: [Inclusive Excellence](http://hr.nku.edu/)

### Deputy Title IX Coordinator

**Office of Student Conduct, Rights & Advocacy**  
Ann James, Senior Associate Dean of Students  
Student Union, Room 301  
Phone: 859-572-6376  
Email: jamesa3@nku.edu  
Website: [Office of Student Conduct, Rights and Advocacy](http://hr.nku.edu/)

### International Admissions

**International Student Services (ISSS)**  
Phone: 859-572-6517

### Student Financial Assistance

**Financial Aid Office**  
Phone: 859-572-5143

### LGBTQ Programs & Services

**LGBTQ Office**  
Phone: 572-6684

### Norse Violence Prevention Center

**Norse Violence Prevention**  
Phone: 859-572-5865

### University Police

**Non-Emergency**  
Phone: 859-572-5500  
Emergency Phone: 859-572-7777

### Dean of Students

**Dr. Dan Nadler, Vice President of Student Affairs & Dean of Students**  
Phone: 859-572-6447

### Sexual Misconduct Resource Site

[http://scra.nku.edu/Infostudents/Infostudents.html#misconduct](http://scra.nku.edu/Infostudents/Infostudents.html#misconduct)

**Facilitated Anonymous Reporting**  
A student can go to Norse Violence Prevention, Student Health, Counseling and Wellness Services to submit an anonymous report. The amount of detail provided in an anonymous report will determine the University’s ability to investigate or respond.

### OFF CAMPUS

<table>
<thead>
<tr>
<th>Employees</th>
<th>Student</th>
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<tbody>
<tr>
<td><strong>Counseling/Mental Health</strong></td>
<td><strong>Counseling/Mental Health</strong></td>
</tr>
</tbody>
</table>
| Employee Assistance Program (EAP)  
General Assistance: 888-238-6232  
*Confidential Resource*  | 24 Hours Crisis Line  
800-928-3335 or 859-491-3335  | 24 Hours Crisis Line  
800-928-3335 or 859-491-3335 |
| **Women’s Crisis Center** | **Women’s Crisis Center** |
| 24 Hours Crisis Line  
800-928-3335 or 859-491-3335  | 513-977-5541  | 513-977-5541 |
| **Women Helping Women** | **Women Helping Women** |
| 513-977-5541  | Emergency 911  | Emergency 911 |
| **Other Law Enforcement** | **Other Law Enforcement** |
| Emergency 911  | Emergency 911  | Emergency 911 |

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- [http://www.rainn.org](http://www.rainn.org) – Rape, Abuse and Incest National Network

- [http://www.ovw.usdoj.gov/sexassault.htm](http://www.ovw.usdoj.gov/sexassault.htm) - Department of Justice

**Adjudication of Violations:**

The University’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. University officials involved in the investigation or adjudication of
domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to have a support person to be present at the hearing. The support person may only consult and interact privately with the student and will not be allowed to address the hearing board or witnesses. The University will not limit the choice of support person or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. A support person is someone who acts as an advisor to the Complainant or Respondent involved in an investigation or disciplinary proceeding under the University’s policies. The support person is permitted to be a part of any meetings their student may have. University employees who provide confidential support services (Counseling/Health Services staff, and pastoral counselors) or have an actual or perceived conflict of interest (the Title IX Coordinator, Department of Public Safety, and the Dean of Students, for example) may not serve as a support person.
5. The support person may not speak aloud during meetings involving the student and an investigator/adjudicator, but may confer quietly or by means of written notes with their advisee. The Complainant and Respondent are not obligated to have a support person.
6. The accuser and the accused will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding; and
7. Where an appeal or grievance is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal or grievance is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the final result once the appeal is resolved.

If the Victim Does Not Wish to Pursue Resolution:

In all reported cases of sexual misconduct, the University will conduct a fact-finding investigation to the best of its ability. In cases where the Victim wishes to become a Complainant, this investigative report is provided to the Student Conduct, Rights and Advocacy Director for a threshold analysis.

In cases where the Victim does not wish to become a Complainant, the University has 2 (two) options:
1. The University may attempt to resolve the complaint in a manner consistent with the Victim’s request. This may include holding the report for action at a later date.

2. The University may pursue a judicial hearing against the Respondent named in the investigation. Under these circumstances, the University would take into consideration the nature of the assault, the safety of the Victim and the campus community, as well as the previous disciplinary history and previous allegations of sexual misconduct.

Whether or not criminal charges are filed, the University or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee).

**Student Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

**Organizational Behavior:**
Student groups are subject to the conduct expectations detailed throughout this policy. Any behavior, patterns of behavior, or information suggesting patterns of behavior that creates or contributes to the creation of hostile environment, retaliation, discrimination, or harassment will be investigated and could result in organizational and/or individual charges.

Any member of the University community may bring allegations against a student group/organization for violation of the Sexual Misconduct Policy. The University will conduct a preliminary investigation into an incident.

An investigation will be conducted to determine if the allegations have merit and have met the threshold (defined below) to move forward with charges. The Title IX Coordinator and the Director of Student Conduct, Rights and Advocacy may confer with the student group/organization’s advisor(s), international headquarters, and/or other faculty and staff with a relationship to the student group/organization to solicit advice and recommendations regarding the case. Ultimately, the University is responsible for determining if the organization and/or individuals will be charged and the process for adjudication. All sections of this policy apply to groups and organizations.

**Statement on Privacy:**
The University will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. Additionally, the University will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Complainant.

If the Victim requests anonymity or that the University not pursue an investigation, the University must balance this request in the context of its responsibility to provide a safe environment for all University community members. In cases where the University cannot respect the wishes of the Victim, the University will consult with the Victim and keep them informed about the University’s course of action.
If the report of misconduct discloses an immediate threat to the University campus community, where timely notice must be given to protect the health or safety of the community, the University will maintain the privacy of the Victim or Respondent’s identities, understanding that in a small community an alert may make members of the community feel known or singled out.

The University will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the University will inform the Respondent that Title IX prohibits retaliation and the University will take strong responsive action to protect the Complainant.

The University has designated the following individual(s) to evaluate requests for privacy once the University is aware of alleged sexual violence:

Dr. Kathleen Roberts, Senior Advisor to the President for Inclusive Excellence/Title IX Coordinator; Ann James, Senior Associate Dean and Director of Office of Student Conduct, Rights and Advocacy; or a trained designee

Investigation of Reports:

The University will take prompt action to investigate and adjudicate the complaint. However, if the student wishes to participate in a police investigation, the University may wait a reasonable amount of time (usually 7 to 10 business days) to allow the police to conduct initial fact finding and the gathering of evidence in the criminal investigation. The University Police Chief or designee and the Police Chief or designee may regularly confer on the status of an active investigation to ensure compliance with federal requirements while maintaining the integrity of any active criminal process.

The University’s goal is to complete the investigation within 60 days. However, there may be times where the process may take longer, and the University will communicate on an ongoing basis with the parties a realistic timeline, and the circumstances regarding the same.

Investigations will be conducted by one or more of the following: the University Police (NKUPD), an external investigator, or other investigator designated by the Dean of Students. This designee may be an employee of the University, an external investigator, or both. All reasonable efforts will be made to keep information private during the University’s investigation and adjudication of a complaint.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair. The NKUPD staff members who are responsible for these investigations have been trained on investigation, Title IX, LGBTQ concerns, and trauma informed training and are aware of this policy. As described in the Confidentiality section of this Policy, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The investigation is a process that involves obtaining and evaluating information given by persons having personal knowledge of the events or circumstances concerning the reported incident. This may include the collection of all statements (both oral and written), pertinent facts, and/or evidence. This process will be exhaustive and is likely to include the interviewing and re-interviewing of involved parties so as to ensure as much clarity around conflicting or differing statements as may be possible. The Dean of Students, Title IX Coordinator, or their
designees may refer an investigative report back to DPS for further follow-up, pending the availability of new information, for additional clarity regarding conflicting or inconsistent information/reports, or for any other reason necessary to ensure further clarity or strengthen the final report.

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered. The report will provide an assessment of reliability of the information, as well as a recommendation regarding potential policy violations.

**Threshold of Information:**

The Title IX Coordinator or designee will review the investigation report to make a determination on the threshold of information. The Title IX Coordinator may determine that there is sufficient information to proceed. If it is determined that the threshold has been reached, a notice of charge will be issued to begin the formal or informal conduct resolution process. If the Title IX Coordinator determines that this threshold has not been reached, the Complainant and Respondent will be notified in writing.

If it is determined that the threshold was not reached, the Complainant will have the opportunity to seek review by the Dean of Students by filing a written request for review within two (2) business days. The Respondent will be notified in writing of this request. The Dean of Students may affirm the threshold finding, reverse the finding, or request additional investigation, as warranted. If the Dean of Students agrees that a case does not reach the threshold for formal resolution, educational sanctions or informal resolution may still be implemented. This decision of the Dean of Students is final.

**Interim Measures:**

**Overview** – During the investigation and prior to the final determination, the University may take appropriate interim measures to protect the parties involved. A Complainant or Respondent may request an interim measure or other protection or the University may impose interim measures at its discretion to ensure the safety of all parties, the University community, and/or the integrity of the process. These actions are not a presumption of responsibility for violation of the Sexual Misconduct and Relationship Violence Policy. Interim measures may be imposed whether or not formal disciplinary action is sought by the Complainant or the University.

Interim measures may prevent a student from attending class and other University activities. Student Affairs will communicate with Academic Advising and a student’s faculty instructors and/or advisors at the request of the student to determine if alternate arrangements can be made to support a student’s completion of academic assignments.

The University will try to provide academic support where necessary. Academic support means that Student Affairs will communicate with Academic Advising or faculty on a student’s behalf. Faculty, however, work at their own discretion and, therefore, Student Affairs can make no guarantees that a student will receive the support they may desire. The Complainant and Respondent will be notified in writing of any or all interim measures.

**Types of Interim Measures:**
**Interim Separation** – In certain circumstances the Vice President of Student Affairs or designee, may impose an interim separation from the University at any point after a complaint has been filed. Interim separation may be imposed:

- during the investigatory stage to ensure the safety and well-being of members of the University community or preservation of University property;
- to ensure the student’s own physical or emotional safety and wellbeing; or,
- if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University or the investigation.

During the interim separation, a student shall be denied access to the residence halls and/or to the campus. Interim separation will not be placed on a student’s official, permanent academic record.

The interim separation does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing if required. However, the student should be notified in writing of this action and the reasons for the separation. The student will also be notified of the time, date, and place of a subsequent Student Conduct Review Board or Sexual Misconduct hearing, if applicable.

**Interim residential separation or residential relocation** – A student may be separated temporarily from University housing or temporarily reassigned to another residential location on campus. The student’s original housing location will be held until the process is over. It can be determined that residential relocation is a sanction when appropriate, and at that time the student will move permanently into a location determined by Residence Life.

**Class schedule changes** – Changes to a student’s class schedule may be made on a temporary basis in the event it is deemed appropriate by the Dean of Students or designee. Students may be sanctioned to a permanent change(s) through the normal adjudication process.

**Restrictions from University activities and/or facilities** – A student may be denied, on a temporary basis, participation in a university activity or privilege for which they may be otherwise eligible, as the Dean of Students or designee determine to be appropriate. Students may also be prohibited from certain facilities including, but not limited to, academic buildings, fraternities, athletic facilities and/or practice and competition spaces, and transportation services. Students may be sanctioned to a permanent restriction(s) through the normal adjudication process.

**Work or job assignment changes** – Changes to a student’s work or job assignment (including internships) may be made on a temporary basis in the event it is deemed appropriate by the Dean of Students or the Director of Student Conduct, Rights and Advocacy.

**No-Contact Directive** – The University may impose a No-Contact Directive in cases where an agreement cannot be reached or is not applicable. Generally, No Contact is defined as having no direct or indirect contact with another party or parties at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication, including, but not limited to,
Email, instant messaging text messaging, and all forms of social media. Verbal communication is understood to include phone calls and voice mail messages. A No-Contact Directive may include additional restrictions and terms. Violations of the No-Contact Directive will result in disciplinary action.

Informal Resolution:

A Complainant may elect to pursue an informal resolution to a sexual misconduct complaint. The Director of Student Conduct, Rights and Advocacy has the discretion to determine if it would be appropriate to resolve a complaint under this Policy through informal resolution. An informal resolution is designed to officially resolve complaints promptly, and with mutual approval of all parties involved.

Informal resolutions include, but are not limited to, online education courses, counseling sessions, other educational remedies or mediation of the complaint conducted by the Student Conduct, Rights and Advocacy Director and/or a designee of Student Affairs. Informal resolution may be used in certain cases involving sexual misconduct, such as non-consensual sexual contact, sexual exploitation, and sexually inappropriate behaviors. Informal resolution will never be used in cases involving allegations of sexual assault (including rape, fondling, incest, or statutory rape). Both the Complainant and Respondent must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the formal resolution process. Formal Resolution may not be initiated after the conclusion of Informal Resolution.

Outcomes of Informal Resolution:

At the conclusion of Informal Resolution, the Student Conduct Administrator or designated University administrator may propose a sanction agreed upon by the parties or may impose or continue a No-Contact Directive based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the University at the time of the Informal Resolution. Actions imposed by the Student Conduct, Rights and Advocacy Director and designated University administrator may include accommodations to living, academic courses, or employment; limitations of contact between the parties; and recommendation to counseling for the Respondent.

Election of Formal Resolution:

Except in cases where a Formal Resolution hearing has already been denied for not meeting the threshold, the University, Complainant, or the Respondent may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

Formal Resolution, Pre-Hearing Process:

After the Student Conduct Administrator, usually the Title IX Coordinator in such cases, charges a student with a potential violation of policy:

- The Student Conduct Administrator will contact the Complainant and Respondent where applicable, to go over details of the case and answer any questions concerning the process.
- The Complainant and Respondent will be asked to provide the Student Conduct, Rights and Advocacy Director with a list of witnesses (if there are any). Those witnesses will be
asked to provide statements. Character witnesses are not permitted as part of the hearing process.

- The Student Conduct, Rights and Advocacy Director will request the names of the Complainant’s and Respondent’s advisors. The advisors will be contacted by the Student Conduct, Rights and Advocacy Director to be certain that they understand their role in the hearing process. It is the student’s responsibility to meet with the advisor and to provide the advisor with hearing materials, if desired.

- The Student Conduct, Rights and Advocacy Director will be available to speak with the parent(s)/guardian(s) of the Complainant and Respondent to answer any questions about the process. It is the student’s responsibility to provide parent(s)/guardian(s) with copies of hearing materials, if desired. This information will not be provided by the Office of Student Conduct, Rights and Advocacy, Student Affairs, or University Police.

**Hearing Procedures:**

- The Student Conduct, Rights and Advocacy Director will produce written charges to be delivered to the Complainant and Respondent. The charge letter should indicate the elements of this policy that are alleged to have been violated. In addition to the formal charge letter, the Complainant and Respondent will receive copies of written statements provided by witnesses during the inquiry process (these may be received after the charge letter). The Complainant and Respondent will have 5 (five) calendar days from receipt of the charge letter and statements to submit a response to the Student Conduct, Rights and Advocacy Director to be shared with the Vice President of Student Affairs or designee.

- Adjudication of the Sexual Misconduct and Relationship Violence Policy will be conducted by the Vice President of Student Affairs. The Vice President of Student Affairs may select a designee or panel if the Vice President of Student Affairs chooses to do so. The Student Conduct, Rights and Advocacy Director will prepare a written report of the investigation for the Vice President of Student Affairs or designee (from here on referred to as Adjudicator).

- The Adjudicator will base their decision on the information available in the written report; interviews with the Complainant, Respondent, witnesses; and any other information that is deemed relevant and pertinent to the case. In the event the Adjudicator wishes to meet with the Respondent or Complainant, the Respondent and Complainant will not be in the same place at the same time. Additional investigation may be conducted at the discretion of the Student Conduct Administrator at the request of the Adjudicator.

- The standard of proof that the Adjudicator will utilize is **preponderance of information**. The preponderance standard means that the Adjudicator finds it **is more likely than not** that the Respondent is responsible or not responsible for a violation of this policy based on the information presented to the Adjudicator.

- The Respondent and Complainant will be notified in writing of the decision made by the Adjudicator within five (5) business days of the hearing. This notification to both Respondent and Complainant(s) will be done at the same time, or as close to the same time as possible. If the Complainant is deceased, the next of kin will receive results of disciplinary proceedings.

- A student found responsible for violating this policy may be assigned sanctions that include, but are not limited to, expulsion, suspension, or probation. For a full list of sanctions, see the “Sanctions” section below.
The imposition of sanctions will take effect immediately and will not be delayed pending the resolution of the appeal.

Appeals:

Reasons for appeal – The Respondent or Complainant may appeal a decision in a case for the following reasons:

- **Unreasonable Sanction** – to determine whether the magnitude of the sanction(s) imposed was unreasonable for the violation of policy for which the student was found responsible;
- **Procedural Error** – to determine procedural error or absence of conformity with proscribed procedures during the investigative stage or any stage of the process (including an error during the hearing) preventing either the Complainant or Respondent a reasonable opportunity to prepare and present information to the investigator; and
- **New Information** – to determine new information is discovered that was not available at the time of the investigative process and could have affected the outcome of the case.

Note: Appeals granted for “Unreasonable Sanction” will be referred to an Appeals Board. Appeals granted for reasons “Procedural Error” or “New Information” will go back to the original Adjudicator, unless an error during the hearing influenced the outcome.

The Complainant would have the right to appeal in the case that the Respondent was found “Not Responsible,” if there were a procedural error or if new information has been discovered. If students indicate one basis for appeal that would send the case back to the original adjudicator and another ground for appeal that involves an Appeals Board, then both conditions for appeal would be heard by the Appeals Board. If both or all students appeal and any ground for appeal involves an appeal of sanction, then all grounds for appeal would be heard by the Appeals Board.

**Appeal Process**

1. **First Appeal**
   The Department Chair, Program Director or his/her designee shall meet with the student within five (5) working days after receipt of the appeal. The Department Chair or Program Director will notify the student of his/her decision in writing within five (5) working days of the meeting with the student unless further investigation is necessary. The Department Chair or Program Director will forward a copy of the written decision to the instructor and the Academic Dean (or his/her designee), the Dean of Students, and will retain a copy in the department files.

2. **Second Appeal**
   If the student is dissatisfied with the decision of the Department Chair or Program Director, the student may appeal to the Academic Dean or his/her designee by submitting a written request of appeal within five (5) working days after receipt of the Department Chair's or Program Director's decision. The Academic Dean or his/her designee's decision will be based on the written appeal and related
documents received from the student and the written decision and any related documents submitted by
the Department Chair or Program Director. If the appeal is based on new information that could
reasonably change the outcome of the hearing or the imposed sanction, the Academic Dean may send
the entire case back to the Department Chair or Program Director for reconsideration. The Academic
Dean or his/her designee will notify the student of his/her decision in writing within five (5) working days
of receipt of the appeal. The Academic Dean or his/her designee will forward a copy of the decision to
the Department Chair or Program Director, the Dean of Students and the instructor. In classroom-
related disciplinary appeals, the Academic Dean's decision shall be final and binding. There shall be no
further appeal.

**Student Academic Grievance Process**

When a student believes that an instructor has violated his/her rights in the classroom (e.g., failure to follow
stated grading policy or other procedures and objectives as outlined in the syllabus, discrimination in evaluation
of individual achievement, illegal discrimination or harassment) the student should adhere to the following
procedure:

1. **Grievance Procedure**
   The student will discuss the matter with the course instructor within five (5) working days of the
   incident. If the student is unable to contact the instructor, he/she is to seek the aid of the Department
   Chair or Program Director in contacting the instructor. The student will provide the instructor with a
   written statement that expresses his/her concern in very specific terms. The instructor will meet with
   the student to discuss the matter within five (5) working days after receipt of the written
   statement. The instructor will respond in writing to the student within five (5) working days following
   the meeting with the student. This written communication will also be forwarded to the appropriate
   Department Chair or Program Director.

2. **Appeal Process**
   If the student disagrees with the instructor's decision, he/she must submit a letter of appeal, based on
   the approved "grounds for appeal" to the Department Chair or Program Director within five (5) working
   days after receipt of the instructor's response.

**Grounds for appeals**

An appeal must meet one or more of the following grounds to be considered:

1. A significant procedural error was made during the grievance process, including but not limited to
   failure to hold an administrative meeting, notice of the alleged violation, and/or no opportunity to
   present evidence.
2. A sanction was not appropriate to the violation, and/or the sanctions were grossly disproportionate.
3. A finding was not supported by evidence, and/or significant information is presented on appeal that was
   not available at the time of the hearing or could not have been obtained despite the student’s exercise
   of reasonable diligence which materially affects the finding sanctions.

**Appeal Process**
1. First Appeal
   The Department Chair, Program Director or his/her designee shall meet with the student within five (5) working days after receipt of the appeal. The Department Chair or Program Director will notify the student of his/her decision in writing within five (5) working days of the meeting with the student. The Department Chair or Program Director will forward a copy of the written decision to the instructor, the Academic Dean (or his/her designee), the Dean of Students, and will retain a copy in the department files. In a case involving a graduate student, the Graduate Student Code of Conduct shall be followed.

2. Second Appeal
   If the student is dissatisfied with the decision of the Department Chair or Program Director, the student may appeal to the Academic Dean or his/her designee by submitting a written request of appeal within five (5) working days after receipt of the Department Chair's or Program Director's decision. The Academic Dean or his/her designee's decision will be based on the written appeal and related documents received from the student and the written decision and any related documents submitted by the Department Chair or Program Director. If the appeal is based on new information that could reasonably change the outcome of the hearing or the imposed sanction, the Academic Dean may send the entire case back to the Department Chair or Program Director for reconsideration. The Academic Dean or his/her designee will notify the student of his/her decision in writing within five (5) working days of receipt of the appeal. The Academic Dean or his/her designee will forward a copy of the decision to the Department Chair or Program Director, the Dean of Students and the instructor.

3. Third Appeal
   If the student is dissatisfied with the decision of the Academic Dean, the student may appeal to the College's Academic Appeals Panel by submitting a written request of appeal in care of the Academic Dean within five (5) working days after receipt of the Academic Dean's decision. Within five (5) days of receipt of the student's written appeal, the Academic Dean will convene an Appeals Panel to consider the appeal.

The College's Academic Appeals Panel will consist of:

a. Two faculty members chosen by the Academic Dean at the beginning of the academic year. These choices will be made from a group comprised of one representative from, and chosen by, each department responsible to the Academic Dean.

b. One faculty member chosen by the Academic Dean from the college in which the appeal was initiated. Should this department already be represented on the panel, the Academic Dean will select the third faculty panel member from the original group of department representatives referenced above. The faculty member whose decision is in question may not sit on the panel. Other panel members will be excused when a conflict of interest exists.

c. Two students. These panel members, plus an alternate, will be chosen from the academic college by the Academic Dean at the beginning of the academic year. If these students are unavailable, the Dean will select two student panel members and an alternate student to serve on the committee. The student initiating the appeal may not sit on the panel. Student panel members will be excused when a conflict of interest exists.

The Academic Dean will convey to the appeals panel the entire file of the case. The College's Academic Appeals Panel shall first determine if the student's case meets any of the grounds for appeal. If the panel determines
that the appeal does not meet any of the enumerated grounds of appeal, then the appeal will not be considered. The ruling of the Appeals Panel that the case lacks grounds for appeal is final. The Academic Panel will notify the Academic Dean of this finding. The Academic Dean or his/her designee will forward a copy of the Appeals Panel's decision to the student, Instructor, Department Chair, and Sr. Associate Dean of Students.

If the College's Academic Appeals Panel determines that the case meets any of the grounds for appeal, the panel will proceed to a full hearing of the appeal. A full hearing may include collection of evidence by the College’s Academic Appeals Panel through research and interview. Insofar as possible, all persons directly involved in the appeal will cooperate by requests for information. Both the faculty member and the student have the right to engage the College's Academic Appeals Panel. All information relevant to an appeal will be held in strict confidence during the appeal process and upon its conclusion. The College's Academic Appeals Panel will provide a written report of its decision to the Academic Dean within five (5) working days of the formal hearing. The Academic Dean will send notification of the College's Academic Appeals Panel's decision to the student, instructor, Department Chair and Sr. Associate Dean of Students. In the student grievance process for academic appeals, the College's Academic Appeals Panel's decision shall be final and binding. There shall be no further appeal.

H. Student Honor Code: Cheating & Plagiarism

1. Preamble
   This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

   The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code.

2. Standards of Academic Conduct and Integrity and Consequences for their Violation

   1. A student at Northern Kentucky University shall not:
      
      a. Engage in any conduct involving academic deceit, dishonesty, or misrepresentation.
      
      b. Give, receive, or use unauthorized or prohibited information, resources, or assistance on an examination, assignment, or graduation requirement.
      
      c. Commit plagiarism (e.g., representing another's work, in whole or in part, as one's own) on any examination, assignment or graduation requirement (including those involving use of the web, internet or other electronic resources).
d. Write, take, research, develop, prepare, or create an examination, assignment, or graduation requirement for another student, in whole or in part.

e. Submit an examination, assignment, or graduation requirement written, taken, researched, developed, prepared, or created by another person, in whole or in part.

f. Submit an examination, assignment, or graduation requirement that the student has or will submit for credit in another course, without express approval from the professors in each of the courses.

g. Prevent or interfere with the use by other students of any library, laboratory, studio, field, or other course-related resource; or

h. Damage or impair any library, laboratory, studio, field, or other course-related resources or another student's completed assignments.

NOTE: These prohibitions shall not preclude a professor or department from assigning team projects, cooperative efforts, and other similar activities in a course or for a graduation requirement and are subject to modification in order to adhere to the NKU Policy on Accommodations for Students With Disabilities.

2. A student who violates one of the above provisions will be identified to the Department Chair, Program Director, Academic Dean, and Dean of Students. The student may also be subject to one or more of the following consequences:

a. for the first violation, any one or a combination of the following:
   i. Faculty imposed sanction(s) as outlined in the course syllabus;
   ii. An oral admonition or reprimand;
   iii. A written admonition or reprimand;
   IV. A reduction in the grade or a grade of "F" in the course, examination, or assignment;
   v. Expulsion from the course.

b. For multiple violations of the above provisions, where suspension or expulsion from the University may be warranted, the case will be referred to the Dean of Students Office.

3. Academic Departmental Procedure

A. A course instructor who has sufficient information to believe that a student has violated the Honor Code shall notify the student within five (5) working days from the date of discovery of the alleged violation unless extenuating circumstances apply. If grades must be turned in during the meantime, the
instructor shall give the student a grade of incomplete.

B. The instructor may take action as described in H.2. 2. and shall report the incident and sanctions in writing within five (5) working days to the student, Department Chair or Program Director, and Academic Dean or Vice Provost. An instructor is not required to report the incident or take any action if, in his/her professional judgment, the student's conduct should be dealt with outside the Honor Code as an academic or administrative matter, and the conduct is so dealt with promptly.

C. If the student disagrees with the instructor's decision, the student may appeal in writing to the Department Chair or to the Program Director within five (5) working days of receipt of the decision of the instructor. If the appeal is not requested in the time allotted, the instructor's action shall be final and binding. If the student's written appeal is received by the Department Chair or Program Director within five (5) working days of receipt of the instructor's decision, the Department Chair or Program Director will meet with the student within five (5) working days of receipt of the appeal. The Department Chair or Program Director will notify the student of his/her decision in writing within five (5) working days of the meeting. The Department Chair or Program Director will forward a copy of the written decision to the instructor, Academic Dean (or his/her designee), Sr. Associate Dean of Students and will retain a copy in the department files.

D. If the student is dissatisfied with the decision of the Department Chair or Program Director, the student may appeal to the Academic Dean, or if no Academic Dean exists to the Vice Provost for Academic Affairs or his/her designee by submitting a written request of appeal within five (5) working days after receipt of the Department Chair's or Program Director's decision. The Academic Dean or Vice Provost or his/her designee will notify the student of his/her decision in writing within five (5) working days of the appeal. The Academic Dean or Vice Provost or his/her designee will forward a copy of the decision to the Department Chair or Program Director, Sr. Associate Dean of Students and the instructor.

E. If the student is dissatisfied with the decision of the Academic Dean or Vice Provost, the student may appeal to the Academic Appeals Panel by submitting a written request of appeal in care of the Academic Dean or Vice Provost within five (5) working days after receipt of the Academic Dean's or Vice Provost's decision. Within five (5) days of receipt of the student's written appeal, the Academic Dean or Vice Provost will convene an Appeals Panel to consider the appeal.

The Appeals Panel will consist of:

a. Two faculty members chosen by the Academic Dean or Vice Provost at the beginning of the academic year. These choices will be made from a group comprised of one representative from, and chosen by, each department responsible to the Academic Dean or Vice Provost.

b. One faculty member chosen by the Academic Dean from the college or Vice Provost from the program in which the appeal was initiated. Should this department or program already be represented on the panel, the Academic Dean or Vice Provost will select the third faculty panel member from the original group of department or program representatives referenced above. The faculty member whose decision is in question may not sit on the panel. Other panel members will be excused when a conflict of interest exists.
c. Two students. These panel members plus an alternate will be chosen from the academic college by the Academic Dean or Vice Provost from the department or program at the beginning of the academic year. If these students are unavailable, the Academic Dean or Vice Provost will select two student panel members and an alternate student to serve on the committee. The student initiating the appeal may not sit on the panel. Student panel members will be excused when a conflict of interest exists.

The Academic Dean or Vice Provost will convey to the Academic Appeals Panel the entire file of the case. If the Academic Appeals Panel determines that the case meets any of the grounds for appeal, the panel will proceed to a full hearing of the appeal within a reasonable time period (not to exceed 20 working days). A full hearing may include collection of evidence by the Appeals Panel through research and interview. Insofar as possible, all persons directly involved in the appeal will cooperate by honoring the panel's requests for information. Both the faculty member and the student have the right to engage the Appeals Panel. All information relevant to an appeal will be held in strict confidence during the appeal process and upon its conclusion. The Appeals Panel will provide a written report of its decision to the Academic Dean or Vice Provost within five (5) working days of the formal hearing. The Academic Dean or Vice Provost will send notification of the Appeals Panel's decision to the student, instructor, Department Chair or Program Director and Sr. Associate Dean of Students.

F. Except in cases of suspension or expulsion, the Academic Appeals Panel's decision shall be final and binding. There shall be no further appeal. In cases of suspension or expulsion, the student may decide to accept responsibility for the violation(s) but wish to appeal the sanction of suspension or expulsion. In such cases, the student may avoid meeting with the Academic Appeals Panel and file an appeal to the Vice President for Academic Affairs/Provost limited to the question of suspension or expulsion.

G. An appeal to the Vice President for Academic Affairs/Provost limited to the question of suspension or expulsion must be in writing and must be submitted within five (5) working days of the student's receipt of the decision of the Appeals Panel. The Academic Dean or Vice Provost will forward the entire file to the Provost's office at the time the appeal is made. The Provost will review the appeal within five (5) working days of receipt of the file, and determine whether to uphold the recommended sanction or to recommend a lesser sanction. The Provost will notify the student, Academic Dean or Vice Provost and Sr. Associate Dean of Students of his/her decision in writing.

H. If the student disagrees with the decision of the Vice President for Academic Affairs/Provost, he/she may appeal to the Board of Regents by submitting a written statement of appeal to the Academic Dean office within five (5) working days after receipt of the Vice President for Academic Affairs/Provost's decision. The Board will review the file and determine whether to approve, reject, or modify an earlier decision or the consequences recommended or imposed. The decision of the Board of Regents will be final and the sanction(s) imposed will stand. The Board will inform the Academic Dean or Vice Provost of their decision in writing, and provide these findings and sanctions to the student in writing within five (5) working days following the Board of Regents Meeting. The Academic Dean or Vice Provost shall implement the decision of the Board.

4. Grounds for appeals
An appeal must meet one or more of the following grounds to be considered:

1. A significant procedural error was made during the disciplinary process, including but not limited to failure to hold an administrative meeting, notice of the alleged violation, and/or no opportunity to present evidence.

2. A sanction was not appropriate to the violation, and/or the sanctions were grossly disproportionate.

3. A finding was not supported by evidence, and/or significant information is presented on appeal that was not available at the time of the hearing or could not have been obtained despite the student's exercise of reasonable diligence which materially affects the finding sanctions.

**Employee/Faculty Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking**

**General Standards of Conduct:**

Northern Kentucky University is committed to operating with integrity and in compliance with all applicable federal, state and local laws, regulations, and policies. Additionally, all employees are expected to conduct themselves honestly and with a high degree of personal integrity. The mutual respect and collegiality that is gained as a result of adherence to these high standards encourages a positive and productive work environment. This not only involves sincere respect for the rights of others, but also requires that employees refrain from behavior in both their professional and personal lives, that might be harmful to themselves or their coworkers and/or the University. To maintain the integrity of Northern Kentucky University and to protect the rights of its employees, its students, and the University itself, employees are expected to conduct themselves honestly, professionally, and ethically at all times.

Additionally, to make the University a safe and pleasant place to work, every employee is expected to observe certain standards of conduct. Certain conduct is of such serious nature that immediate dismissal may be warranted without prior warning or discipline. Examples of such conduct are as follows: gross insubordination; dishonesty; stealing property or merchandise belonging to the University, its suppliers, students, or other employees; private financial relations with customers or suppliers; deliberate damage to University property; fighting; falsifying or causing to be falsified information on an employment application, time card, or other University documents; unlawful possession, use, or distribution of alcohol; intoxication; the illegal use, sale, manufacture, possession or distribution of drugs or narcotics; sexual misconduct, other inappropriate sexual conduct, illegal harassment and/or discrimination; the possession or use of firearms or other weapons on University premises, including in employees' own vehicles; or the use or threat of violence. The specific conduct described in this section does not include all of the possible grounds for discipline or discharge.

These descriptions are intended as illustrations of the types of conduct that must be avoided for the good of our employees, students, visitors, and the University itself.
Because these rules are essential to our most important function - high quality service to our students - as well as to the efficient operation of our business, the provisions of this section will be promptly and fairly enforced. We appreciate the cooperation of every employee in the careful observance of these standards of conduct.

**Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior:**

All members of Northern Kentucky University have the right to work and study in an environment free of discrimination, including freedom from sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and other sexually inappropriate behavior. The intent of this policy is to foster responsible behavior in a working and academic environment free from discrimination and harassment. Thus, Northern Kentucky University strongly disapproves of and forbids the sexual harassment of employees or students, and will not tolerate sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and other sexually inappropriate behavior.

Sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and other sexually inappropriate behavior as defined by this policy is prohibited when it involves any member of the campus community:

- towards a faculty member or employee by a faculty member or employee
- towards a student by a faculty member or employee
- towards a faculty member or employee by a student
- towards a student by a student
- towards a faculty member or employee or student by a visitor or guest of the University.

All members of the faculty, administration and support staff who have information regarding, are witness to, or become aware of by any means any form of sexual harassment, sexual misconduct, inappropriate sexual behavior, dating violence, domestic violence, stalking and/or criminal activity, are required to report the incident as outlined in these policies.

**Other Forms of Harassment/Discrimination:**

Employees are expected to maintain the highest degree of professional behavior. All harassment or discrimination by employees is strictly prohibited. Further, harassing or discriminatory behavior of non-employees directed at University employees or students also is condemned and will be promptly addressed.

Discrimination occurs when race, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, marital status, disability, religion, veteran status, age, or any protected status is used as (inappropriate) irrelevant criteria for action. Discrimination is particularly condemned when it exploits and jeopardizes the trust that should exist among members of an educational institution. To preserve a work and study atmosphere that fosters such trust, the University affirms the principle that students, faculty, and staff must be treated equitably and evaluated on the basis of merit rather than irrelevant criteria. When a person intentionally or inadvertently abuses the power and authority inherent in their position, there can be negative consequences both to the individuals involved, as well as to the educational and working environment of the University.

Discrimination also includes harassment. Harassment may be based on a person’s race, color, national or ethnic
origin, sex, sexual orientation, gender identity or expression, marital status, disability, religion, veteran status, age, or any protected status. It includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons. In some cases, the conduct may be such that it is clear that it is directed against a particular person or persons, even though the person(s) may not be explicitly identified.

Examples of unacceptable behavior include, but are not limited to, the following:

- physical, emotional, or mental abuse
- racial, religious, ethnic, or gender-based or sexual insults
- derogatory ethnic, religious, or sexual jokes or slurs
- unwelcome sexual comments or advances
- taunting intended to provoke an employee
- requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, or compensation
- unwanted physical contact such as pinching, grabbing, rubbing, etc.; stalking, bullying, cyber-bullying, etc.

All members of the faculty, administration and support staff who have information regarding, are witness to, or become aware of by any means any form of harassment or discrimination are required to report the incident.

**Reporting of Prohibited Conduct, Harassment and Discrimination Violations:**

Any employee or faculty member who believes he or she has been a victim of any form of prohibited conduct, harassment, or discrimination in any form should bring the matter to the Human Resources Office.

All members of the faculty, administration, and all support staff are required to report incidents of prohibited conduct, harassment, and/or discrimination, including sexual harassment and gender discrimination, sexual misconduct, relationship violence and sexually inappropriate behavior, that they observe, that they are informed about, or of which they become aware by any means to Human Resources.

**Investigation of Reports:**

All concerns will be taken seriously and directed to an intake office of the University, which will then inform the alleged respondent about the University’s policy regarding such behavior, and advise the respondent that retaliation is prohibited.

The University’s Title IX Coordinator will be notified of all Title IX/VAWA related claims. In those cases, the Title IX Coordinator will determine to whom to assign the responsibility to investigate. The investigation will typically involve interviewing the individual who believes they have been harassed; interviewing the individual who has been accused; and interviewing any witnesses or those who are believed to have relevant information about the claim. The individual being accused generally has the right to know who has made an allegation against them. The supervisor of an employee making a claim and the supervisor of an employee being named in a claim may be notified of the claim, only if appropriate.

**Review:**

When the individual making a claim or the accused is a member of the faculty, the investigation will normally be assigned to the Provost Office. Generally, the Vice Provost will conduct the investigation with Human
Resources, meeting with the individual making the claim, the individual who has been accused, and any witnesses or those who may have relevant information. Any corrective action toward a faculty member will be determined based on procedures set forth in the Faculty Handbook.

When a claim involves an employee of the University other than a faculty member, the investigation will typically be assigned to a Co-Director of Human Resources. The Title IX Coordinator may delegate responsibility for the investigation to another member of the professional staff or person(s) authorized by the University as appropriate. Any corrective action toward a member of the professional staff will be based on standard University procedures. The University, in its sole discretion, makes disciplinary decisions.

Student complaints about a faculty member or another employee of the University will be reviewed by either the Vice Provost (in the case of a faculty member) and the Title IX Coordinator or a designee of Human Resources (in the case of an employee).

Faculty or staff complaints about a student will be reviewed by the Title IX Coordinator or trained designee. The judicial procedures for sexual harassment grievances are outlined in the Student Code of Conduct.

Student complaints about other students will be reviewed and investigated per the Sexual Misconduct Policy by the Title IX Coordinator or Director of Student Conduct, Rights and Advocacy. The judicial procedures for sexual harassment grievances are outlined in the Student Code of Conduct.

During the course of an investigation, the individual conducting the investigation may consult with or notify the University President, the Provost, the Vice President of Student Affairs, the designee of Human Resources, the Chief of Police, and/or another administrator or outside legal counsel as appropriate.

Confidentiality will be maintained throughout the investigation to the extent practicable and consistent with the University’s need to undertake a full and impartial investigation. Only those with a business need-to-know will be involved in the investigation.

In cases involving an issue or concern outlined in the Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior Section only, both the Complainant and/or the Respondent may have an advisor of their choice present during the investigation.

The role of an advisor is to support the Grievant/Respondent, but the advisor may not represent the Grievant/Respondent during the investigation. The Grievant/Respondent may speak quietly with their advisor or request a short break in order to speak.

Employees questioned by the University during the course of an investigation are expected to provide their full cooperation. In turn, it is the expectation of the University that all those involved in an investigation, including the individual making the claim, the individual who has been accused, and any witnesses will be treated with dignity and respect during the course of the investigation.
If criminal conduct has been alleged, the claimant may elect to file a complaint with the appropriate authorities. The University will conduct its own investigation, even if a criminal investigation occurs.

The University will normally conclude its investigation in a period of 60 days or less. In rare cases where the matter presents particular complexities or the unavailability of witnesses, the time period may be extended. All investigations will offer an equal opportunity for the accuser and the accused to present relevant witnesses and other evidence. At the conclusion of the investigation, appropriate administrators of the University will determine whether a violation of this policy occurred using a “preponderance of the evidence” standard. This means that, based on the totality of the evidence, harassment more likely than not occurred (not a “clear and convincing evidence” standard).

The individual making the complaint, as well as the alleged offender, will be apprised of the outcome of the investigation in writing. The University Grievance Procedure is available to employees after a determination has been made by the appropriate administrator as discussed above (as long as it meets one of the three grounds identified in the policy).

If harassment or other violation is found to have occurred, immediate and appropriate action will be taken to stop the harassment or other violation, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Where a Respondent has been found responsible, the University will take appropriate actions, which may include disciplinary and corrective actions designed to prevent future occurrences. Sanctions may be issued individually, or a combination of sanctions may be imposed. The determination of sanctions is based upon a number of factors, including: the nature, severity of, and circumstances surrounding the violation; the harm suffered by the Complainant; any ongoing risk to either the Complainant or the community posed by the Respondent; the impact of the violation on the community, its members, or its property; any previous disciplinary history; previous complaints or allegations involving similar conduct; and any mitigating or aggravating circumstances. Disciplinary measures may consist of actions including verbal warning, written warning, last chance agreement, suspension without pay, or possible termination of employment. Employees found responsible for incidents of sexual violence or assault will receive a more significant sanction, up to and including termination. The determination of sanction is made by a designee of Human Resources. Faculty disciplinary matters will be handled per procedures outlined in the Faculty Handbook.

In appropriate cases, the University may determine that the misconduct was motivated by bias, insofar as a Complainant was selected on the basis of their race, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, gender identity, age, veteran’s status, marital/family status, genetic information, or disability.

Where the University determines that the misconduct was motivated by bias, the University may elect to increase the sanction imposed as a result of this motivation. Disciplinary sanctions may range from probation to permanent separation from the University. They may also include any educational, remedial, or corrective actions as warranted. Sexual assault allegations cannot be resolved through any voluntary or informal process.
Notice of Outcome and Sanction:
The University will communicate the outcome and any sanction(s) to the Complainant and Respondent. Generally, the outcome of the formal process will be final and communicated to the parties within five (5) business days from the date of the final determination and will be provided in writing.

Grievance Procedure:
This University Grievance Procedure is available to employees after a determination has been made by a University administrator as discussed herein.

Purpose – The University Grievance Procedure exists as a means to contest a determination that has been made regarding an alleged violation of the University’s Harassment and Discrimination-Free Workplace Policy, including any Title IX related claims.

What Categories are Not Covered by the University Grievance Appeal Procedure:
The University Grievance Appeal Procedure does not apply to issues concerning compensation, classification, work standards, other University Policies, matters that are beyond the control of jurisdiction of the University, or any disciplinary matter or termination unless the employee believes that such actions were the result of unlawful discrimination or harassment.

Additionally, dismissal of a faculty member for cause, non-reappointment of a non-tenured faculty member, or tenure/promotion issues may not be addressed with the University Grievance Appeal Procedure. These faculty issues, which may be addressed using procedures found in the Faculty Handbook, are under the purview of the Peer Review Committee, a faculty committee that is distinct from the other Grievance processes.

Notification to Victims of Crimes of Violence
The University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the University against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION
The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the Commonwealth of Kentucky, information regarding registered sex offenders who are subject to community notification may be obtained from the Kentucky State Police. Information regarding registered sex offenders who are affiliated with the University may be accessed through http://police.nku.edu/JeanneCleryAct/sexoffenders.html. The Kentucky State Police Sex Offender Registry
(SOR) is located at: http://kspsor.state.ky.us/. This website provides sex offender and criminal offender registration information to the public through this website. The intent of this site is public safety and awareness. This database is made available to alert possible victims of potential danger, not to punish or embarrass offenders.

**TRAINING OF RESIDENCE HALL STAFF**

The University Police Chief, Lieutenant, Housing Director, and Safety and Emergency Management provide annual security and life safety training. This training minimally includes: introduction of officers, description of services offered, instruction on fire safety hazards and building evacuation, instruction on the emergency operations plan and emergency notification system, training related to the Clery Act and Campus Security Authorities (CSA), Title IX Awareness training, and general information on requesting emergency assistance from University Police.

Other related training conducted for the Resident Assistants by members of University includes: locking buildings, responding to fire alarms, and other crisis response procedures. Several times each academic year, University Police officers are invited into each traditional residence hall to conduct informal meetings with students on security and enforcement procedures.

**WEAPONS POLICY**

Northern Kentucky officers are armed and do carry firearms, Tasers, asps, handcuffs, and pepper spray. Outside law enforcement personnel who are authorized to possess weapons may do so within the scope of their authority. No other persons are permitted to possess weapons on University property, even if such weapons are legally registered.

Northern Kentucky University is committed to maintaining a safe and secure environment that supports the academic mission of the university. According to the NKU Firearms, Explosives, Deadly Weapons and Dangerous Instrumentalities policy, members of the NKU community, including students, faculty, staff, as well as visitors to any NKU campus location, are prohibited from possession firearms, explosives, weapons, or any item that may be construed as such, on the premises of the University or in any building under university control. There are some limited exceptions to this policy; for example certified and licensed law enforcement personnel who are authorized to carry a firearm are permitted to do so while on NKU property.

All members of the NKU community should refer to the Firearms, Explosive, Deadly Weapons and Dangerous Instrumentalities Policy, which is available at the University’s Compliance Office website located at http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Administrative-Regulations/Firearms%2C%20Deadly%20Weapons%2C%20and%20Dangerous%20Instrumentalities.pdf.
MISSING STUDENTS

If a member of the University community has reason to believe that a student who resides in on-campus student housing is missing, they should immediately notify University Police at: 859-572-5500. University Police will generate a Missing Person report and initiate an investigation.

It is the policy of the University to provide all students residing in on-campus housing the option of providing a confidential contact person to be notified by the University in the event that the student is determined to be missing for a period of more than 24 hours.

Students under the age of 18, who are not emancipated individuals, shall be advised that the University is required to notify the student’s custodial parent or legal guardian within 24 hours after the Northern Kentucky University Police or another law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any contact persons designated by the student.

If a member of the Northern Kentucky University Community has reason to believe that a student who lives on campus is missing, or receives a report of a missing student, he or should immediately notify the University Police at (859)572-5500. In the event of another University office receives a report of a missing NKU campus student, that office is responsible for notifying the Northern Kentucky University Police. Upon receipt of a notification of a missing student, the Northern Kentucky University Police will make the determination as to whether a student is missing. The University Police will make all possible efforts to locate the student and investigate to the student’s state of health and well-being. This investigation will be in collaboration with the Dean of Student’s Office and University Housing. University officers will contact friends, associates and/or employers of the student while attempting to locate them. The University Police will notify all necessary law enforcement agencies to assist in the location of the missing student.

If, after the investigation, the University Police determines that the student has been missing for more than 24 hours, the University shall notify the student’s emergency contact no later than 24 hours after the student is determined missing. If the student is under the age of 18, and is not an emancipated individual, the university shall notify the student’s parent or legal guardian no later than 24 hours after the student is determined missing.

Upon determination that a student has been missing for more than 24 hours, the Northern Kentucky University Police will notify the appropriate University officials. Nothing in this policy is intended to preclude the University from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that a student is missing.

If not located, the Northern Kentucky University Police will file a Missing Persons Report with the Commonwealth of Kentucky and contact any emergency contact persons listed. A copy of the missing persons
report will be forwarded to the National Center for Missing Children within one business day of filing of the report. The University Police will continue to open an investigation and advise the local law enforcement.

This policy describes the official notification procedures of the University for missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act (HEOA). The full text of the University Policy is available at http://policy.nku.edu/content/dam/policy/docs/a-through-z-policy-finder/Missing%20Student%20Notification%20Policy%203-4-11.pdf.

**EMERGENCY MEDICAL RESPONSE PROCEDURES**

Students, faculty, staff, and guests should report any emergency medical situations to University Police immediately at: (859) 572-7777 or by dialing 911.

University Police uniformed patrol supervisors and officers are certified first responders and are trained to provide medical assessment and emergency care. University Police can summon an ambulance.

**CRIME PREVENTION, FIRE SAFETY, AND SAFETY AWARENESS PROGRAMMING**

Northern Kentucky University offers many programs designed to inform students and employees about campus security procedures and practices. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Crime prevention programs on personal safety and security are sponsored by various campus organizations throughout the year. These programs include general crime prevention and security awareness programs, such as safety education forums, programs, and discussions about topics such as alcohol abuse, sexual assault awareness and prevention, relationship violence awareness and prevention, bystander intervention, fire safety, emergency response and evacuation procedures, and theft prevention. University Police, Residence Life, Student Affairs, Student Conduct, Rights and Advocacy, and the Title IX officer participate in forums, panels, meetings, and programs in residence halls and fraternities to explain University security, campus safety, and fire safety measures and procedures at Northern Kentucky University with all incoming students during the fall orientation program.

These crime prevention and security awareness themes are additionally reviewed as part of the University Police’s community policing liaison program with sororities, fraternities, first-year residents, and other key student groups and organizations. New-employee orientation includes the distribution of crime prevention and fire safety materials to all new employees during scheduled orientation sessions throughout the year.
ANNUAL FIRE SAFETY REPORT

General Residence Hall Fire Safety:

All of Northern Kentucky University’s on-campus residential student housing facilities are completely covered by integrated automatic sprinkler and fire alarm systems, which are monitored twenty-four hours a day, seven days a week by University Police Dispatch Center. All required life safety equipment including portable fire extinguishers, emergency lighting, emergency exit signs, fire rated doors and stairways, and emergency phones are inspected on a regular basis to ensure that these systems are in working condition. Fire alarm systems are tested annually by a licensed contractor. Automatic sprinkler systems, including all valves, flow alarms and fire pumps, are tested annually by personnel from the Kentucky Fire Marshal’s office.

Each resident is given a copy of the Residence Halls Guidebook for Residents, which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. All dormitory rooms connected to an interior hallway have an emergency evacuation map installed on the inside of the front door. Fire drills are conducted each semester by the Safety and Emergency Management.

Fires should be immediately reported to University Police (NKUPD). If a member of the Northern Kentucky University community finds evidence of a fire, even if extinguished, the community member should immediately notify NKUPD to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, they should not touch the trashcan, and should report the incident to NKUPD immediately and wait for an officer’s response.

Fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon activation. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building. NKUPD can work with other University offices to levy fines and penalties upon individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety!

NKUPD publishes this fire safety report as part of its annual Clery Act Compliance document, via this annual report, which contains information with respect to the fire safety practices and standards for Northern Kentucky University. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. The compliance document is available for review 24 hours a day on the NKUPD and Safety and Emergency Management websites. A physical copy may be obtained by making a request to Safety and Emergency Management (859-572-6522) or by visiting in person at MA 134.

Procedures for Students and Employees in the Event of a Fire:
Find nearest pull station and sound central alarm, or call 911, or contact NKUPD directly at: (859) 572-7777.
• Shut all doors and windows in the vicinity of the fire
• Leave the building through the nearest exit
• Do not use the elevators
• Do not run
• If there is smoke in area, keep low to the floor
• Try to exit the room, feel the doorknob
  – If it is hot, do not open the door
  – If the doorknob is not hot, brace yourself against the door and crack it open
  – If there is heat or heavy smoke, close the door and stay in your room
• Don’t panic
• Seal up the cracks under the door with sheets, or towels.
• If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation
• Hang a sheet or towel from the window to announce that you are in your room.
• Call NKUPD at: (859) 572-7777. Be sure to give your room number and your location.
• If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face.
• Close all doors.
• If in exiting the building you are blocked by fire, go to the safest fire-free area, or stairwell. If a phone is available call NKUPD; or find a window, and signal that you are still in the building.

Student Residence Hall Fire Evacuation Procedures in the Event of a Fire:
• The fire alarm system should be used to evacuate a building(s) if there is a potential threat to the health and safety in the building due to fire.
• Pull a fire alarm station on the way out, if the fire alarm is not already sounding.
• Leave the building by using the nearest exit.
• Crawl if there is smoke. Cleaner, cooler air will be near the floor. Get Low and Go.
• Before opening any doors, feel the metal knob.
  o If it is hot, do not open the door.
  o If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room.
• Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat, or smoke, go to another exit.
• Always use an exit stairway, not an elevator.
  o Elevator shafts may fill with smoke or the power may fail, leaving you trapped.
  o Stairway fire doors will keep out fire and smoke, if they are closed, and will protect you until you get outside.
• Close as many doors as possible as you leave; this helps to confine the fire.
• Total and immediate evacuation is safest.
• Only use a fire extinguisher if the fire is very small and you know how to do it safely.
  o Do not delay calling emergency responders or activating the building fire alarm.
  o If you cannot put out the fire, leave immediately.
  o Make sure the fire department is called—even if you think the fire is out.
• If you get trapped, keep the doors closed. Place cloth material (wet, if possible) around and under door to prevent smoke from entering.
• Be prepared to signal your presence from a window.
• Signal for help. Hang an object at the window (jacket, shirt) to attract the fire department’s attention. If there is a phone in the room, call 911 or 7777 from an on-campus phone, or (859) 572-7777 from a cellular phone, and report that you are trapped; be sure to give your room number and location.
• If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something out the window, and shout or phone for help.
• If you are on fire — stop, drop, and roll, wherever you are. Rolling smothers fire.
• Cool burns. Use cool tap water on burns immediately. Don’t use ointments. If skin is blistered, brown or charred, call for an ambulance.
• Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.

• If you are a person with a disability (even temporarily), you should do the following:
  o Learn about fire safety
  o Plan ahead for fire emergencies
  o Be aware of your own capabilities and limitations

**Plans for Future Improvements in Fire Safety:**

We strive to constantly improve and expand on our in-service training sessions for all Residential Life students, staff, NKUPD staff, and other housing staff. Training includes basic fire safety topics and hands-on fire extinguisher training courses.

The University continues to assess and upgrade fire safety equipment as an ongoing process, to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment and budget process.

**Life Safety Inspections and Violations:**

University Housing performs residence hall inspections eight times a year. The inspections are primarily designed to find and eliminate safety violations. Room inspections are typically announced. Inspections of common areas are not always announced. Students are required to read and comply with the Residential Guidelines, which include life and fire safety rules and regulations for residential buildings.

The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room, tampering with life safety equipment, possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room.

**Prohibited Items and Prohibited Conduct:**

If a student's behavior does not meet University community expectations or is in violation of the policies outlined in the Student Housing License Agreement or the Handbook of Student Conduct, Rights and Advocacy, they may expect conduct action. Northern Kentucky University expects students, as adults, to maintain a standard of personal discipline that is in harmony with the educational goals of the institution, federal, state, and local laws, and to respect the rights, privileges, and property of fellow students, faculty, staff, and administrators. Students are responsible for the items contained in their rooms and the events that occur in their rooms. Special surveillance resources may be utilized by the University when conduct issues become chronic or disruptive.

**Prohibited Items:**

The following items are prohibited in residence halls:

• Guns; firearms; knives longer than three inches; or weapons of any type, including BB and pellet guns
• Candles and/or incense (lit or unlit)
• Tapestries, banners, and flags. These items cannot be hung on walls, ceilings, or over windows. Window treatments such as curtains must be made of a fabric that resists or retards the spreading of flames and has either a UL fire rating #723 or NFPA 225.
• Room-heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners
• Gasoline-powered items, such as motorcycles, mopeds, or parts thereof
• Pressurized tanks (e.g., helium tanks)
• Flammable and/or combustible liquids and/or chemicals, including gasoline and charcoal
• Grills of any type (except UL-listed Foreman-style grills in apartments)
• Fireworks, smoke bombs, sparklers, etc.
• Drug paraphernalia and illegal drugs
• Animals or pets of any kind, except certified service animals or non-carnivorous fish; refer to the University’s Pet Policy in the Student Handbook and on the University website
• Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any room apparatus
• Excessive furniture that blocks or restricts egress from sleeping areas
• Physical training equipment
• Three-section couches
• Waterbeds, and beds other than twin size
• Dartboards and darts
• Nails, hooks, double-faced adhesive tape, or other items that will damage walls
• Live trees
• Personal lofts
• Hoverboards

The following electrical appliances and corded items are prohibited in residence halls (Note: all cords and permitted appliances must be UL Listed):

• Portable and electrical appliances (including toasters, toaster ovens, hot plates, etc.)
• Halogen lamps
• Overloaded electrical receptacles
• Faulty or old extension cords
• Portable washers, dryers, and dishwashers
• Air conditioners (except for a certified disability)

• NOTE: The preceding list is not all inclusive; any item that is a threat to public safety may be removed. In addition, violators may pay a monetary fine and may be subject to Conduct action.

Prohibited Conduct:
The following activities and actions are prohibited in residence halls and may result in conduct action:

• Smoking inside any residential space, this includes the use of electronic cigarettes
• Open flames
• Draping or placing objects, including fabric, over lighting fixtures, smoke detectors, or fire sprinkler systems
• Hanging cardboard, plastic, or fabric (e.g., tapestries, banners, and flags) on walls, ceilings, light fixtures, or fire sprinkler apparatus. Posters on walls can’t exceed 25% of the total wall surface.
• Hanging stringed lights on the exterior of buildings without the advance, expressed, written consent of the Office of Residential & First-Year Programs. Inside residence halls, students may use up to three strands of stringed lights per room; all stringed lights must be UL-approved.
• Wrapping or placing wires or stringed lights in the area of beds
• Lending keys to others, copying keys, possession of keys that are not authorized for your use
• Water fights, ball playing, bike riding, or similar activities that may cause harm to persons or property
• Storage of bicycles in stairwells, halls, or rooms
• Storage of personal items such as sports bags/equipment, furniture, or suitcases in stairwells or halls
• Throwing any items into or out of windows
• Altering, tampering, or dismantling any door closure or propping open any exterior door
• Cooking food in individual rooms (other than in microfridges)
• Solicitation of goods or services, except by Northern Kentucky University students who have received prior approval from the Housing Office
• Painting, wallpapering, or similarly decorating individual rooms or common areas, unless prior approval is given by the Housing Office
• Repairing any damages or the removal or replacement of light bulbs in ceiling fixtures that have not been provided by the Facilities staff
• Removal, destruction, disassembling, or altering of any furniture in a room
• Removing screens from windows
• Installing wall partitions or paneling
• Modifying or tampering with circuit breakers or any part of the electrical system
• Installing and subscribing to a cable or satellite TV provider
• Installing personal locks or chains on doors or windows
• Sleeping in public areas of the residence halls by residents and/or guests
• Entering the Quarry pond - this includes wading, swimming, and ice skating

DAILY CRIME AND FIRE LOG

The University Police posts specific incidents in the daily crime log each working day of receiving a report of an incident. The log is updated every twenty-four (24 hours) Monday through Friday and is available for viewing on the web at http://police.nku.edu/safety/CleryAct/crimelog.html. Additionally, a printed crime log is also available for viewing at the University Police Department located at 415 Johns Hill Road, Highland Heights, KY.

The University Police makes the Daily Crime and Fire Logs available for public inspection on the web at http://police.nku.edu/safety/CleryAct/crimelog.html. Additionally, a printed crime log is also available for viewing at the University Police Department located at 415 Johns Hill Road, Highland Heights, KY.

Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request. The information in the crime and fire log typically includes the date the incident is reported; date and time the offense occurred; incident type (criminal offense and non-criminal incidents); general location of each reported incident; the disposition of the report (open/closed; arrest, etc.); and a comment briefly describing the incident. All confirmed fires occurring within or on any and all on-campus residential facilities will also be included in the Daily Crime and Fire Log. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires which may impact the NKU’s campus community.

Additionally, in accordance with Kentucky’s Revised Statutes, the personal identifying information (name and address) of all non-juveniles arrested (by summons, citation, or custodial arrest) during an incident that gets listed in the Daily Crime and Fire Log will be included in the log’s disposition category. The names of crime victims will not be listed on the Daily Crime and Fire Log.
Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the university’s Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime and Fire Log within two business days of when it is reported to the University Police. Anytime the University Police assists other local police or the University Police’s presence is otherwise requested by the police outside of the campus’ Clery geography jurisdiction, an incident report will be generated and the crime classification will be annotated on the Daily Crime and Fire Log.

**EMERGENCY EVACUATION DRILLS**

Fire/emergency evacuation drills are conducted each semester in residence halls. Emergency Evacuation Drills are conducted to familiarize occupants with emergency egress from a building and to establish conduct of the drill to a matter of routine. Drills may include suitable procedures, such as room-to-room checks, to ensure that all persons subject to the drill participate. Any person who fails to participate in a drill will be subject to disciplinary action by the appropriate authority. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed.

Drills shall be held at expected and unexpected times, and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. Participants shall relocate to a safe location outside the building and remain at such location until a recall signal is given or further instruction.

**FIRE INVESTIGATIONS/ARSON**

Every fire that is not known to be accidental (such as a cooking fire) is investigated by a Central Campbell County Fire Department and the Kentucky State Fire Marshall. Fires determined through investigation to be willfully or maliciously set are classified as arsons for Clery reporting purposes.
Each year the Northern Kentucky University Police Department completes an Annual Fire Safety Report that includes: yearly fire statistics, a description of fire safety systems, yearly fire drills, policies on portable electrical appliances, smoking, and open flames, evacuation procedures, policies on fire safety education and training, and contact information.

The University shall complete the Annual Fire Report and include in the University’s annual report pursuant to the Clery Act. To view or obtain a copy of the Annual Fire Report visit the Safety and Emergency Management webpage at http://safety.nku.edu/firesafety.html.

To view safety guides, fire prevention, fire safety and education programs, and fire safety policies visit the Safety and Emergency Management at http://safety.nku.edu/firesafety.html.

### Description of each Student Housing Facility Fire Safety Systems

The existence or nonexistence of automatic fire suppression systems in on-campus housing facilities: Sprinkler systems, smoke detectors, and fire alarms are provided in the residence halls as specified by fire safety codes. Currently, the existence of automatic fire suppression systems in on-campus housing facilities is disclosed through a brochure created by the Safety and Environmental and Compliance Office and distributed by the Residential Housing staff to all residents. Beginning January 2008, all residents will receive the same information through the Residential Housing listserv mass emailing.

List of Current Fire Suppression Systems in Student Housing:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fire Alarm Monitoring Done on Site (by NKUPD)</th>
<th>Partial *1 Sprinkler System</th>
<th>Full *2 Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placard</th>
<th>Number of evacuation (fire) drills each year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Callahan Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>30</td>
<td>X</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>3510 Alexandria Pike</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Commonwealth Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>4</td>
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<tr>
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<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Kentucky Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>20 Campbell Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Norse Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>10 Campbell Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Northern Terrace</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>50</td>
<td>X</td>
<td>X</td>
<td>4</td>
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<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>University Suites</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>24</td>
<td>X</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>30 Campbell Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Woodcrest Apartments</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>10 Campbell Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>4</td>
</tr>
</tbody>
</table>
*1. Partial Sprinkler Systems is defined as having sprinklers in the common areas only.
*2. Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.
Note: Apartment style dorms having a direct exit to the outside are not required to have emergency evacuation plans.

Norse Hall
Norse Hall is an apartment style housing facility in which each apartment has egress directly to the outside. Each apartment is equipped with a single station smoke detector. Norse Hall is equipped with an automatic fire alarm system with pull stations at each level and automatic flow switched on the sprinkler system. Horns/strobes have been placed in each apartment. The building is fully sprinkled.

Woodcrest Apartments
Woodcrest is an apartment style housing facility in which each apartment has egress directly to the outside. Each apartment is equipped with a single station smoke detector. Woodcrest is equipped with an automatic fire alarm system with pull stations at each level and automatic flow switched on the sprinkler system. Horns/strobes have been placed in each apartment. The building is fully sprinkled.

Kentucky Hall
Kentucky Hall is a traditional style housing facility. Each unit is equipped with a single station smoke detector. The building is equipped with an automatic fire alarm system with system smoke detectors throughout the hallways, common areas, and equipment rooms. System pull stations are located at each exit on every floor. Horns/strobes are located in the common hallways. The building is fully sprinkled with automatic flow switches attached to the fire alarm.

Commonwealth Hall
Commonwealth Hall is a traditional style housing facility. Each unit is equipped with a single station smoke detector. The building is equipped with an automatic fire alarm system with system smoke detectors throughout the hallways, common areas, and equipment rooms. System pull stations are located at each exit on every floor. Horns/strobes are located in the common hallways. The building is fully sprinkled with automatic flow switches attached to the fire alarm.

University Suites
University Suites is equipped with an automatic fire alarm system consisting of system smoke detectors in each unit, pull stations at each exit and automatic flow switches on the sprinkler system. Speaker and speaker/strobes are located in each unit and in the common hallways. The building is fully sprinkled.

Callahan Hall
Each unit is equipped with a single station smoke detector. The building is equipped with an automatic fire alarm system with system smoke detectors throughout the hallways, common areas, and equipment rooms. System pull stations are located at each exit on every floor. Horns/strobes are located in each unit and the common hallways. The building is fully sprinkled with automatic flow switches attached to the fire alarm.

Northern Terrace
Each unit is equipped with two single station smoke detectors. This building is equipped with an automatic fire alarm system with smoke detectors in elevators, lobbies, and pulls stations located at each exit. Horn/strobes are located in each unit and in the common open-air breezeways. The building is fully sprinkled with automatic flow switches attached to the fire alarm.

NOTE: The campus fire alarm system is a certified proprietary systems monitored by the NKU Police Department.

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### ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus)
### CALENDAR YEAR 2016

<table>
<thead>
<tr>
<th>Fires — On-campus Student Housing Facilities</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of Facility</td>
<td>Street Address</td>
<td>Number of Fires</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>2016</td>
<td>2016</td>
</tr>
<tr>
<td>1</td>
<td>Callahan Hall</td>
<td>3510 Alexandria Pike</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Commonwealth Hall</td>
<td>20 Campbell Drive</td>
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</tr>
<tr>
<td>3</td>
<td>Kentucky Hall</td>
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</tr>
<tr>
<td>4</td>
<td>Norse Hall</td>
<td>10 Campbell Drive</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>University Suites</td>
<td>30 Campbell Drive</td>
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</tr>
<tr>
<td>6</td>
<td>Woodcrest Apartments</td>
<td>10 Campbell Drive</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Northern Terrace Apartments</td>
<td>3520 Alexandria Pike</td>
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</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Fires — On-campus Student Housing Facilities</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Housing Facility Name: Callahan Hall</td>
<td>Housing Facility Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>On-Campus Student Housing Facility</td>
<td>2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Category of Fire</td>
<td>Cause of Fire</td>
<td>Fire-related injuries</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Housing Facility Name</td>
<td>Housing Facility Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td>--------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Campus Student Housing Facility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Category of Fire

<table>
<thead>
<tr>
<th>Category of Fire</th>
<th>Cause of Fire</th>
<th>Fire-related Injuries</th>
<th>Fire-related Deaths</th>
<th>Property damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
</tbody>
</table>

Caveat: None to report in 2015

### Fires — On-campus Student Housing Facilities

**Housing Facility Name:** University Suites  
**Housing Facility Address:** 30 Campbell Drive

### On-Campus Student Housing Facility

**2014**

<table>
<thead>
<tr>
<th>Category of Fire</th>
<th>Cause of Fire</th>
<th>Fire-related Injuries</th>
<th>Fire-related Deaths</th>
<th>Property damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unintentional Cooking</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
</tbody>
</table>

Caveat: Student was baking and pulled the hot food out of the oven with paper towels which caught fire and caused her to drop the food onto the floor causing the carpet to char; no other damage and no one was hurt.

### Fires — Summary

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>Summary of Fires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Facility</td>
<td>Fires</td>
<td>Injuries</td>
<td>Deaths</td>
<td>Fires</td>
</tr>
<tr>
<td>Callahan Hall</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Commonwealth Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Kentucky Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Norse Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>University Suites</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Woodcrest Apartments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Northern Terrace</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Clery-designated Crime Definitions

Northern Kentucky University is required to report crime statistics as defined by the Clery Act for the following crimes if the crimes are reported and occur in geographic locations as defined above.

Unfounded Crime Reports – According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to the UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

Criminal Homicide: These offenses are separated into two categories: Murder and Non-negligent Manslaughter by Negligence.

Murder/Non-Negligent Manslaughter: is the willful (non-negligent) killings of one human being by another. NOTE: Deaths caused by suicides, fetal deaths, traffic fatalities, accidental deaths, assaults with intent to Murder and attempts to Murder, situations which a victim dies of a heart attack as the result of a crime, and justifiable homicides are excluded.

Manslaughter by Negligence: is the killing of another person through gross negligence.

The Federal definition (from VAWA) of Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.”

Sex Offenses—Rape: Is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes any gender of victim or perpetrator.

Sex Offenses—Fondling: Is the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because his/her youth or because of his/her temporary or permanent mental capacity.

Sex Offense—Incest: Is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Sex Offense—Statutory Rape: Is sexual intercourse with a person who is under the statutory age of consent. In Commonwealth of Kentucky the age of consent is sixteen (16) years old.

Robbery: Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and /or putting the victim in fear.
**Aggravated Assault:** Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Included in Aggravated Assaults is: assaults or attempts to kill or Murder; poisoning (including the use of date rape drugs); assault with a dangerous or deadly weapon; maiming; mayhem; assault with explosives; and assault with disease. Note: It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapons is used which could or probably would be resulting in a serious potential injury if the crime were successfully completed.

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

**Motor Vehicle Theft:** Motor Vehicle Theft is the theft or attempted theft of a motor vehicle. (This does not include thefts from motor vehicles.) This includes all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned—including joy riding.

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

In conjunction with the Clery Act, hate crimes include any of the offenses listed above and the offenses motivated by bias below:

**Larceny-Theft (only if motivated by hate):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**VIOLENCE AGAINST WOMEN ACT (VAWA):** VAWA Offenses statistics include Dating Violence; Domestic Violence, Sexual Assault, and Stalking.

Domestic Violence, Dating Violence, and Stalking additions from the 2014 VAWA Negotiated Rulemaking Final Consensus Language:
The Federal definition (from VAWA) of **Domestic Violence**: 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; or
- 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.

The Federal definition (from VAWA) of **Dating Violence**: the term “dating violence” means violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party’s statement with consideration of:
  1. The length of the relationship;
  2. The type of relationship;
  3. The frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- Dating violence does not include acts covered under the definition of domestic violence.

The Federal definition (from VAWA) of **Stalking**: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress

For the purpose of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker 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
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**HATE CRIMES**

A Hate Crime is any of the above offenses, and any other crime involving bodily injury, reported to a local police agencies or campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias, or the perpetrator perceived the person to be in one of the protected group categories. Additionally, on August 14, 2008, the Clery Act was amended to include larceny/simple assault,
intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. These new reporting categories are only reported if motivated by bias as determined by one of the designated bias categories. The types of bias categories include: race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability.

Hate Crime Definitions:

To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

**Bias** – a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

**Bias Crime** – a criminal offense committed against a person or property is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

**Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Note: Even if the offender was mistaken in their perception that the victim was a member of the group of the offender was acting against the offense is still a bias crime because the offender was motivated by bias against the group.

Uniform Crime Reporting Definitions

Kentucky is certified for National Incident Based Reporting System (NIBRS) reporting. Northern Kentucky University Police submits reports through the Kentucky Open Portal Solution (KyOPS) and crime statistics are obtained from those reports. Crime statistics as defined by the Uniform Crime Reporting Program for the following crimes are reported and occur on the property owned by the university. The Uniform Crime Reporting (UCR) program divides offenses into two groups, Part 1 and Part II crimes.

The Part 1 Offenses are:

Criminal Homicide –

A) Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately and limits the definition to:

1) The killing of a felon by a law enforcement officer in the line of duty; or
2) The killing of a felon, during the commission of a felony, by a private citizen.

B) Manslaughter by negligence; the killing of another person through gross negligence. Traffic fatalities are excluded.

Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim. Statutory offenses (no forced used—victim under age of consent) are excluded.

Robbery – the taking or attempted taking of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attached by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.
Burglary (Breaking or Entering) – The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Larceny-Theft (except Motor Vehicle Theft) – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

The Part II Offenses are:

Other Assaults (Simple) – Assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim. Includes subjecting a person to unlawful physical attack or in fear of bodily harm by word or action.

Forgery and Counterfeiting – The altering, copying, or imitating of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud. Attempts are included.

Fraud – The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses, confidence games and bad checks, except forgeries and counterfeiting, are included.

Embezzlement – The unlawful misappropriation or misapplication by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

Stolen Property; Buying, Receiving, Possessing – Buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc. Attempts are included.

Vandalism – To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. Attempts are included.

Weapons; Carrying, Possessing, etc. – The violation of laws or ordinances prohibiting the manufacture, sale,
purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Attempts are included.

**Prostitution and Commercialized Vice** – The unlawful promotion of or participation in sexual activities for profit, including attempts.

**Sex offenses (except forcible rape, prostitution, and commercialized vice)** — Statutory rape, offenses against chastity, common decency, morals, and the like. Includes the offense of Fondling. Attempts are included.

**Drug Abuse Violations** – The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances. 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 following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics — manufactured narcotics that can cause true addiction (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

**Gambling** – To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.

**Offenses Against the Family and Children** – Unlawful nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as Assault or Sex Offenses. Attempts are included.

**Driving Under the Influence** – Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

**Liquor Laws** – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Federal violations are excluded.

**Drunkenness** – To drink alcoholic beverages to the extent that one’s mental faculties and physical coordination are substantially impaired. Excludes driving under the influence.

**Disorderly Conduct** – Any behavior that tends to disturb the public peace or decorum, scandalizes the community, or shocks the public sense of morality.

**Vagrancy** – The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.

**All Other Offenses** – All violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.
This information is provided as a part of Northern Kentucky University’s continuing commitment to safety and security on campus in compliance with the Uniform Crime Reporting Act and the Jeanne Clery Act. Concerns, questions, or complaints related to this document or the applicable statutes should be directed to the Chief of Police either by mail at Northern Kentucky University Police, 415 Johns Hill Road, Highland Heights, KY 41076; email at gaffinj@nku.edu; or by telephone (859)572-5500.
GRANT COUNTY CENTER

Campus Safety and Security for 2017
Activity Reported for Calendar Year 2016
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<tr>
<th>OFFENSE</th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder / Non-Negligent Manslaughter</td>
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<tr>
<td>Manslaughter By Negligence</td>
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<tr>
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<tr>
<td>Fondling</td>
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<td>Statutory Rape</td>
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<td>Robbery</td>
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</tr>
<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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### VAWA Offenses Reporting Table

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<th>Public Property</th>
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<td>Dating Violence</td>
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<td></td>
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### Arrests and Disciplinary Referrals Reporting Table

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<td>2015</td>
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### Hate Crime Reporting

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<td>2014</td>
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### Descriptive Unfounded Crime Reporting

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