

Northern Wyoming Community College District



DISTRICT POLICE Annual Security/ Fire Safety Report



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Emergency Number Quick Reference

Emergency	911
for Ambulance, Fire, or Crime in Progress	
Non-Emergency - Call District Police	307-674-6446 x4150
to report a crime or other non-emergency communication	
Office of Campus Life	307-674-6446 x2300
Office of Counseling Services	307-674-6446 x2008
Sheridan Police Department	307-672-2413
Gillette Police Department	307-686-5250
Buffalo Police Department	307-684-5581

District Police

Mission

We, the campus police department, exist to serve all people within our campus with respect, fairness and compassion. We are committed to the prevention of crime and protection of life and property; the preservation of peace, order & safety; the enforcement of laws and ordinances; and the safeguarding of constitutional guarantees.

With service to the Students and employees as our foundation, we are driven by goals to enhance the quality of life, investigating problems as well as incidents, seeking solutions and fostering a sense of security on our campus. We nurture trust by holding ourselves to the highest standards of performance and ethics.

To fulfill its mission, the campus police are dedicated to providing a quality work environment and the development of its members through effective training and leadership.

The District Police

The District Police Department is the law enforcement agency serving the Northern Wyoming Community College District. The officers of the District Police Department are trained and certified under the guidelines of the Peace Officers Standards and Training Commission (POST) and have the authority of sworn police officers with full power of arrest under Wyoming State Statute on all property owned and controlled by the District, including all streets and state highways contiguous to and running through the campuses as well as statewide jurisdiction while on official business. The campuses share concurrent jurisdiction with local, county and state Law Enforcement agencies. The District Police Department maintains a close working relationship with those agencies. The District Police Department, through a cooperative agreement, works closely with the Buffalo, Gillette, and Sheridan Police Departments and enforces city and state laws within the jurisdiction of the cities of Buffalo, Gillette, and Sheridan. Officers are expected to exercise law enforcement authority in a manner consistent with the educational mission and purpose of the institution. Officers are dedicated to providing first-class service to the community. Officers patrol the campus on foot, by bicycle, and in vehicles. Officers are available 24 hours a day.

Crime statistics are compiled by coordination with the local police agencies and by an electronic record keeping system dedicated to the department.



Crime Reporting Policy

Every crime should be reported to law enforcement officials as soon as possible. This is the most effective way to ensure the well-being of the campus community. If this is not possible for some reason, the crime should be reported to one of the following: dean of students in the Office of Campus Life and Housing, Director of Counseling Services, or to a faculty or staff member who the student is comfortable talking to about the crime.

The District Police will investigate every crime and request assistance from other state and local law enforcement agencies when needed. The District Police policies and practices are similar to the practices of local law enforcement agencies in the area.

Local police agencies provide information to the District Police Department on matters of criminal activity at off-campus recognized student activities. (This includes student organizations recognized by the District and any organization with off-campus housing facilities. At this time, there is no off-campus housing recognized by any campus organization.)

In the area of sexual assault, all faculty and staff are strongly encouraged to get the victim into a support environment through the Office of Counseling Services even if there is not a report filed with the District Police.

Confidential crime reporting is an essential, if not preferred, method of reporting. The primary point of crime reporting should be to the District Police Department or Office of Campus Life and Housing. If you choose to file a confidential report through the District Police, the chief of police or a designee of the District Police Department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District 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 are counted and disclosed in the annual crime statistics for the institution. It is the policy of the District to encourage the reporting of crimes even if the victim does not wish to file a complaint. All faculty and staff are informed of the policy at the back to school meetings each year and are encouraged to report any crime. Any information received will be reported to the District Police for crime reporting notifications, campus crime statistics reporting, and campus education programs. The chief of police at Northern Wyoming Community College District is responsible for the collection, reporting, and disseminating of the annual crime statistics from the local police agencies and campus security authorities for inclusion in the annual crime report.

To report a crime:

Contact Campus Police at 307-674-6446 x4150 or 307-686-0254 x1210 (non-emergencies), dial 9-1-1 (emergencies only), or by using the Code Blue telephones located in the Residential Halls, Parking Lots or by some buildings. You may also use the red button on the pay telephones, which are marked Police Access. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to the police department. In addition you may report a crime to the following areas:

1. Dean of Students 307-674-6446 x2303, Whitney Building 145J
2. Director, Counseling Services 307-674-6446 x2008, Griffith Memorial Building 135
3. Director, Human Resources 307-674-6446 x2811, Griffith Memorial Building 131B
4. Director, Campus Life and Housing 307-674-6446 x2300, SC South Hall or 307-686-0254 x2350, GC Main Building 110C
5. Director of Financial Services 307-686-0254 x1443, GC Main Building
6. Director of Sheridan College in Johnson County, 307-684-2001

NWCCD Police and the Buffalo, Gillette, and Sheridan Police Departments and the Campbell, Johnson, and Sheridan Sheriffs Departments have a mutual aid and working agreement. Each department augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions. NWCCD Police personnel attend monthly meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for the NWCCD community.



Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail and text message system to students, faculty, staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Police may also post a notice on the campus web site at: www.sheridan.edu, providing the campus community with more immediate notification. These reports are also distributed using press releases, warning posters, campus meetings, and announcements depending on the nature of the event. The website is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Campus Police office, by phone (307-674-6446 x4150 (SC & SCJC) or 307-686-0254 x 1210 (GC)) or in person at the Campus Police Office, South Hall (SC) or in the Main Building Room 149 (GC).

Emergency Preparedness

The ultimate goal of emergency preparedness is to promote community safety, assure continuity of emergency response operations and restore normal District operations and services as quickly as possible following an emergency. The Crisis Management Plan identifies key decision makers and their roles during a campus emergency. The plan establishes emergency command centers and describes procedures that will be utilized during specifically identified severities of emergency.

Response

Northern Wyoming Community College District has established a multi-layered approach to emergency preparedness. This approach was developed and modeled with the Incident Life Cycle in mind. The Incident Life Cycle includes; Prevention, Preparedness, Response, Recovery, and Mitigation. Northern Wyoming Community College District has established a Crisis Management Plan to lay the foundation for emergency planning and response. This plan also establishes Response and Resource Teams to aid the district communities in times of crisis and sets standards for continuous review of policies and procedures. The Crisis Response and Resource Teams will immediately respond to campus emergencies in order to quickly mitigate the incident.

Evacuation

Buildings on campus have a notification system for emergency evacuation. In most buildings this is a fire alarm system. Some systems sound only an alarm while others give voice evacuation directions or announcements. Whenever the alarm system sounds and/or voice command for evacuation is sounded, everyone must leave the building or move to a safe location.

It is required of all departments to have an evacuation plan, which explains the emergency systems and evacuation procedures. This document is to be readily available and provide information such as emergency telephone numbers; evacuation personnel duties; designated meeting points; and building information such as whether the building has an automatic sprinkler system, smoke detection, and/or manual alarm pull stations. There is a designated building captain for all buildings on campus who serves as the key contact during an emergency. In high hazard buildings where several departments co-exist, there are Safety Committees to ensure that all departments work together during an emergency evacuation. The building captain is also responsible for coordinating an annual evacuation drill with the District Police Department. The District Police Department provides Evacuation Training to individual departments. Contact the District Police Department at 307-674-6446 x4150 to set up training or for assistance in development of an Evacuation Plan.

The Campus Life and Housing Office distributes the following documents to students residing in District housing, "Residence Hall Safety Procedures and Rules". The document contains emergency evacuation and safety procedures for natural disasters.

The District Emergency Operations Plan calls upon all employees to be familiar with the Employee Quick Reference Emergency Information Handbook. For additional information on District emergency procedures and safety resources, consult a handbook located inside each classroom

Emergency Notification

Northern Wyoming Community College District has multiple campus-wide emergency notification systems that can rapidly provide mass notification during natural disasters or other emergencies to the Northern Wyoming Community College District community. The Chief of Police, in consultation with the President's Administration Team and the Crisis Management Team, will utilize the Emergency Operations Plan's incident typing and state of readiness conditions to determine if a notification is necessary, and if so, will determine the content of the notification. The District Police Department will initiate all notifications. Northern Wyoming Community College District will, without delay, and taking into account the safety of the community, determine the content of any notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Information regarding the response and notification policies will be distributed to the faculty and staff during annual meetings and to students during orientation sessions.



District Website

Up-to-date information regarding the status of the district is always available on the district's website. During and following emergency situations, information as it applies to the district's public will be posted on this Web page as it becomes available, including information about such things as district closure, etc. This Web page also provides links to department-specific information (i.e., entertainment venue and program changes, class schedules, and emergency operations procedures). In the event of an emergency situation or campus crises, it is the responsibility of each department to update the Web page with department-specific information as it becomes available. Other information will be posted as deemed appropriate.

District E-mail

Mass e-mails will be used to provide students, faculty and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty and staff of emergency situations and keep them updated on the situation. The university employs the following types of e-mails:

- **Informational:** any communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions).
- **Operational:** communication that requires some action on the recipient's part or a required notification by the university (i.e., a message about benefits eligible information).
- **Official:** a non-urgent communication from an executive officer (i.e., a message from the university president).
- **Emergency:** an emergency announcement from an executive officer regarding an imminent event, such as a tornado warning.

Testing and Evaluation

Northern Wyoming Community College District will test the emergency response and evacuation procedures at least once per calendar year. The District Police Department will publicize these procedures in conjunction with this test and document the date and time of the event, as well as provide a description of the exercise and state whether it was announced or unannounced.

Missing Community Member

If a member of the Northern Wyoming Community College District community has reason to believe that a student or employee is missing, they must immediately contact the Northern Wyoming Community College District Police Department. Missing person reports can be made via the guidelines outlined in the "Crime Reporting" section in this pamphlet.

When making notification, provide as much information as possible regarding the missing person including: a physical description; what they were wearing when last seen; where they were last seen; what physical condition they were in when last seen; if they are driving or have a vehicle and its description; and whom they were with. In addition, report any information you are aware of related to medical or other special conditions.

All possible efforts are made to locate the student/employee to determine his or her state of health and well-being through the collaboration with local law enforcement, Student Affairs (student), affiliated District department (employee) and other resources as available.

District Police will immediately notify or follow-up (if report already filed) on the status of the missing person with appropriate law enforcement agencies. Concurrently, District officials will endeavor to determine the student/employee whereabouts through contact with friends and associates.

Students may designate a confidential emergency contact in the event they are determined to be missing for more than 24 hours. More information about emergency contact information collection practices is available from the Campus Life and Housing Office and the Office of the Dean of Students. Designated emergency contact information will be disclosed only to authorized District personnel, except in cases where the information can be used in furtherance of a missing person investigation in which case information will be released to law enforcement officials.

If located, verification of the student/employee state of health and intention of returning to the campus is made. If a need is identified and as appropriate, a referral will be made to professional counselor(s) and/or medical practitioners. If not located, the District Police Department is required to notify the custodial parent or guardian (student under 18) and/or student/employee missing person designated emergency contact(s) to advise on missing status and determine if they know of the whereabouts of the missing person no later than 24 hours after the time an individual is determined missing. In all cases, the District Police Department will inform any appropriate law enforcement agency that the student/employee is missing no later than 24 hours after the time the individual is determined missing. District administrators and staff will cooperate and assist the investigative agency in all ways prescribed by prevailing law. Upon closure of the investigation, the District Police Department will notify custodial parent/guardian (student under 18), any missing person designated emergency contacts and either the Dean of Students (student) or the Director of the employee-affiliated Department of the status of the case.



Campus Prevention Activities

Students, faculty, and staff should report potential safety or security hazards by calling the District Police Department at 307-674-6446 x4150 or the Physical Plant at 307-674-6446 x2900.

The District Police Department presents a variety of safety and crime prevention programs at least once a year and also by request. These programs include Basic Personal Safety, Personal Property Theft Deterrence, and Who We Are: An Overview of District Police Services. Campus Police and the Crisis Management Team run two drills each calendar year to ensure equipment is properly working and members of the campus community are aware of what actions to take in an emergency.

The Department of Campus Life and Housing sanctions 3rd Millennium's Under the Influence and Marijuana 101 to students who receive alcohol or drug violations. Under the Influence and Marijuana 101 are available for any student who wishes to learn more. Sexual safety, assault, and sexual assault prevention are addressed at Residence Hall Health and Safety Meetings for all on campus residents. In addition to these programs, the student programming board brings in speakers to discuss alcohol, drugs, and sexual assault. They also run educational programs such as Mario Cart DUI and Water Pong Tournaments to simulate the effects of alcohol through the use of drunk goggles. By Stander Intervention Training is administered to all Resident Assistants as well as offered throughout the year to the entire campus.

NWCCD Counseling Services offers programs in positive/healthy relationships, self-confidence building, alcohol and drug dependency assessments, sexual assault prevention, and many more throughout the year in group and individual settings. Health101 monthly online publications are sent to students for their reference. Referrals are made on a case by case basis to community resources. Brochures are available in multiple campus areas addressing sexual assault prevention, alcohol safety, sexual safety, drug prevention, and many more topics.

Employees of Northern Wyoming Community College District have counseling services available to them through the Employee Assistance Program through Wyoming State Insurance benefits.

District Campus safety and security programs are presented to incoming freshmen at orientation, to the on-campus residents as part of their regular programming during the year, to faculty and staff at back to school meetings and various other meetings throughout the year, and new employees during New Employee Orientation.

Maintenance of Campus Facilities

Proper lighting and building security are major factors in reducing crime on campus. The Physical Plant maintains the District buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted regularly, and repairs are made as quickly as possible. Individuals should report potential safety and security hazards, such as broken locks and windows. All members of the campus community are encouraged to report safety and security hazards to the Physical Plant or District Police.

Security and Access to Northern Wyoming Community College District Grounds and Buildings

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key or key card, if issued, or by admittance via the NWCCD Police or Campus Life and Housing staff. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities. Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the NWCCD Police, Dean of Students Office, Physical Plant, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

Northern Wyoming Community College District grounds are open to visitors on a daily basis with tours available through the Office of Admissions. Vehicular access to campus is carefully controlled by uniformed officers of the District Police Department. Visitor parking is allowed in designated areas or by temporary permit only. To obtain parking permission, please see the Information Desk in the Whitney Building (Sheridan) or the Main Building (Gillette).

Academic and administrative buildings are locked after normal working hours and residence halls are controlled by District Housing Policy. Every effort is made to insure that all residence halls are free from uninvited guests. Residence halls are locked 24 hours a day. Visitors must be registered with the Resident Assistants and must be escorted by their host at all times.



Alcohol and Drug Policy

Northern Wyoming Community College District strictly prohibits the possession, use, or distribution of marijuana, cocaine, LSD, or any hallucinogens or other controlled substances by anyone in a campus facility or on property owned or controlled by the District. NWCCD policy also prohibits the manufacture, sale, possession, or use of alcohol on District property or at official District activities by students and employees. NWCCD is a drug free campus. Any individual known to be possessing, using, or distributing such drugs or alcohol is subject to disciplinary actions and possible arrest, imprisonment, or fine according to state and federal law. NWCCD policies and procedures, including the enforcement practices of the NWCCD Police Department, are consistent with applicable local, state, and federal laws regarding the possession, use, and/or sale of these substances. Alcohol and drug offenses shall be deemed as serious, and enforcement will be reflected accordingly. All criminal citations written to NWCCD students for alcohol and/or drug violations result in notification and possible disciplinary action through the Dean of Students Office and/or Campus Life and Housing Office.

For further information, contact the District Police Department at 307-674-6446 x4150.

Drug and Alcohol Abuse Education

Northern Wyoming Community College District assists students in finding alternatives to alcoholic beverages to promote social interaction and stress reduction. NWCCD also provides services for students who experience alcohol related difficulties.

Northern Wyoming Community College District benefited employees have access to Horizon Behavioral Services. This service provides employee assistance, WorkLife and managed behavioral healthcare services throughout the United States, its territories, Canada, and other international locations. This program is offered in connection with group insurance policies underwritten by Standard Insurance Company.

For students with substance abuse problems or concerns, assistance is available through the NWCCD Counseling Center. Experienced professional counselors offer support for students in an atmosphere of understanding and confidentiality. Counseling Services offers individual assessment and referral to both on- and off-campus resources.

Anyone aware of substance abuse problems that exist with friends, roommates, classmates, District personnel, or family members is encouraged to consult a counselor at Counseling Services. Remaining silent or waiting until the situation is out of control is neither respectful nor responsible.

Counseling Services

Due to the sensitive and personal nature of counseling, all personal counseling services are confidential. This means that nothing you share with your counselor is revealed to anyone outside of Counseling Services without your written consent (with the exceptions of imminent danger of serious harm to yourself or others, abuse of children or endangered adults, or in the case of a legally issued subpoena). It means that no one can phone or visit CS and even find out whether you are receiving services. Counselors are bound both ethically and legally to maintain confidentiality.

Northern Wyoming Community College District benefited employees have access to Horizon Behavioral Services. This service provides employee assistance, WorkLife and managed behavioral healthcare services throughout the United States, its territories, Canada, and other international locations. This program is offered in connection with group insurance policies underwritten by Standard Insurance Company.

Each semester campus and local resources are distributed to the NWCCD community through a MyNWCCD announcement.



Reporting Sexual Assault, Domestic Violence, Dating Violence, or Stalking

As soon as possible following an incident of rape or sexual assault, domestic violence, dating violence, or stalking a victim should report the incident to the District Police at 307-674-6446 x4150. Reporting to the District Police can help:

- 1) protect you and others from future victimization;
- 2) apprehend the assailant;
- 3) open options regarding criminal prosecution, action against the perpetrator, and District disciplinary action.

When you report a sexual assault, domestic violence, dating violence, or stalking, a District Police officer will gather information from you concerning the specifics of the incident. These questions are necessary to obtain a description of your assailant, where the crime occurred, who may have been present, and other data pertinent to investigation and prosecution.

Reporting a sexual assault, domestic violence, dating violence, or stalking and choosing to prosecute are two separate things. When you file a report, you are encouraged to continue with legal proceedings or with District disciplinary action.

After the report is filed,

- a sexual assault victim is escorted to a local hospital for a medical examination. The medical examination is necessary to eliminate the possibility of venereal disease and other contagious diseases and obtain necessary lab specimens for prosecution. The victim is also referred to the NWCCD Counseling Center or the local advocacy center for assistance depending on the preference of the victim.
- a domestic violence, dating violence, or stalking victim will be encouraged to seek medical attention if necessary. The victim will also be put in contact with the NWCCD Counseling Center or local advocacy center for assistance, depending on the preference of the victim.
- in either case, an investigation shall be prompt, fair, and impartial and be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability.

Do not shower, bathe, or change clothes. If you do, vital evidence may be lost. Do not brush your teeth. All evidence is needed when the medical examination is performed after the sexual assault.

The victim is encouraged, where applicable, to pursue the order of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal court. The victim is referred to the local advocacy center to assist with filing the appropriate forms.

The District will protect the identity of the victim as much as possible. Nonpublic information will only be disseminated with a court order.

The District Police report is important whether or not prosecution is desired. The District Police will also assist you in reporting a sexual assault, domestic violence, dating violence, or stalking to the Buffalo, Gillette, or Sheridan Police Departments or to the Campbell, Johnson, or Sheridan County Sheriff's Departments if the incident occurred in the jurisdiction of either of these agencies.

While reporting to the police is the best method for dealing with a sexual assault, domestic violence, dating violence, or stalking, it is essential that it be reported to someone so that support activities can be provided to victims. Incidences may also be reported to the NWCCD Counseling Center.

A student or employee who reports he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options.

Changing Academic, Living, and Working Situations for Sexual Assault, Domestic Violence, Dating Violence, or Stalking Victims

If you are the victim of sexual assault, domestic violence, dating violence, or stalking, you are entitled to changes in academic, living, and working situations if these changes are reasonably available. To request such changes, contact the Dean of Students, Office of Campus Life and Housing, or Counseling Services.



Sanctions

Students found guilty of violations of the conduct standards relating to assault, sexual assault, hate crimes, stalking, domestic violence, and other forms of violence are subject to the full range of disciplinary sanctions outlined in the Student Handbook and NWCCD Policy 5075. Possible sanctions include, but are not limited to, expulsion, dismissal, suspension, probation, warnings, restitution, fines, and a loss of privileges. District disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The Counseling Services or the Office of Campus Life and Housing will provide assistance to any accuser/victim in reporting crimes to law enforcement authorities.

District disciplinary proceedings shall be prompt, fair, and impartial and be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct a hearing process that protects the safety of victims and promotes accountability.

Both the accuser and the accused may have a District advisor present during disciplinary proceedings who may give the student counsel or encouragement on matters either substantive or procedural and who may assist in the student's defense if requested by the student. Both will be informed of the outcome of the proceeding.

Both the accuser and the accused shall be simultaneously informed, in writing of the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking. They will both also be informed in writing of the institution's procedures for appealing the results of the institutions disciplinary proceeding, any change to the results that occur prior to the time that such results become final and when such results become final.

Violation of Law and District Discipline

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct which demonstrates disregard for the college community. District disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of the Student Code of Conduct. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. The District's disciplinary actions will not be subject to challenges on the ground that criminal complaints involving the same incident have been dismissed or reduced. When a student is charged by federal, state, or local authorities with a violation of law, the District will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the student conduct/advisory board for violation of the Student Code of Conduct, however, the District may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally. The District will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with government representatives, as they deem appropriate.

Local, State, & Federal Legal Sanctions.....

For complete information regarding Wyoming State Statute governing alcohol, one should consult Wyoming Revised Statutes, 12-6-101. Some highlights are excerpted below.

It is illegal for anyone less than 21 years of age to:

- Possess or Consume any alcoholic beverage (Penalty - It is considered a misdemeanor, which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines and/or community service.)¹⁰
- Purchase or attempt to purchase any alcoholic beverage.
- Use or attempt to use, in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or altered identification document other than a driver's license; or a driver's license issued to another person; or an identification document other than a driver's license issued to another person, or possess a fraudulent or altered driver's license, or other forms of identification.
- Permit (aid or abet) the use of one's driver's license or any other identification-document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol. It is illegal for anyone (regardless of age) to:
- Aid and abet an underage person in the sale, purchase, and/or possession of alcohol (including- giving alcohol).
- Provide a residence or location for any person under the age of 21 to consume alcohol



Procedures for On-Campus Disciplinary Action.....

Any member of the District community may file charges against a student for violence and misconduct. Charges shall be prepared in writing and directed to the dean of students. Detailed filing and hearing procedures and regulations are listed in the Student Handbook. The complainant and the accused have the right to be assisted by a District advisor and to have that advisor present during the hearing. District advisors may assist in the preparation for the hearing and speak for the parties. Following the final decision of the hearing body, both the victim and the accused will be informed of the determination and any recommended sanctions.

Procedures for Addressing Criminal Activity Off-Campus.....

When a NWCCD student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Local police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. NWCCD operates no off-campus housing or off-campus student organization facilities. While local police have primary jurisdiction in all areas off campus, NWCCD officers can and do respond to student-related incidents that occur in close proximity to campus. NWCCD officers have direct radio communications with the city police, Sheriffs department, fire department, and ambulance services to facilitate rapid response in any emergency situation.

Sex Offender Registration.....

If you wish to view a list of registered sex offenders in Campbell, Johnson, or Sheridan Counties, please visit the following website <http://wysors.dci.wyo.gov/sor/>. A departmental representative will be able to answer any questions you may have regarding the information. Sex offender information can also be obtained through the Wyoming Division of Criminal Investigation website <http://attorneygeneral.state.wy.us/dci/sofaq.html>.

Preparation of Annual Disclosure and Distribution of Crime Statistics.....

The Campus Police, in collaboration with the Dean of Students, prepares and disseminates this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at [www. http://www.sheridan.edu/site/sc/college-services/campus-police/campus-safety/](http://www.sheridan.edu/site/sc/college-services/campus-police/campus-safety/). You will also be able to connect to our site via the Northern Wyoming Community College District home page at www.sheridan.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses and alternate sites, Campus Life and Housing, and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the NWCCD Police, designated campus officials (including but not limited to directors, deans, department heads, designated Campus Life and Housing staff, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Department of Counseling Services staff inform their clients of the procedures to report crime to the NWCCD Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students to provide the web site to access this report. Faculty and staff receive similar notification via email. Copies of the report may also be obtained at the NWCCD Police Department office located South Hall (SC) or the Main Building Room 149 (GC) or by calling (307) 674-6446 x4150 (SC & SCJC) or (307) 684-0254 x1210 (GC). All prospective employees may obtain a copy from the NWCCD Police.

Hate Crimes.....

Northern Wyoming Community College District records all crimes including the aforementioned crimes, any crime involving bodily injury, larceny, intimidation, and destruction/damage/vandalism of property reported to the District Police or any other Campus Authority which manifest evidence that the crime was perpetrated because of the perpetrator’s bias based on the following categories: Race, Gender, Religion, Sexual Orientation, Ethnicity/national origin, and/or Disability.

- 2011 There were no reported Hate Crimes on the Northern Wyoming Community College District Campuses.
- 2012 There were no reported Hate Crimes on the Northern Wyoming Community College District Campuses.
- 2013 There were no reported Hate Crimes on the Northern Wyoming Community College District Campuses.

Domestic Violence, Dating Violence, or Stalking

An officer responding to an incident of domestic violence, dating violence, or stalking shall conduct a thorough investigation and, when the elements of a crime are present, prepare a domestic violence report, irrespective of the wishes of the victim or the presence or absence of the suspect.



Safety Tips on Campus

Personal Safety.....

- The keys to personal safety are awareness and assertiveness.
- Look assertive, confident, and aware of your surroundings.
- Trust your intuition. If a particular situation makes you feel uncomfortable or unsafe, choose an alternative. Don't be afraid to ask for help.
- Keep keys accessible and wear comfortable clothing for added safety and defense.
- Turn around and confront someone you think is following you; the surprise of a hostile look will deter most assailants.
- In attempted sexual assaults, approximately half of the women escape if they scream, and up to 85 percent escape if they physically resist quickly and vigorously. Trust your instincts.
- Know vulnerable targets of the assailant; eyes, nose, throat, stomach, kneecaps, and groin.

Home Safety.....

- Make a habit of keeping your doors locked. Lock your doors when sleeping, or when leaving a roommate asleep inside.
- Do not leave valuables in open view. Take valuables home during vacation.
- Never prop open doors.
- Never allow unknown persons to enter your room. Report suspicious individuals to the DPD.
- Require identification and authorization from maintenance staff requesting access to your room.
- Report to the resident hall staff all door, locks, and windows that are in need of repair.
- Be suspicious of unknown persons loitering or checking doors in your hall, and call DPD, 307-674-6446 x4150.
- Backpacks, purses, book bags, etc., should never be left unattended



Northern Wyoming Community College District
ANNUAL SECURITY/FIRE SAFETY REPORT

2014

OPE ID: 00393000
Sheridan College
 3059 Coffeen Avenue
 Sheridan, WY 82801

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder / Non-negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Forcible sex offenses (including forcible rape)	2011	0	0	0	0
	2012	0	0	0	0
	2013	1	1	0	0
Non-forcible sex offenses	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	3	2	0	0
	2012	1	0	0	0
	2013	0	0	0	0
Motor vehicle theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Weapons: Carrying, Possessing, Etc.	2011	1	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	9	3	0	0
	2012	7	4	0	0
	2013	7	4	0	0
Disciplinary Referrals: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0



Arrests: Liquor Law Violations	2011	72	44	0	0
	2012	29	14	0	0
	2013	50	41	0	0
Disciplinary Referrals: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crimes	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Fires	2011	0	0	0	0
	2012	1	1	0	0
	2013	0	0	0	0
Domestic Violence	2011				
	2012				
	2013	2	1	0	0
Dating Violence	2011				
	2012				
	2013	0	0	0	0
Stalking	2011				
	2012				
	2013	0	0	0	0

Arrests

Disciplinary Actions

All students arrested also receive disciplinary action.

Note: Reporting period is January 1 – December 31



**Northern Wyoming Community College District
ANNUAL SECURITY/FIRE SAFETY REPORT**

2014

OPE ID: 00393000
Gillette College
 300 West Sinclair
 Gillette, WY 82718

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder / Non-negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Forcible sex offenses (including forcible rape)	2011	0	0	0	0
	2012	1	1	0	0
	2013	0	0	0	0
Non-forcible sex offenses	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	2	2	0	0
	2012	2	2	0	0
	2013	0	0	0	0
Motor vehicle theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	1	0
Weapons: Carrying, Possessing, Etc.	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	1	0	0	0
	2012	2	2	0	0
	2013	0	0	1	0
Disciplinary Referrals: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0



Arrests: Liquor Law Violations	2011	5	2	0	0
	2012	3	2	0	0
	2013	6	6	1	0
Disciplinary Referrals: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crimes	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Fires	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2011				
	2012				
	2013	0	0	0	0
Dating Violence	2011				
	2012				
	2013	0	0	0	0
Stalking	2011				
	2012				
	2013	0	0	0	0

Disciplinary Actions

All students arrested also receive disciplinary action.
Note: Reporting period is January 1 – December 31



OPE ID: 00393000
Sheridan College Johnson County
 235 Main Street
 Buffalo, WY 82834

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder / Non-negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Forcible sex offenses (including forcible rape)	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Non-forcible sex offenses	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Motor vehicle theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Weapons: Carrying, Possessing, Etc.	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0



Arrests: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crimes	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Fires	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2011				
	2012				
	2013	0	0	0	0
Dating Violence	2011				
	2012				
	2013	0	0	0	0
Stalking	2011				
	2012				
	2013	0	0	0	0

Disciplinary Actions

All students arrested also receive disciplinary action.

Note: Reporting period is January 1 – December 31



OPE ID: 00393000
Sheridan College Main Street
 171 N. Main Street
 Sheridan, WY 82801

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder / Non-negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Forcible sex offenses (including forcible rape)	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Non-forcible sex offenses	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Motor vehicle theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Weapons: Carrying, Possessing, Etc.	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0



Arrests: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crimes	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Fires	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2011				
	2012				
	2013	0	0	0	0
Dating Violence	2011				
	2012				
	2013	0	0	0	0
Stalking	2011				
	2012				
	2013	0	0	0	0

Disciplinary Actions

All students arrested also receive disciplinary action.

Note: Reporting period is January 1 – December 31



Northern Wyoming Community College District
ANNUAL SECURITY/FIRE SAFETY REPORT

2014

OPE ID: 00393000
Sheridan College Broadway Center
 245 Broadway
 Sheridan, WY 82801

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder / Non-negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Forcible sex offenses (including forcible rape)	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Non-forcible sex offenses	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Motor vehicle theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Weapons: Carrying, Possessing, Etc.	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0



Arrests: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crimes	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Fires	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2011				
	2012				
	2013	0	0	0	0
Dating Violence	2011				
	2012				
	2013	0	0	0	0
Stalking	2011				
	2012				
	2013	0	0	0	0

Disciplinary Actions

All students arrested also receive disciplinary action.

Note: Reporting period is January 1 – December 31



OPE ID: 00393000
Sheridan College Construction Technology Building
 Brooks Street
 Sheridan, WY 82801

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder / Non-negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Forcible sex offenses (including forcible rape)	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Non-forcible sex offenses	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Motor vehicle theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Weapons: Carrying, Possessing, Etc.	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0



Arrests: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crimes	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Fires	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2011				
	2012				
	2013	0	0	0	0
Dating Violence	2011				
	2012				
	2013	0	0	0	0
Stalking	2011				
	2012				
	2013	0	0	0	0

Disciplinary Actions

All students arrested also receive disciplinary action.

Note: Reporting period is January 1 – December 31



OPE ID: 00393000

Sheridan College Wyoming Culinary Institute

1841 S. Sheridan Avenue

Sheridan, WY 82801

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder / Non-negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Forcible sex offenses (including forcible rape)	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Non-forcible sex offenses	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Motor vehicle theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Weapons: Carrying, Possessing, Etc.	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0



Arrests: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crimes	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Fires	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2011				
	2012				
	2013	0	0	0	0
Dating Violence	2011				
	2012				
	2013	0	0	0	0
Stalking	2011				
	2012				
	2013	0	0	0	0

Disciplinary Actions

All students arrested also receive disciplinary action.

Note: Reporting period is January 1 – December 31



OPE ID: 00393000

Sheridan College Spear-O-Wigwam

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder / Non-negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Forcible sex offenses (including forcible rape)	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Non-forcible sex offenses	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Motor vehicle theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Weapons: Carrying, Possessing, Etc.	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arrests: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0



Disciplinary Referrals: Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Hate Crimes	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Fires	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2011				
	2012				
	2013	0	0	0	0
Dating Violence	2011				
	2012				
	2013	0	0	0	0
Stalking	2011				
	2012				
	2013	0	0	0	0

Disciplinary Actions

All students arrested also receive disciplinary action.

Note: Reporting period is January 1 – December 31



Fire Safety Report

Fire Hazards:

Prohibited items: Candles, candle warmers, incense, heat lamps, fog machines, fireworks, non-surge protector extension cords, potpourri pots, air conditioners* (including floor models), cooking and heating coils, electric blankets, kerosene or electric heaters, extension electric plugs, toaster ovens, sun lamps and halogen lamps, electric frying pans, George Foreman Grills, wireless access points, fog machines, pets or animals of any kind (they are not allowed in the halls event to visit!!), firearms: they are NEVER ALLOWED in the residence halls or on campus in vehicles **NOTE:** Cooking is not allowed in residence hall rooms...only in kitchens.

- **DVD players, TVs, Refrigerators**

Use of electrical devices such as stereos, DVD/CD players, hair dryers, and personal computers are permitted providing such devices are plugged within the room and do not exceed the amperage limits of the circuits within the room. Only one freestanding TV and refrigerator are allowed per room. Each room in Founders, South, and the Villas has a cable TV hook-up, so a cable-ready TV is best for viewing.

- **Televisions** must meet the following specifications:
 - Power input - 120 volts.
- **Refrigerators-** If you choose to bring a personal refrigerator it must meet these specifications: Capacity - four (4) cubic feet, energy star approved

FIRE SAFETY

1. Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without permission of proper authorities or fail to comply with College officials will be subject to disciplinary action and the assessment of fines.
2. Tampering with fire safety equipment or fire alarms is a violation of State Law, as well as college policy. Persons found in violation will be subject to severe disciplinary action.
3. Fire detection units should not be covered or blocked at any time.
4. For reasons of fire safety, the following items are not permitted in student rooms: Space heaters, halogen lamps, non UL rated lamps, any non UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, candles with or without wicks, decorative candles, incense, candle warmers, tart burners, non-light bulb potpourri burners, scented oil burners, live/cut Christmas Trees and Wreaths.
5. Unauthorized possession, storage or use of hazardous or dangerous weapons, explosive components or substances including, but not limited to, firearms, fireworks, and chemical materials such as gasoline/fuels, kerosene or compressed gases/air in College residence halls is specifically forbidden and, therefore, subject to severe disciplinary action.
6. Do not hang anything from the sprinkler heads. This will cause damage to the system that will be charged to the occupants of that suite/room. Additionally, decorations or objects hung on the walls must be at least 18 inches from the ceiling.
7. Fire safety tips:
 - a. Know where alarm pull stations are in your building
 - b. Know all of the exits and evacuation plans to your building
 - c. If you discover smoke or fire
 - i. Sound the alarm
 - ii. Call 911
 - d. If you are in a burning building



- i. Close the window
- ii. Close the door
- iii. Go to the nearest exit or stairs (if you are in a smoke-filled area, keep low to the floor)
- iv. Leave the building immediately

In case of fire, notify the Resident Assistant and pull the local fire alarm located nearest to your location. (Make a mental note of the location of fire alarms so you will know exactly where they are if needed.) Upon hearing the alarm, all residents should close their windows and doors, leaving them unlocked, and if safe passage is possible, proceed to a safe area a distance away from the building and await further instructions. If safe passage is not possible, residents should wait in their rooms with doors closed. Anyone caught turning in a false alarm will be subject to disciplinary measures.

FIREWORKS

Possession or use of fireworks within the city limits of Sheridan, which includes the Sheridan College campus, is illegal. Fireworks can be dangerous as well as a fire hazard and are not be used or stored in students' rooms.

SMOKE DETECTORS

All rooms are equipped with electric smoke detectors. For your protection and that of other residents, keep smoke detectors in working order. Students will be fined if alarms are found disturbed in any way. The cost to repair electric smoke detectors is approximately \$50 each.

SMOKING

The entire campus is smoke free. This means that you may smoke only in your personal vehicle. The smoke detectors in the rooms are extremely sensitive, and the entire fire alarm system will be activated if any smoke is detected, so don't try smoking in your room. Persons caught smoking outside of their personal vehicle will go through the judicial process. If you are interested in quitting please visit <http://wellbeingofwyoming.org/quit.htm> for information on programs that can help.

FIRE ALARM PROCEDURE

- Stop all activity
- Close all windows and doors
- Follow evacuation procedure, refer to evacuation map

EVACUATION PROCEDURES

- *Leave the building as instructed, in a calm, orderly manner. Use the predetermined evacuation route or alternate safe route. Ensure residents remain out of the way of emergency responders.*
- *Keep residents quiet and calm. Stay with the residents and keep them together, take attendance.*
- *DO NOT return to or move to another site unless told to do so by emergency personnel or College Official.*
- *Listen for further instructions.*
- *Refer all media who attempt to speak with you or your students to the College Public Information Officer.*

*** RA Staff Bring roster and take attendance.**

FIRE SAFETY EDUCATION AND TRAINING PROGRAM

Each year the housing professional and student staff are trained by the Sheridan Fire Department during the August training. Fire extinguisher training happens yearly with all Sheridan College



facilities staff with the Sheridan Fire Department. Gillette College facilities staff are trained yearly on eye wash stations, use of chemical showers, and fire evacuation procedures by the Gillette College Facilities Director.

REPORTING PROCESS

In the event that a fire has occurred, individuals are encouraged to contact the following individuals:

- Sheridan College
 - NWCCD Chief of Police, 307-752-2253
 - Director of Facilities, 307-752-1760
 - Director of Campus Life and Housing, 307-752-7579
 - Maintenance Manager, 307-752-1805
- Gillette College
 - NWCCD Lieutenant, 307-689-7586
 - Director of Facilities, 307-689-1242
 - Director of Campus Life and Housing, 307-689-1559
- Sheridan College in Johnson County
 - Director of Sheridan College in Johnson County, 307-620-1271

FUTURE PLANS

The next steps in improving the fire safety education and training program is to expand the training to all residential students and faculty and staff on each campus. We would also like to include the respective fire departments more thoroughly.



Sheridan College

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries that required treatment at a medical facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Family Housing, 3207 Coffeen Ave	0	0	NA	0	0	0
Founders Hall, 3059 Coffeen Ave	0	0	NA	0	0	0
South Hall, 3059 Coffeen Ave	0	0	NA	0	0	0
Crook Hall, 3059 Coffeen Ave	0	0	NA	0	0	0
Kearney Hall, 3059 Coffeen Ave	0	0	NA	0	0	0
Connor Hall, 3059 Coffeen Ave	0	0	NA	0	0	0
Blume House, 3059 Coffeen Ave	0	0	NA	0	0	0
Davis House, 3059 Coffeen Ave	0	0	NA	0	0	0
Diefenderfer House, 3059 Coffeen Ave	0	0	NA	0	0	0
Eaton House, 3059 Coffeen Ave	0	0	NA	0	0	0
Griffin House, 3059 Coffeen Ave	0	0	NA	0	0	0
Hanson House, 3059 Coffeen Ave	0	0	NA	0	0	0
Griffith House, 3059 Coffeen Ave	0	0	NA	0	0	0
McKeen House, 3059 Coffeen Ave	0	0	NA	0	0	0
Thorne House, 3059 Coffeen Ave	0	0	NA	0	0	0
Fitzgerald House, 3059 Coffeen Ave	0	0	NA	0	0	0
Hayes Hall, 3059 Coffeen Ave	0	0	NA	0	0	0
Stevens Hall, 3059 Coffeen Ave	0	0	NA	0	0	0
Williams Hall, 3059 Coffeen Ave	0	0	NA	0	0	0
Staff House #1, 3059 Coffeen Ave	0	0	NA	0	0	0
Staff House #3, 3059 Coffeen Ave	0	0	NA	0	0	0
Staff House #4, 3059 Coffeen Ave	0	0	NA	0	0	0



Gillette College
300 W. Sinclair Avenue

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries that required treatment at a medical facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Tanner Village Building 1, 300 W. Sinclair Ave	0	0	NA	0	0	0
Tanner Village Building 2, 300 W. Sinclair Ave	0	0	NA	0	0	0
Tanner Village Building 3, 300 W. Sinclair Ave	0	0	NA	0	0	0
Tanner Village Building 4, 300 W. Sinclair Ave	0	0	NA	0	0	0



Fire Safety Systems in NWCCD Residential Facilities

Sheridan College

Residential Facility	Fire Alarm Monitoring Done By Simplex Grinnell	Partial *1 Sprinkler System	Full *2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuations Plans & Placards	Number of Evacuation (fire) drills each calendar year
Family Housing, 3207 Coffeen Ave	X	X	X	X	X	X	0
Founders Hall, 3059 Coffeen Ave	X	X	X	X	X	X	0
South Hall, 3059 Coffeen Ave	X	X	X	X	X	X	0
Crook Hall, 3059 Coffeen Ave	X	X	X	X	X	X	0
Kearney Hall, 3059 Coffeen Ave	X	X	X	X	X	X	0
Connor Hall, 3059 Coffeen Ave	X	X	X	X	X	X	0
Blume House, 3059 Coffeen Ave	X	X	X	X	X	X	0
Davis House, 3059 Coffeen Ave	X	X	X	X	X	X	0
Diefenderfer House, 3059 Coffeen Ave	X	X	X	X	X	X	0
Eaton House, 3059 Coffeen Ave	X	X	X	X	X	X	0
Griffin House, 3059 Coffeen Ave	X	X	X	X	X	X	0
Hanson House, 3059 Coffeen Ave	X	X	X	X	X	X	0
Griffith House, 3059 Coffeen Ave	X	X	X	X	X	X	0
McKeen House, 3059 Coffeen Ave	X	X	X	X	X	X	0
Thorne House, 3059 Coffeen Ave	X	X	X	X	X	X	0
Fitzgerald House, 3059 Coffeen Ave	X	X	X	X	X	X	0
Hayes Hall, 3059 Coffeen Ave	X	X	X	X	X	X	0
Stevens Hall, 3059 Coffeen Ave	X	X	X	X	X	X	0
Williams Hall, 3059 Coffeen Ave	X	X	X	X	X	X	0

*1 Partial Sprinkler System 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.



Gillette College
300 W. Sinclair Ave.

Residential Facility	Fire Alarm Monitoring Done By Simplex Grinnell	Partial *1 Sprinkler System	Full *2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuations Plans & Placards	Number of Evacuation (fire) drills each calendar year
Tanner Village Building 1, 300 W. Sinclair Ave	X	X	X	X	X	X	0
Tanner Village Building 2, 300 W. Sinclair Ave	X	X	X	X	X	X	0
Tanner Village Building 3, 300 W. Sinclair Ave	X	X	X	X	X	X	0
Tanner Village Building 4, 300 W. Sinclair Ave	X	X	X	X	X	X	0

*1 Partial Sprinkler System 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.



Appendix.....

DEFINITION OF TERMS

Sex Offenses Definitions: As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses-Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- A. Forcible Rape - The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- B. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- C. Sexual Assault with an Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- D. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses-Non-Forcible: Unlawful, non-forcible sexual intercourse.

- A. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

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

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, etc.

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

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; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: A felony or misdemeanor crime of violence committed by

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA) or



- 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.

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

Fire: any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned violations

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

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

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

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

LOCATION DEFINITIONS FROM THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

On-Campus:

- (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:

- (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; 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.