NORTHERN WYOMING
COMMUNITY COLLEGE DISTRICT

2026 Annual Security/Fire Safety Report

Information for the 2025 Calendar Year

*(Statistics are for Sheridan College (NWCCD); Gillette College (GCCD); and Sheridan College in Johnson County (SCJC), for the **Calendar Year January 2025 - December 2025** (and also includes statistics from 2024 and 2023).*

Note: There may be changes to Title IX policies and procedures periodically. This report will be updated with any substantive changes within a 6-month period and republished if such changes occur. Lesser changes will be updated annually.

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Introduction

The Northern Wyoming Community College District (NWCCD) has developed important programs to help protect your safety and well-being. The following information is not a contract. It is a useful description of our campus safety policies and we encourage you to read it carefully.

Education requires a safe environment for success. The Northern Wyoming Community College District is strongly committed to crime prevention and the safety of our students, staff, and visitors. Your cooperation is essential to minimize criminal activity and create a safer community for all. If you see something, say something.

Like other institutions, we are not without occasional crimes. You are not only a citizen of the country and state in which you live; you are an important member of the NWCCD Community. That means you must obey Federal, State, and local laws as well as the rules and regulations of the NWCCD. Being aware of those rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone.

We comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or "Clery Act," a Federal statute requiring all colleges and universities that participate in Federal financial aid programs to keep and disclose information about crime on and near their campuses. We also comply with the Violence Against Women Reauthorization Act of 2013 (VAWA).

Separate Campuses

All policy statements contained in this report apply to all campuses unless otherwise indicated, and include Gillette College (GCCD), Sheridan College (NWCCD) and Sheridan College in Johnson County (SCJC). All Policies and Procedures are inclusive and applicable to all students at these locations.

Notice of Non-Discrimination: *Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, gender identity, genetic information or any other class protected under state and federal law. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to titleix@sheridan.edu or in person with NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Griffith Memorial Building, Room 141D, 1 Whitney Way, Sheridan, WY 82801; 307-675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.*

Campus Safety: *NWCCD is committed to maintaining a safe and secure campus environment. As a part of ongoing safety efforts, NWCCD publishes an annual report that discloses crime statistics on and around our campuses. A direct link to this Annual Security and Fire Safety Report, electronic version, is provided on www.sheridan.edu and also on the HUB Campus Safety Page. Again, for the most recent copy of this Report, go to the Consumer Information tab on www.sheridan.edu. If you wish to review a hard copy of this report, please contact the Office of Risk Management at 307-675-0812.*

The following link will lead you to the NWCCD Campus Safety page where you can find NWCCD's Campus Rules and Regulations and the Campus Safety Plan. https://www.sheridan.edu/student-life/campus-safety/ .

*Safety Planning Committee Message**

***NWCCD does not have a Campus Police Department**.* Instead, an established Safety Planning Committee meets as necessary, and the Incident Management Team meets regularly. Local Law Enforcement responds to the District's campuses and assists with maintaining safety, law and order.

The Campuses share local jurisdiction, as well as State jurisdiction, with Sheridan, Buffalo and Gillette Police Departments, Sheridan, Johnson and Campbell County Sheriff Offices, Wyoming Highway Patrol and other state Law Enforcement agencies. Sworn law enforcement officers named above have the authority to effect a custodial arrest for a law violation on the campuses, and is not limited to the above stated agencies.

The Northern Wyoming Community College maintains a close working relationship with those agencies to comply with city and state laws within the jurisdiction of the cities of Buffalo, Gillette, and Sheridan. All Local, County and State Police Officers have the authority to pursue any crime initiated on NWCCD owned or controlled property. Officers may 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 a record keeping system maintained by the office of the District Risk Manager and Clery Compliance Officer.

Safety personnel and contracted safety personnel may be utilized for special events and other unforeseen activities. These safety personnel do not have arrest authority and are used to observe and report. Safety personnel have been contracted for regular patrols on the Gillette campus.

Working Relationship with State and Local Law Enforcement Agencies

The Buffalo, Gillette, and Sheridan Police Departments and the Campbell, Johnson, and Sheridan County Sheriff's Departments cooperate under the State of Wyoming Mutual Aid Agreement. Each department augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions. There are written agreements or memorandums of understanding regarding law enforcement presence on the campuses between NWCCD and the local police departments for Campbell and Sheridan Counties. This includes a School Resource Officer provided by the City of Gillette Police Department. As of Fall 2024, Sheridan College entered into an agreement for an increased presence of the Sheridan County Sheriff's Department and Sheridan Police Department, with no established set hours.

Gillette Campus entered into a contract with the City of Gillette Police Department in September 2023, for a school resource officer (SRO). Gillette Students may report crimes to the SRO by contacting 9-1-1 or in person Monday – Friday between the hours of 8:00 a.m.-4:00 p.m., if the SRO is available. Sheridan College entered into a contract in 2024 with the Sheridan County Sheriff Department and Sheridan Police Department to provide extra patrols of the Sheridan campus and property.

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: Vice President of Student Affairs, Director of Campus Life and Housing, Director of Counseling Services, or to a Campus Security Authority (CSA), listed in the CSA section below, who the student is comfortable talking to about the crime.

Crime Reporting Procedure

To Report a Crime in Progress or an Emergency, dial 9-1-1. You may contact the Campus Safety Line at 307-675-0250 (Sheridan College and Sheridan College at Johnson County) or 307-681-6050 (Gillette College) to report a non-emergent crime. 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 Local Law Enforcement agencies either by calling 9-1-1 or the non-emergent dispatch depending on the circumstances**: 911 in an emergency**, and:

Gillette Non-Emergency Police Dispatch: 307-682-5155 Gillette Campus Safety Line: 307-681-6050

Sheridan Non-Emergency Police Dispatch: 307-672-2413 Sheridan Campus Safety Line: 307-675-0250

Buffalo Non-Emergency Police Dispatch: 307-684-5581 Sheridan Campus Safety Line: 307-675-0250

Sheridan District Risk Manager: 307-675-0812 / Gillette Director of Risk Management: 307-681-6336

Members of the community are helpful when they immediately report crimes or emergencies to the Local Police Department and/or the Primary Campus Security Authorities (listed in the Campus Security Authority section below) for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice, when deemed necessary.

Response to a Report

The Local Police will investigate every crime and request assistance from other state and local law enforcement agencies when needed.

Dispatchers are available at the 9-1-1 telephone number, 24 hours a day to answer your calls. In response to a call, the Local Police Department will take the required action, either dispatching an officer or asking the victim to report to the Local Police Department to file a formal report. All reported crimes will be investigated and may become a matter of public record. At the discretion of Local Police Departments, reports involving students are forwarded to the Office of Campus Life and Housing for potential action, as appropriate, and may be further investigated if it is determined there is a possible Title IX violation. Additional information obtained via any investigation will also be forwarded to local Police and/or the Office of Student Affairs. If assistance is required from the local Police Department or the local Fire Department, NWCCD authorities or anyone needing that assistance may contact the appropriate local responding agency by dialing 9-1-1. If a sexual assault or rape should occur, staff on the scene will offer the victim a wide variety of services.

Local police agencies likely will not provide information to the NWCCD Public Safety Director, a Vice President, or District Risk Manager on matters of criminal activity at non-campus recognized student activities. (This includes student organizations recognized by the District and any organization with non-campus housing facilities. At this time, there are no non-campus housing facilities recognized by any campus organization.) It will be requested of all police agencies in accordance with Clery Act requirements.

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 Local Police. Confidential crime reporting is an essential, if not preferred, method of reporting. The primary point of crime reporting should be to the Local Police or the Office of Campus Life and Housing or Student Affairs.

Confidential Reporting Options

If you choose to file a **confidential report** through the Office of Campus Life and Housing or Student Affairs, they 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 practice of the District to encourage the reporting of crimes even if the victim does not wish to file a complaint.

Crime Reporting Procedure for Professional Counselors

Although professional counselors are exempt from reporting crime due to confidentiality laws, it is highly encouraged that when they deem it appropriate they inform the persons they are counseling of all reporting procedures to report crimes on a voluntary, *confidential* basis for the inclusion in the annual disclosure of crime statistics. Counselors receive this information during their orientation with the District Risk Manager or Clery Compliance Officer. The college campuses do not employee pastoral counselors, but they may be invited on campus by student organizations as guests.

Accurate and Prompt Reporting

Crimes should be accurately and promptly reported to the Local Police Department or the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report.

Additionally, staff and students may utilize the "Care Report" on the **NWCCD Hub** to make an anonymous report to District Employees assigned to the Care Committee. 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 Risk Manager/Clery Compliance Officer for crime reporting notifications, campus crime statistics reporting, and campus education programs. The District Risk Manager/Clery Compliance Officer at the 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.

The NWCCD will do everything within its legal ability to protect the identity of victims in any case in a report of criminal activity.

Campus Security Authority (CSA)

To help ensure the safety of the NWCCD community, the NWCCD has designated Campus Security Authorities. The Clery Act states that a CSA can be defined as any one of the following:

- Any individual who has responsibility for campus security but who do not constitute a campus police department or security department. Campus Public Safety Directors and the District Risk Manager are included as CSAs.
- An individual or organization specified in the College's statement of campus safety policy as an individual or organization to which students and employees should report criminal offenses.
- An official of the College who has significant responsibility for student campus activities including but not limited to, student housing, student discipline and campus judicial proceedings.

Students and employees can report crimes to any Campus Security Authority on campus, but Sheridan College and Gillette College have identified the following people (listed below) as *Primary* Campus Security Authorities (CSA), to provide additional reporting options in the event that the reporting party does not want to report a crime directly to the Local Police. One of the below listed *Primary* CSAs can be contacted and the crime can be reported directly to them. All CSAs are required to subsequently notify the District Risk Manager of any reported crimes, to allow that office to capture the crime for statistical purposes and to assess the crime for a potential timely warning notice.

Individuals who are identified as CSAs are provided notice of their status annually and reminded twice a year that they must complete online training as a part of their role. Every January-February or soon after, CSAs will be sent a Crime Statistics report form that must be filled out if any crimes were reported to them that were not reported to the District Risk Manager/Clery Compliance Officer or Campus Public Safety Director.

Any crime within the District's Clery Geography that is reported to a CSA shall immediately be reported to the District Risk Manager/Clery Compliance Officer or Campus Public Safety Director for further investigation and recording of the incident. These crimes will be assessed for a potential timely warning notice and will be included in the crime statistics.

All Sheridan and Gillette College Campus Security Authorities (CSAs) are required to report crimes (violations of federal, state, and local laws) promptly to the Local Police Department for investigation or disposition.

The Primary Campus Security Authorities for NWCCD are:

Sheridan:

- Interim Vice President of Student Affairs, 307-675-0111 Sheridan - Whitney Building, Suite 156
- Vice President of Administration, 307-675-0811, Sheridan - Whitney Building, W145D
- Director of Campus Life and Housing, Sheridan College 307-675-0787, Thorne-Rider Campus Center (TRCC), TRCC 106B
- Chief Human Resources Officer 307-675-0571, Sheridan - Griffith Memorial Building 141D (Title IX Coordinator)
- District Risk Manager/Clery Compliance Office, 307-675-0812, Whitney Building W145B

Gillette:

- Senior Director, Human Resources, 307-681-6321, Gillette – GCMN (Main), 215
- Dean of Students, 307-681-6082, GCMN (Main) 206D
- Mental Health Counseling, 307-681-6080, GCMN (Main) 130A
- Director of Access and Success (ADA), 307-681-6081, GCMN (Main) 206E
- Vice President for Administrative Services/CFO, 307-681-6335 GCMN (Main) 204D
- Vice President for Student Affairs and Academics, 307-681-6071 GCMN (Main) 204E
- Director of Risk Management, 307-681-6336, GC TEC 200B

Johnson County (Buffalo):

- Director, Sheridan College in Johnson County, 307-675-0141, Bomber Mountain Civic Center
- All students may report by emailing: titleIX@sheridan.edu as another option.

Safety and Security Awareness Programs

All incoming students, during orientation, receive an introduction to the Safety Procedures in the Campus Safety Plan, Incident Management Plan, Active Shooter training (ALICE or Run.Fight.Hide), Crime Reporting Procedures and Alcohol and Drug Awareness. All student residents receive the same information as well as crime prevention practices in a yearly update via online training as part of their housing orientation. "See Something, Say Something" is emphasized as well as being a good bystander.

All new employees receive orientation with the Safety Procedures found in the Employee Handbook from Human Resources and receive communications concerning Incident Management, (ALICE or Run.Fight.Hide.) training opportunities, and Crime Reporting Procedures. Annual refreshers covering the same topics are offered at different times to all faculty and staff. These procedures are also outlined in Policy Series 3000.

During the 2025-2026 academic year, NWCCD offered crime prevention and security awareness programs during student leader orientation and student services programming. Topics such as personal safety, hazing reporting, suicide prevention, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year. See more specifics beginning on page 43 of this report.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others with a core philosophy of "see something, say something". This safety mantra is emphasized during student orientations, RA and student leader trainings, and Faculty Orientation and is offered 1-2 times a year. Supplemental trainings are offered 1-2 times a year for all staff and individual departments may request training from the risk managers and campus safety directors.

Crime Prevention Programs

Crime prevention is currently taught to students residing on campus via mandatory online training prior to move in. This training is also offered to non-resident students during the NWCCD orientations. Sexual Assault and Alcohol and Drug prevention programs are offered to all resident, non-resident students and employees.

Alcohol and Drug Policy

The possession and consumption of drugs or alcohol at any District facility, program, or in any vehicle, regardless of location, is limited to circumstances and conduct expressly permitted by the laws of the State of Wyoming and District procedures.

Pursuant to the U.S Department of Education Regulations implementing the Drug-Free Schools and Communities Act Amendments of 1989, Northern Wyoming Community College District establishes the following policy and regulations:

Northern Wyoming Community College District strives to establish for its students, faculty and staff an environment in which the misuse of alcohol and drugs is minimized; which encourages moderation, safety and personal accountability; and which provides an atmosphere free of coercion and peer pressure to abuse alcohol or use illegal drugs. The College strongly believes and encourages the use of treatment and educational programs as the most effective means to reduce and prevent substance abuse of any kind. All members of the NWCCD community should exercise sound judgment and be mindful of their personal health, safety and well-being, as well as that of their friends and guests, by observing all laws regulating drug and alcohol and the College rules expressed in this Policy.

Northern Wyoming Community College District strictly prohibits the possession, use, sale or distribution of marijuana, cocaine, LSD, fentanyl, 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; unless an exception for alcohol is approved by Administration. Policy 5330, Procedure 5330.2 outlines that residence halls at Gillette College are alcohol-free. Residence halls at Sheridan College allow for students who are 21 years of age or older and who are residing in residence halls to possess and consume alcoholic beverages only within the assigned living quarters of the resident in conformity with state and local laws and District regulations governing personal conduct. Unauthorized use of 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 local law enforcement jurisdictions, are consistent with applicable local, state, and federal laws regarding the possession, use. NWCCD is a drug-free campus. Any individual known to be possessing, using, or distributing such drugs or and/or sale of these substances. The local Police Departments have primary responsibility for the enforcement of State underage drinking laws, as well as the enforcement of Federal and State drug laws.

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 Vice President of Student Affairs Office and/or Campus Life and Housing Office. For further information, contact the Student Affairs Office at 307-675-0123.

Reference: *"Drug and Alcohol Abuse Education"* Adoption Date: 8-23-2018
Review Dates:
Revision Dates:
P a g e | 1
NWCCD
Policy Series 5000
Policy 5330
Procedure 5330.2
Alcohol and Other Drugs in the Residence Halls
It is the intent of the District to encourage responsible be….

The Department of Campus Life and Housing Sanctions Vector Solutions' "Think About It: Alcohol" and "Think About It: Drugs" to students who receive alcohol or drug violations. "Think About It: Alcohol" and "Think About It: Drugs" are available for any student who wishes to learn more. The student programming board brings in speakers to discuss alcohol, drugs, and sexual assault. They also run educational programs such as RHA House Party, Mario Cart DUI and Water Pong Tournaments to simulate the effects of alcohol through the use of drunk goggles. Alcohol education tabling with Campus Life and Housing, Counseling Services, and at targeted events (Music on the Mall).

Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, NWCCD publishes information regarding the District's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and District policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for NWCCD students and employees. A complete description of these topics, as provided in the District's annual notification to students and employees, is available online at Consumer Information:

https://www.sheridan.edu/about/consumer-information/ . This Consumer Information is updated every two years.

Timely Warnings

In the event that a situation arises within the NWCCD Clery Geography (on campus, contiguous public property and non-campus property), that, in cooperation with the responding Local Police (when necessary), Campus Public Safety Director, Cabinet Member or the District Risk Manager, constitutes an ongoing or serious threat, a campus-wide "timely warning" will be issued. Timely Warning Notices are typically written by and distributed by the District Risk Manager (or a designee) with the assistance of the Public Information Office and approval from the Vice President of Administrative Services' office, and are issued through the college e-mail and text message system to students, faculty, and staff.

These reports may also be distributed using press releases, warning posters, postings on the campus website, and announcements by email and campus TV broadcasts, 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 Safety Director, by phone 307-675-0250 (for SC & SCJC) or 307-681-6050 or 681- 6055(GC) or in person at the Sheridan Campus Physical Plant or the office of the Vice President for Administration, Sheridan Campus, Whitney Building, Suite W145. In person in Gillette, you will want to report to the Office of the Director of Risk Manager of Gillette Community College in the GC Tec Building, Room 200b and the Campus SRO in the GC Main Building, Room 103.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Base Reporting System (NIBRS) crime classifications.

- Murder/Non-Negligent Manslaughter.
- Manslaughter by Negligence.
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger NWCCD community).
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis).
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the reporting party or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another.
- Major incidents of Arson.
- Other Clery crimes as determined necessary by the reporting party or their designee in their absence.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of NWCCD.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

When a timely warning is issued, it will be made in a manner that protects the identity of any victim of crime and in a way to prevent similar occurrences from happening.

NWCCD is not required to issue a timely warning for crimes reported to a pastoral or professional counselor.

Emergency Response and Evacuation Procedures

NWCCD maintains an Emergency Response Plan (known as the Incident Management Plan) that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

District units/departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

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. The Incident Management Team or Safety Planning Committee may provide Evacuation Training to individual departments, upon request. Contact the Campus Public Safety Director at 307-675-0250 on the Sheridan Campus & Johnson County Campus and 307-681-6050 or 307-681-6336 on the Gillette Campus, to set up training or for assistance in development of an Evacuation Plan. The Incident Management Plan is published on the website and accessible as a resource for all employees and is updated annually.

The Campus Life and Housing Office distributes the following document 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’s Emergency Operations Plan (called the Incident Management Plan) calls upon all employees to be familiar with the Employee Quick Reference Emergency Information “See Something Say Something” Card. For additional information on District emergency procedures and safety resources, consult this Incident Management Plan located on The HUB portal Campus Safety page.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a *fire* situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify the Local Police by dialing 911.

1. Remain calm.
2. Do NOT use elevators, use the stairs.
3. **Employees and faculty are expected** to assist the physically impaired. If they are unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform the Local Police by dialing 9-1-1 or the responding Fire Department of the individual's location. Specify the building, the floor, and the direction (north, south, east, west).
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel remain outside of the building until an all-clear is given.
6. Do NOT re-enter the building.

Shelter-in-Place Procedures – What It Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around your room become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside, such as shutting off the air ventilation systems.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest District building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources: Local Police Department, Housing staff members, other District employees, or other authorities utilizing the District's emergency communications tools.

How to "Shelter-in-Place"

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If 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 on the scene.
2. 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.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (District staff will turn off the ventilation as quickly as possible.)

6. Make a list of the people with you and ask someone (faculty, or other staff) to call the list in to Local Police so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

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 President's Administration Team and the Incident Management Team (if one of them is unavailable, the other is responsible), will determine if a notification is necessary, and if so, will determine the content of the notification. The District Risk Manager, or a member of the Public Information Office (or a designee) 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.

In the event of an emergency, NWCCD will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the District community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors.

The Campus Safety Director, a member of the NWCCD Cabinet, or District Risk Manager (or designee), in conjunction with other District administrators, or with information from local first responders, the health department, and/or the National Weather Service, will confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some of all members of the NWCCD community. The President's Administration Team and the Incident Management Team will determine the content of the message and will use some or all of the systems described below to communicate the threat to the NWCCD community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

During an emergency, the Public Information Office (PIO) will coordinate information gathered by the District Risk Manager, and coordinate releases to the media with the Information Officer with the On-site Command, the Campbell/Johnson/Sheridan County Emergency Operations Center, or the Joint Information Center (JIC) as appropriate.

To opt-in for emergency text and voice messaging, students, faculty, and staff can do so through the **NWCCD Alert Me emergency notification system (by ReGroup):** All College-issued email addresses will receive emergency notifications through our Alert Me system automatically. For individuals who would like to receive emergency text and voice messages as well, please follow these instructions to sign up to this opt-in option:

To register a phone number by computer:

1. Go to: https://NWCCD.app.Regroup.com,
2. Sign in using your NWCCD email and password,

3. Go to the "person" icon in the upper right-hand corner, click on it, update your cell phone number and any other pertinent information and **hit save**.

To designate the types of messages you would like to receive, based on audience groups, please:

1. Click on "Dashboard" once logged into **Alert Me**,
2. Click on "Groups" at the top of the page. It will show you a list of pre-determined groups. Under "status" it will show groups you are a default member of (you cannot change this).
3. Click on any groups you would like to join (you will receive messages targeted to any groups you join.

Methods of Issuing Emergency Notifications

District Website: Up-to-date information regarding the status of the District is always available on the District's website: www.sheridan.edu. 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, by the Public Information Office (PIO), 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 incident, it is the responsibility of each department to update the Web page by contacting the PIO with department-specific information as it becomes available. Other information will be posted as deemed appropriate.

NWCCD Alert: For individuals who have chosen to opt-in for emergency text and voice messages through the NWCCD Alert Me app, they will receive a message with information regarding potential threats to the safety and security of the campus community. Gillette College has mandatory participation.

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 on emergency situations and keep them updated on the situation. The College 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 college (i.e., a message about benefits eligible information).
- Official: a non-urgent communication from an executive officer (i.e., a message from the College President).
- Emergency: an emergency announcement from an executive officer or designee regarding an imminent event, such as a tornado warning.

System to Use:	Primary Message Creator	Backup Message Creator	Authority for Approving & Sending Messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
PRIMARY: Sheridan	NWCCD President, Risk Manager or PIO	President or Vice President for Administration will designate	College President or Designee	Risk Manager or Public Information Office	Sheridan Campus Services Director or PIO marketing team
PRIMARY: Gillette	GCCD President or Director, Risk Mgmt	PIO	GCCD President or designee	GC Risk & Campus Safety Director	PIO
The NWCCD President has given authority through implementation of the Incident Management Plan to all staff who first come upon an incident to assume the Incident Command role and to designate responsibilities until first responders arrive and incident command is transferred accordingly to another College staff member or first responder.					

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm) in the event of an emergency notification.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties. The larger community can also access emergency information via the NWCCD homepage at www.sheridan.edu and/or social media.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the College must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning follow-up based on the circumstances; however, the institution must provide adequate follow-up information to the community for emergency notifications.

Crimes in progress should be reported by dialing 9-1-1 or contacting local law enforcement agencies.

Testing and Evaluation

Northern Wyoming Community College District will test the emergency response and evacuation procedures at least once per calendar year. In conjunction with other emergency agencies, the District conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on the campuses. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

The District Risk Manager/Clery Compliance Officer 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. Each test is documented and includes a brief description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. The following is a brief summary of the 2025 exercises:

The Incident Management Team on the Sheridan College campus conducted a planned announced virtual tabletop emergency drill exercise on June 11, 2025, with an evacuation component at each campus. The Gillette College campus conducted an emergency drill exercise on June 10, 2025. The exercises were attended by staff and local first responders and included a mass evacuation component of the campuses with the similar scenarios of an active shooter. Documentation is available for public review at the Risk Managers' offices. On June 12, 2025, the Alert Me text messaging systems were tested district-wide to coincide with testing requirements and exercise follow-up both on the Sheridan and Gillette Campuses.

In addition, Sheridan College offered Run.Hide.Fight. on July 1. This is an all-day class that trains emergency response with mass evacuation drills.

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 and doors propped open. All members of the campus community are encouraged to report safety and security hazards to the Physical Plant, Campus Safety Director, or District Risk Manager or Director of Risk Management on both campuses.

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

During normal 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 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 door 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 Cabinet, 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 open to the public and monitored by Local Law Enforcement. Visitor parking is allowed in designated areas and unrestricted space. Visitors to Gillette College may park in any unrestricted space on campus.

Academic and administrative buildings are locked after normal working hours and residence halls are controlled by District Housing Policy. Every effort is made to ensure 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.

Facilities Staff conduct routine visits of campus buildings and monitor and address security related matters in campus facilities, including residence halls, and contact Local Law Enforcement when necessary.

Missing Student Notification
Missing Person Policies

In accordance with the Higher Education Reauthorization Act, NWCCD will actively investigate any report of a missing student who is enrolled at the District. Members of the District community who believe a student has been missing for 24 hours, should immediately report missing persons to Local Police by calling 911, and Campus Life and Housing staff, or by calling the Campus Safety Lines. Suspected missing students should be reported immediately to the Local Police by calling 911. Within the District, responsibility for investigation of missing person reports rests with Local Police with the assistance of Campus Life and Housing. There is no waiting period for reporting a missing person. Responding officers and/or staff will carefully record and investigate the factual circumstances surrounding the disappearance in accordance with departmental processes.

Campus Life and Housing has established a Missing Student Contact list, where students who reside in on campus housing facilities may annually register a confidential missing person contact(s) to be notified in the event they are reported missing. The information is voluntary, but strongly encouraged. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be treated in a confidential manner and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation. The information can be provided as part of the housing application process. Updates to the information can be done through Campus Life and Housing.

If Local Police or Student Affairs, after investigation, determine that an on-campus residential student has been missing for 24 hours, the District will, within 24 hours after making such a determination, notify the student's designated contact person that the student is missing.

Students are advised that, in the event a student under 18 years of age and not emancipated, Student Affairs must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person (designated by the student). For all missing students, Student Affairs will notify the local law enforcement agency within 24 hours of the determination that the student is missing unless the local law enforcement agency is the entity that made the determination that the student is missing.

Notice to others will be in compliance with applicable FERPA regulations. Reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if the local residence cannot be determined.

Missing Person Procedures

A student is determined to be missing when the Student Affairs have conducted an initial inquiry and have contacted the Local Police, who will have verified that reported information is credible and circumstances warrant declaring the person missing. Should the Student Affairs or the Local Police investigate and determine that a residential student is missing, contact will then be made to the missing person's confidential missing person contact, if contact information has been provided, within 24 hours of the determination that the student is missing by the Local Police and/or Student Affairs. If the student is under the age of 18 and is not an emancipated individual, Student Affairs will notify the student's parent or custodial guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, NWCCD Student Affairs officials will inform the local police department (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

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 https://www.registeredoffenderslist.org. The automated system will provide the information requested. Sex offender information can also be obtained through the Wyoming Division of Criminal Investigation website https://wyomingdci.wyo.gov. All registered sex offenders are required to check in with the Local Sheriff's Department prior to attending classes. Minors that are registered sex offenders will not be publicly identified.

Preparation of Annual Disclosure and Distribution of Crime Statistics

The District Risk Manager/Clery Compliance Officer, in collaboration with the Vice President of Administration and CFO, prepares and disseminates this report to comply with the Jeanne Clery Campus Safety Act. The full text of this report can be located on our internal website at https://livesheridan.sharepoint.com/sites/CampusSafety. You will also be able to connect to our site via the Northern Wyoming Community College District public home page at www.sheridan.edu and type in Safety in the Search Bar. This report is prepared in cooperation with local Law Enforcement agencies surrounding our campuses and alternate sites, Campus Life and Housing, and the Department 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 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. Counseling Services staff inform their clients of the procedures to report crime

to Local Police on a voluntary or confidential basis, should they feel it is in the best interests of the client. A procedure is in place to anonymously capture crimes disclosed confidentially during these sessions.

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 District Risk Manager/Clery Compliance office located in the Whitney Building on the Sheridan College Campus in Suite W145 or by calling (307) 675-0812 (SC, GC & SCJC). All prospective employees may obtain a copy from the NWCCD District Risk Manager/Clery Compliance office or on the public website at www.sheridan.edu.

Stop Campus Hazing Act

Beginning with statistics collected in calendar year 2025, the Northern Wyoming Community College District will be reporting any instances of hazing in the 2026 Annual Security and Fire Safety Act Report. The standardized **definition** of hazing, for the purposes of reporting statistics is: any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons), against another person or persons regardless of the willingness of such other person or persons to participate, that – is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury. For the entire definition, please refer to the Appendix Definition of Terms.

Northern Wyoming Community College District complies with the Stop Campus Hazing Act. This act requires institutions of higher education that participate in federal student aid programs to report hazing incidents. To report an incident of hazing, please complete an NWCCD Incident Report, located on the HUB or in person to Student Affairs. If you wish to remain anonymous, you may do so by completing a Guardian or CARE Report (also located on the HUB). Reports of hazing will be fully investigated, assigned to the Vice President of Student Affairs, under the Student Code of Conduct (Procedure 5075.2 and 5075.4). If an employee is involved, investigation will be conducted by the Human Resources Department.

Hazing in any form is strictly prohibited, as it endangers the physical and psychological well-being of individuals and is contrary to the values of the institution. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene, failing to report, or discouraging to report those acts may also violate the institution's policy (Policy 5074).

In 2023, Wyoming Legislators brought forward Senate File 0175 to include hazing, but it did not pass into law. However, the District has an anti-hazing policy and persons found in violation are subject to student code of conduct findings and, if an employee is involved, the employee code of conduct findings. The federal Stop Campus Hazing Act was subsequently passed into law on December 23, 2024.

In an effort to educate, bring awareness, and prevent incidents of hazing, the District provides educational materials and includes information in safety trainings and student activities. Trainings include research-informed, campus-wide prevention programs for students, staff, and faculty. These programs offer primary prevention strategies such as bystander intervention; recognition of hazing; ethical leadership practices; and building inclusivity.

Sheridan College Campus					
Criminal Offenses Reporting Table					
		Geographic Location			
Offense	Year	On-Campus Property	On-Campus, in Student Housing	Non Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Rape	2025	1	1	0	0
	2024	2	2	0	0
	2023	1	1	0	0
Fondling	2025	0	0	0	0
	2024	1	1	0	0
	2023	0	0	0	0
Incest	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Burglary	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arson	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Hazing	2025	0	0	0	0
	2024	N/A	N/A	N/A	N/A
	2023	N/A	N/A	N/A	N/A
Unfounded Crimes *(as designated by law enforcement agencies only*) **Continued next pg.**	2025	1	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

On 12/12/2025, Sheridan PD investigated a claim of drug activity on campus, not in housing. Sheridan PD determined the report was unfounded. Reference: SPD record # 25P010200.
2025: An acquaintance rape was reported by an SC student on 10/8/2025 on campus, in-housing. Student did not wish to file a formal complaint and Title IX Coordinator determined there was no additional threat to reporting party or college community. The case was assessed for an emergency notification or timely warning and it was determined neither could be pursued. 2024: a rape was reported by an SC Student. However it was **not** in Clery Geography, having occurred in the City of Gillette at a private dwelling, not within Clery Geography, and the respondent was not a student. The respondent was criminally prosecuted.
2025: Atlanta, GA Police reported a robbery and 2 car thefts on non-campus property at a hotel where Sheridan College students were staying. The incidents occurred in public space in which the College had no ownership or control.
2025: In compliance with the federal Stop Campus Hazing Act, enacted in December 2024, NWCCD monitored and collected information on any reported Hazing incidents beginning on January 1, 2025 through December 31, 2025. Statistics have only been collected for record purposes since that time and have been added to the crime statistics reflected above and below. There were no hazing incidents reported.

Gillette College Campus

Criminal Offenses Reporting Table

Offense	Year	Geographic Location			
		On-Campus Property	**On Campus Student Housing**	**Non Campus Property**	**Public Property**
Murder/Non-Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Rape	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Fondling	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Incest	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Burglary - GCCD cont'd:	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Hazing	2025	0	0	0	0
	2024	N/A	N/A	N/A	N/A
	2023	N/A	N/A	N/A	N/A
Arson	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Unfounded Crimes *(as designated by law enforcement agencies only)*	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Sheridan College Campus

Arrests and Disciplinary Referrals Reporting Table

Offense	Year	Geographic Location			
		On-Campus Property	**On-Campus In Student Housing Facilities**	**Non-Campus Property**	**Public Property**
Arrests: Weapons (Carrying, Possession, etc.)	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possession, etc.)	2025	1	1	0	0
	2024	2	0	0	0
	2023	0	0	0	0
Arrests: Drug Abuse Violations	2025	1	1	0	0
	2024	0	0	0	1**
	2023	1	1	2*	0
Disciplinary Referrals: Drug Abuse Violations	2025	2	1	0	0
	2024	3	3	0	0
	2023	1	1	0	0
Arrest: Liquor Law Violations	2025	8	6	0	0
	2024	5	2	0	0
	2023	3	1	0	0
Disciplinary Referrals: Liquor Law Violations	2025	7	7	0	0
	2024	51	50	0	0
	2023	76	73	0	0

On-Campus Student Housing Facilities Arrests (Citations) and Referrals are a subset of the On-Campus Property Category.

**On 10/25/2024, Sheridan Police Department reported 1 drug citation in the public on Coffeen, contiguous to the main campus. No student involved.

*On 6/7/2023, Sheridan Police Department reported 2 drug violations: 1 arrest and 1 citation in the non-campus property owned and controlled by Sheridan College at the AgriPark, in the parking lot.

Gillette College Campus					
Arrests and Disciplinary Referrals Reporting Table					
		Geographic Location			
Offense	**Year**	**On-Campus Property**	**On Campus Student Housing Facilities**	**Non Campus Property**	**Public Property**
Arrests: Weapons (Carrying, Possession, etc.)	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possession, etc.)	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arrests: Drug Abuse Violations	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2025	1	1	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arrest: Liquor Law Violations	2025	0	0	1	0
	2024	6	3	0	0
	2023	2	2	0	0
Disciplinary Referrals: Liquor Law Violations	2025	1	1	0	0
	2024	26	26	0	0
	2023	10	10	0	0

On-Campus Student Housing Facilities Arrests (Citations) and Referrals are a subset of the On-Campus Property category.

On 9/21/2025, while on a trip to Riverton, WY, a student was cited for an MIP in a controlled area of the hotel.

Sheridan College Campus					
VAWA Offenses Reporting Table					
		Geographic Location			
Offense	**Year**	**On-Campus Property**	**On-Campus, in Student Housing Facilities**	**Non-Campus Property**	**Public Property**
Domestic Violence	2025	1	1	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Dating Violence	2025	1	1	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Stalking	2025	0	0	0	0
	2024	3	3	0	0
	2023	3	1	0	0

10/16/2025: Police cited a non-student boyfriend with dating violence and simple assault which did not rise to the level of aggravated assault. Non-student boyfriend was trespassed from campus. It was determined there was no danger to the campus community warranting an emergency notification or timely warning.

11/22/2025: Police arrested a non-student for domestic violence. Non-student trespassed from campus. It was determined there was no danger to the campus community warranting an emergency notification or timely warning.

Gillette College Campus					
VAWA Offenses Reporting Table					
		Geographic Location			
Offense	**Year**	**On-Campus Property**	**On Campus Student Housing Facilities**	**Non-Campus Property**	**Public Property**
Domestic Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Dating Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Stalking	2025	1	1	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Sheridan College Campus

Campus Geography	Reportable Hate Crimes	Bias
On Campus Property	Murder/Non-Negligent Manslaughter	Race
On Campus in Student Housing	Sexual Assault	Religion
Non-Campus	Robbery	Sexual Orientation
Public Property	Aggravated Assault	Gender
	Burglary	Gender Identity
	Motor Vehicle Theft	Ethnicity
	Arson	National Origin
	Larceny-Theft	Disability
	Simple Assault	
	Intimidation	
	Destruction/Damage/Vandalism of Property	
Hate Bias Crimes will be reported in a narrative format. The report will include the year, campus geography, hate crime reported and the bias of the incident. Above is a list of the reportable crimes and the bias that must be reported.		
There were no reported Hate Bias Crimes in 2025, 2024, and 2023 on the Sheridan College Campus, including in the bias category.		

Gillette College Campus

Campus Geography	Reportable Hate Crimes	Bias
On Campus Property	Murder/Non-Negligent Manslaughter	Race
On Campus in Student Housing	Sexual Assault	Religion
Non-Campus	Robbery	Sexual Orientation
Public Property	Aggravated Assault	Gender
	Burglary	Gender Identity
	Motor Vehicle Theft	Ethnicity
	Arson	National Origin
	Larceny-Theft	Disability
	Simple Assault	
	Intimidation	
	Destruction/Damage/Vandalism of Property	
Hate Bias Crimes will be reported in a narrative format. The report will include the year, campus geography, hate crime reported and the bias of the incident. Above is a list of the reportable crimes and the bias that must be reported.		
There were no reported Hate Bias Crimes in 2025, 2024, and 2023 on the Gillette College Campus, including in the bias category.		

Daily Crime and Fire Logs

The Office of the District Risk Manager/Clery Compliance Officer maintains a Daily Crime Log for the Sheridan and Johnson County Campus which is available to the public for review, at the Sheridan College Campus Whitney Building, located at 1 Whitney Way, Suite W145, Sheridan, WY, from 8:00 a.m.– 5:00 p.m. Monday through Friday, excluding holidays and when the campus is closed. A separate crime log is maintained on the Gillette Campus at the office of the Director of Risk Management in TEC 200b, Gillette WY, from 8:00 a.m.-5:00 p.m. Monday through Friday, excluding holidays and when the campus is closed.

A fire log for the District is available for review at the Sheridan College Campus Office of the District Risk Manager/Clery Compliance Officer, located at the Whitney Building at 1 Whitney Way, Suite W145, Sheridan, WY, from 8:00 a.m.–5:00 p.m. Monday through Friday, excluding holidays and when the campus is closed. The information in the fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location. It is also available on the Gillette Campus at the Office of the Director of Risk Management.

Fire Policies and Procedures

Fire Safety

- Unannounced fire evacuation of building drills are attempted at least once throughout the school year in each residence hall. Fire detection units are sensitive and drills are often a result of hot steam showers or burnt microwaved food. At Sheridan and Gillette Colleges, 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.
- 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 disciplinary action.
- Fire detection units should not be covered or blocked at any time.
- 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, open flames, incense, candle warmers, tart burners, non-light bulb potpourri burners, scented oil burners, live/cut Christmas trees and wreaths.
- 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.
- 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.

Fire Safety Tips:

1. Know where alarm pull stations are in your building.
2. Know all of the exits and evacuation plans to your building.
3. If you discover smoke or fire:
    a. Sound the alarm.

b. Call 9-1-1.

4. If you are in a burning building:
    a. Close the window.
    b. Close the door.
    c. Go to the nearest exit or stairs (if you are in a smoke-filled area, keep low to the floor).
    d. 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.

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 type grills, wireless access points, fog machines, *pets or animals of any kind (they are not allowed in the halls even to visit – unless they are registered service animals);* NOTE: Cooking is not allowed in residence hall rooms, only in kitchens.

NOTE: Under ***Prohibited Items:*** As of July 1, 2025, concealed firearms are **ALLOWED** anywhere on Campus (including Residential Halls) that is not safety restricted with signage. This is in accordance with Wyoming State Statute §6-8-105 and as long as a person is in full compliance with all local and state law. Open carry firearms are NOT permitted on college property. Exception: Long arms may be stored by contacting Student Affairs for safe storage of hunting firearms and paperwork must be completed prior to bringing the long arm on campus. For more information, please visit Policy 3050 and Procedure 3050.1 https://www.sheridan.edu/app/uploads/2025/06/BP-3050-Firearms-and-Weapons-Policy-FINAL_6-17-2025.pdf.

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, East, Centennial, and the Villas has a cable TV hook-up, so a cable-ready TV is best for viewing. Televisions must have a power input of 120 volts. See Gillette Student Handbook for information on that campus.

Refrigerators are allowed only in the Villas at Sheridan College. If you choose to bring a personal refrigerator it must meet these specifications: Capacity - four (4) cubic feet, energy star approved.

Smoking/Vaping

Smoking and vaping are prohibited in all campus buildings and in/on all College property, including College vehicles and residence halls. At the discretion of a college in the District, designated smoking/vaping space can be provided with approval; however, it must be placed in such a way to eliminate environmental smoke hazards to non-smokers. Smoking/vaping is permitted in personal

automobiles when parked on campus. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, and cultural events using NWCCD facilities, are required to abide by the College's Smoke and Vape-Free Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy. For the purposes of the NWCCD policy, **smoking is defined** as burning any type of tobacco product including vape pens and e-cigarettes. If you are interested in quitting, please visit: https://www.quitwyo.org/ for information on programs that can help. You may also call 1-800-Quit-Now.

Fireworks

Possession or use of fireworks within the city limits of Sheridan, Gillette and Buffalo which includes all NWCCD Campus locations, 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.

Fire Alarm Procedure

- Stop all activity.
- Close all windows and doors. Leave doors unlocked.
- Follow evacuation procedure, refer to evacuation maps.

Fire Evacuation Procedure

- Leave the building as instructed, in a calm, orderly manner. Use a 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.
- For persons with disabilities, assist them to a safe location (usually nearest a stairwell), call 9-1-1 and notify dispatch of where they are located. It is your choice to stay with them or to leave.
- 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 employees or students to the College Public Information Officer.

Fire Safety Education and Training Programs

Each year the housing professionals 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.

Fire Reporting Process

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

Sheridan College

- Assistant Vice President of Facilities, Cell: 307-752-1760
- Director of Campus Life and Housing, Office: 307-675-0510
- Maintenance Manager, Cell: 307-752-1805 and On-Call After Hours: 307-763-7929
- NWCCD District Risk Manager, Office: 307-675-0812 or Cell: 307-752-4657

Gillette College

- Director of Facilities, Phone: 307-681-6456 and on-call after hours: 307-681-6440
- Dean of Students, Phone: 307-681-6082
- Director of Campus Life and Housing, Office Phone: 307-681-6503
- GCCD Director of Risk Management, Office Phone: 307-681-6336

Sheridan College in Johnson County

- Director of Sheridan College in Johnson County, Cell: 307-461-0405

Future Plans

There is a continuous ongoing effort to improve the fire safety education and training program by expanding the training to all residential students and faculty and staff on each campus.

The College tries to include the respective fire departments and utilize their expertise more and schedule trainings with them based on their availability.

Note: The local fire departments are included in RA and Student Leader Orientation training every fall, based on their availability. The Sheridan Fire Department provides inspections of facilities and the District has annual fire extinguisher inspections as well.

In addition, members of the local Fire Departments are invited and participate in annual emergency tabletop exercises.

Sheridan College Campus Fire Statistics Log

1 Whitney Way, Sheridan, WY 82801	2023			2024			2025		
Name of House Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Crook – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Kearney – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Conner – 1 Whitney Way	0	0	0	0	0	0	0	0	0
South – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Founders – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Blume – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Centennial – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Davis – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Diefenderfer – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Eaton – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Griffin – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Griffith – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Hanson – 1 Whitney Way	0	0	0	0	0	0	0	0	0
McKeen – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Thorne – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Fitzgerald – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Stevens – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Williams – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Hayes – 1 Whitney Way	0	0	0	1*	0	0	0	0	0
East – 1 Whitney Way	0	0	0	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Footnote: *All buildings are on the main campus at 1 Whitney Way in Sheridan, WY 82801 without a separate address. ***May 2024**, an unintentional stove top fire was contained quickly with no injuries and no damage to property when student left cleaning wipes close to a burner that was turned on. There were 0 fires reported with open flames in residential housing in 2023.*

Gillette College Campus Fire Statistics Log

	2023			2024			2025		
Name of House Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Tanner Village Bldg. 1 – 251 W. Sinclair	0	0	0	0	0	0	0	0	0
Tanner Village Bldg. 2 – 253 W. Sinclair	0	0	0	0	0	0	0	0	0
Tanner Village Bldg. 3 – 255 W. Sinclair	0	0	0	0	0	0	0	0	0
Tanner Village Bldg. 4 – 257 W. Sinclair	0	0	0	0	0	0	0	0	0
Inspiration Hall - 265 W. Sinclair	0	0	0	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Footnote: Tanner Village Bldgs. and Inspiration Hall are located the main campus of Gillette College, all on West Sinclair, Gillette, WY 82718. Chart shows address on W. Sinclair. Also, see the chart below for specific physical addresses. There were no fires reported with open flames in residential housing in 2025, 2024, or 2023.

Sheridan College Campus Fire Safety Systems in Residence Halls

Residential Facility	Fire Alarm Monitoring Done by Simplex Grinnell	Partial *1 Sprinkler System	Full *2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Typical Number of Evacuation (fire) drills each calendar year*
East Hall, 1 Whitney Way	X	X	X	X	X	X	1
Founders Hall, 1 Whitney Way	X	X	X	X	X	X	1
South Hall, 1 Whitney Way	X	X	X	X	X	X	1
Crook Hall, 1 Whitney Way	X	X	X	X	X	X	1
Kearney Hall, 1 Whitney Way	X	X	X	X	X	X	1
Connor Hall, 1 Whitney Way	X	X	X	X	X	X	1
Blume House, 1 Whitney Way	X	X	X	X	X	X	1
Centennial Hall, 1 Whitney Way	X	X	X	X	X	X	1
Davis House, 1 Whitney Way	X	X	X	X	X	X	1
Diefenderfer House, 1 Whitney Way	X	X	X	X	X	X	1
Eaton House, 1 Whitney Way	X	X	X	X	X	X	1
Griffin House, 1 Whitney Way	X	X	X	X	X	X	1
Hanson House, 1 Whitney Way	X	X	X	X	X	X	1
Griffith House, 1 Whitney Way	X	X	X	X	X	X	1
McKeen House, 1 Whitney Way	X	X	X	X	X	X	1
Thorne House, 1 Whitney Way	X	X	X	X	X	X	1
Fitzgerald House, 1 Whitney Way	X	X	X	X	X	X	1
Hayes Hall, 1 Whitney Way	X	X	X	X	X	X	1
Stevens Hall, 1 Whitney Way	X	X	X	X	X	X	1
Williams Hall, 1 Whitney Way	X	X	X	X	X	X	1

"X" indicates the system is present in the building, with the exception of the evacuation plan which is accessible via computer and contained in the Annual Security and Fire Safety Report.

*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.

2025 Summary: In Sheridan: Testing of all fire alarm systems occurred regularly. Fire alarm systems were tested at each of the Residence Halls. In addition, fire hydrants and fire extinguishers were also tested. Facilities Assistant Vice President confirmed there were no open flamed fires in residential halls in 2025.

Gillette College Campus Fire Safety Systems in Residence Halls

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	Typical Number of Evacuation (fire) drills each calendar year*
Tanner Village Building 1, 251 W. Sinclair Ave	X	X	X	X	X	X	1
Tanner Village Building 2, 253 W. Sinclair Ave	X	X	X	X	X	X	1
Tanner Village Building 3, 255 W. Sinclair Ave	X	X	X	X	X	X	1
Tanner Village Building 4, 257 W. Sinclair Ave	X	X	X	X	X	X	1
Inspiration Hall 265 W. Sinclair Ave	X	X	X	X	X	X	1

"X" indicates the system is present in the building, with the exception of the evacuation plan which is accessible via computer and contained in the Annual Security and Fire Safety Report.

*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.

2025 Summary: *Gillette facilities staff and Director of Risk Management confirmed that there were no open flamed fires in any of the residential buildings in 2025.*

Violence Against Women Act (VAWA)

Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Northern Wyoming Community College District prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. A local police officer responding to an incident of domestic violence, dating violence, or stalking shall conduct a thorough investigation according to the police department's policies and procedures and, when the elements of a crime are present, prepare an appropriate report, irrespective of the wishes of the victim or the presence or absence of the subject. Toward that end, the District 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 District official.

VAWA Terms Defined

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, in person or electronically when:

a) **Employees:**
   i. Submission to such conduct is made explicitly or implicitly a term or condition of employment.
   ii. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
   iii. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

b) **Students:**
   i. Is reasonably perceived as creating an intimidating or hostile work, learning, or living environment.
   ii. Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from any educational program and/or activities.
   iii. Is based on power differentials, the creation of a hostile environment, or retaliation.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party.

a) 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.

b) 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.

c) **Dating Violence** is not defined under Wyoming State Statutes.

Domestic Violence or Intimate Partner Violence: A felony or misdemeanor crime of violence committed in the following manner:

a) By a current or former spouse or intimate partner of the reporting party;

b) By a person with whom the reporting party shares a child in common;
c) By a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse or intimate partner;
d) By a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
e) By any other person against an adult or youth reporting party 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.
f) Under **Wyoming State Statute**, domestic violence is divided between two statutes: Domestic Battery and Domestic Assault as defined below:
    a. **6-2-511 Domestic battery:** A household member is guilty of domestic battery if he knowingly or recklessly causes bodily injury to another household member by use of physical force.
    b. **6-2-510 Domestic assault:** A household member is guilty of domestic assault if, having the present ability to do so, he unlawfully attempts to cause bodily injury to another household member.
        i. **35-21-102 (iv) Household member:** Causing a household member to engage involuntarily in sexual activity by force, threat of force or duress.
            (a) Persons married to each other;
            (b) Persons living with each other as if married;
            (c) Persons formerly married to each other;
            (d) Persons formerly living with each other as if married;
            (e) Parents and their adult children;
            (f) Other adults sharing common living quarters;
            (g) Persons who are the parents of a child but who are not living with each other; and
            (h) Persons who are in, or have been in, a dating relationship.

Sexual Assault: Having or attempting to have sexual intercourse or oral sex, without consent. Sexual intercourse means 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 reporting party. This definition includes any gender of reporting party or perpetrator. This definition also includes instances in which the reporting party is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs and or alcohol). Physical resistance is not required on the part of the reporting party to demonstrate lack of consent. Also included in the Sexual Assault category:

a) Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
b) Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.
c) Sexual Assault is defined under Wyoming Statute in 3 degrees in addition to a 4th defined as sexual battery as are defined below.
    a. **Statute 6-2-302. (2022) Sexual assault in the first degree.**
        (a) Any actor who inflicts sexual intrusion on a victim commits a sexual assault in the first degree if:

(i) The actor causes submission of the victim through the actual application, reasonably calculated to cause submission of the victim, of physical force or forcible confinement;

(ii) The actor causes submission of the victim by threat of death, serious bodily injury, extreme physical pain or kidnapping to be inflicted on anyone and the victim reasonably believes that the actor has the present ability to execute these threats;

(iii) The victim is physically helpless, and the actor knows or reasonably should know that the victim is physically helpless and that the victim has not consented; or

(iv) The actor knows or reasonably should know that the victim through a mental illness, mental deficiency or developmental disability is incapable of appraising the nature of the victims conduct.

b. **Statute 6-2-303. Sexual assault in the second degree**

(a) Any actor who inflicts sexual intrusion on a victim commits sexual assault in the second degree if, under circumstances not constituting sexual assault in the first degree:

a. The actor causes submission of the victim by threatening to retaliate in the future against the victim or the victim's spouse, parents, brothers, sisters or children, and the victim reasonably believes the actor will execute this threat. "To retaliate" includes threats of kidnapping, death, serious bodily injury or extreme physical pain;

b. The actor causes submission of the victim by any means that would prevent resistance by a victim of ordinary resolution;

c. The actor administers, or knows that someone else administered to the victim, without the prior knowledge or consent of the victim, any substance which substantially impairs the victim's power to appraise or control his conduct;

d. The actor knows or should reasonably know that the victim submits erroneously believing the actor to be the victim's spouse;

e. Repealed By Laws 2007, Ch.159, 3.

f. The actor is in a position of authority over the victim and uses this position of authority to cause the victim to submit;

g. The actor is an employee, independent contractor or volunteer of a state, county, city or town, or privately operated adult or juvenile correctional system, including but not limited to jails, penal institutions, detention centers, juvenile residential or rehabilitative facilities, adult community correctional facilities or secure treatment facilities and the victim is known or should be known by the actor to be a resident of such facility or under supervision of the correctional system; or

h. The actor inflicts sexual intrusion in treatment or examination of a victim for purposes or in a manner substantially inconsistent with reasonable medical practices.

(b) A person is guilty of sexual assault in the second degree if he subjects another person to sexual contact and causes serious bodily injury to the victim under any of the circumstances listed in W.S 6-2-302 (a)(i) through (iv) or paragraphs (a)(i) through (vii) of this section.

c. **Statute 6-2-304. Sexual assault in the third degree.**
   (a) An actor commits sexual assault in the third degree if, under circumstances not constituting sexual assault in the first or second degree: The actor subjects a victim to sexual contact under any of the circumstances of W.S. 6-2-302(a) (i) through (iv) or 6-2-303(a) (i) through (vii) and (ix) without causing serious bodily injury to the victim.

d. **Statute 6-2-313. Sexual battery.**
   (a) Except under circumstances constituting a violation of W.S. 6-2-302 through 6-2-304, 6-2-314 through 6-2-317 or 6-2-502, an actor who unlawfully subjects another person to any sexual contact is guilty of sexual battery.

Stalking (*as defined by the 2020 Dept. of Education definition*)**:**

a) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be impacted in the following manner:
   i. Fear for the person's safety or the safety of others; or
   ii. Suffer substantial emotional distress.
b) For the purposes 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.
c) Reasonable person is described in the following manner: a reasonable person under similar circumstances and with similar identities to the victim.
d) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
e) **Wyoming Statute 6-2-506: Stalking** is defined below.
   i. "Course of conduct" means a pattern of conduct composed of a series of acts over any period of time evidencing a continuity of purpose;
   ii. "Harass" means to engage in a course of conduct, including but not limited to verbal threats, written threats, lewd or obscene statements or images, vandalism or nonconsensual physical contact, directed at a specific person or the family of a specific person. Which the defendant knew or should have known would cause a reasonable person to suffer substantial emotional distress; a reasonable person to suffer substantial fear for their safety or the safety of another person; or a reasonable person to suffer substantial fear for the destruction of their property, and which does in fact seriously alarm the person toward whom it is directed.
   iii. Unless otherwise provided by law, a person commits the crime of stalking if, with intent to harass another person, the person engages in a course of conduct reasonably likely to harass that person, including but not limited to any combination of the following:
      1. Communicating, anonymously or otherwise, or causing a communication with another person by verbal, electronic, mechanical, telegraphic, telephone or written means in a manner that harasses;
      2. Following a person, other than within the residence of the defendant;

3. Placing a person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or
4. Otherwise engaging in a course of conduct that harasses another person.

f) This section does not apply to an otherwise lawful demonstration, assembly or picketing.

Wyoming Statute Definitions

Dating Violence: Is not defined under Wyoming State Statutes

Domestic Violence: Is broken into two statutes, Domestic Battery and Domestic Assault, defined below:

6-2-511 Domestic battery: A household member is guilty of domestic battery if he knowingly or recklessly causes bodily injury to another household member by use of physical force.

6-2-510 Domestic assault: A household member is guilty of domestic assault if, having the present ability to do so, he unlawfully attempts to cause bodily injury to another household member.

35-21-102 (iv) Household member:

(A) Persons married to each other;
(B) Persons living with each other as if married;
(C) Persons formerly married to each other;
(D) Persons formerly living with each other as if married;
(E) Parents and their adult children;
(F) Other adults sharing common living quarters;
(G) Persons who are the parents of a child but who are not living with each other; and
(H) Persons who are in, or have been in, a dating relationship.

Sexual Assault: Is defined under Wyoming Statute in 3 degrees in addition to a 4th defined as sexual battery as are defined below.

6-2-302. Sexual assault in the first degree.

(b) Any actor who inflicts sexual intrusion on a victim commits a sexual assault in the first degree if:
   (i) The actor causes submission of the victim through the actual application, reasonably calculated to cause submission of the victim, of physical force or forcible confinement;
   (ii) The actor causes submission of the victim by threat of death, serious bodily injury, extreme physical pain or kidnapping to be inflicted on anyone and the victim reasonably believes that the actor has the present ability to execute these threats;
   (iii) The victim is physically helpless, and the actor knows or reasonably should know that the victim is physically helpless and that the victim has not consented; or,
   (iv) The actor knows or reasonably should know that the victim through a mental illness, mental deficiency or developmental disability is incapable of appraising the nature of the victims conduct.

6-2-303. Sexual assault in the second degree

(a) Any actor who inflicts sexual intrusion on a victim commits sexual assault in the second degree if, under circumstances not constituting sexual assault in the first degree:

(i) The actor causes submission of the victim by threatening to retaliate in the future against the victim or the victim's spouse, parents, brothers, sisters or children, and the victim reasonably believes the actor will execute this threat. "To retaliate" includes threats of kidnapping, death, serious bodily injury or extreme physical pain;

(ii) The actor causes submission of the victim by any means that would prevent resistance by a victim of ordinary resolution;

(iii) The actor administers, or knows that someone else administered to the victim, without the prior knowledge or consent of the victim, any substance which substantially impairs the victim's power to appraise or control his conduct;

(iv) The actor knows or should reasonably know that the victim submits erroneously believing the actor to be the victim's spouse;

(v) Repealed By Laws 2007, Ch.159, § 3.

(vi) The actor is in a position of authority over the victim and uses this position of authority to cause the victim to submit;

(vii) The actor is an employee, independent contractor or volunteer of a state, county, city or town, or privately operated adult or juvenile correctional system, including but not limited to jails, penal institutions, detention centers, juvenile residential or rehabilitative facilities, adult community correctional facilities or secure treatment facilities and the victim is known or should be known by the actor to be a resident of such facility or under supervision of the correctional system;

(viii) Repealed by Laws 2018, Ch. 80 § 3.

(ix) The actor is an employee or volunteer of an elementary or secondary public or private school who, by virtue of the actor's employment or volunteer relationship with the school, has interaction with the victim who is a student or participant in the activities of the school and is more than four (4) years older than the victim.

(b) A person is guilty of sexual assault in the second degree if he subjects another person to:

(i) Sexual contact or sexual intrusion in the person's capacity as a health care provider in the course of providing care, treatment, services or procedures to maintain, diagnose or to otherwise treat a patient's physical or mental condition;

(ii) Sexual contact and causes serious bodily injury to the victim under any of the circumstances listed in W.S 6-2-302 (a)(i) through (iv) or paragraphs (a)(i) through (vii) and (ix) of this section.

(c) Repealed by Laws 1997, Ch. 135 § 2.

6-2-304. Sexual assault in the third degree.

(a) An actor commits sexual assault in the third degree if, under circumstances not constituting sexual assault in the first or second degree:

(i) and (ii) Repealed by Laws 2007, Ch. 159 § 3.

(iii) The actor subjects a victim to sexual contact under any of the circumstances of W.S. 6-2-302(a) (i) through (iv) or 6-2-303(a)(i) through (vii) and (ix) without inflicting sexual intrusion on the victim and without causing serious bodily injury to the victim.

6-2-313. Sexual battery.

(a) Except under circumstances constituting a violation of W.S. 6-2-302 through 6-2-304, 6-2-314 through 6-2-317 or 6-2-502, an actor who unlawfully subjects another person to any sexual contact is guilty of sexual battery.

6-2-506 Stalking:

(a)As used in this section:

(i) "Course of conduct" means a pattern of conduct composed of a series of acts over any period of time evidencing a continuity of purpose;

(ii) "Harass" means to engage in a course of conduct, including but not limited to verbal threats, written threats, lewd or obscene statements or images, vandalism or nonconsensual physical contact, directed at a specific person or the family of a specific person. Which the defendant knew or should have known would cause a reasonable person to suffer substantial emotional distress, and which does in fact seriously alarm the person toward whom it is directed.

(b) Unless otherwise provided by law, a person commits the crime of stalking if, with intent to harass another person, the person engages in a course of conduct reasonably likely to harass that person, including but not limited to any combination of the following:

(i) Communicating, anonymously or otherwise, or causing a communication with another person by verbal, electronic, mechanical, telegraphic, telephone or written means in a manner that harasses;

(ii) Following a person, other than within the residence of the defendant;

(iii) Placing a person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or

(iv) Otherwise engaging in a course of conduct that harasses another person.

(C) This section does not apply to an otherwise lawful demonstration, assembly or picketing.

Statutory definition of consent: There is no statutory definition of the word "Consent".

Institutional Definition of Consent and Purposes

The purpose of this definition is to establish the presence or absence of consent. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity, and should be affirmative in nature. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness or enthusiastic participation to engage in, and continue to engage in, a specific sexual activity. Effective consent is doing the same thing, at the same time, in the same way. Consent must be informed and voluntary. Consent cannot be implied by attire or inferred from the giving or acceptance of gifts, money or other items. 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. Where force or coercion is alleged, the absence of resistance 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

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."[1] We want 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[2] 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, dial 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.

1. 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 okay.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

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**).

1. 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.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.

[1] Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. Sex Roles, 60, 779-792.

[2] Bystander intervention strategies adapted from Stanford District's Office of Sexual Assault & Relationship Abuse

4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab or uber/lyft money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. 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 find a way out of a bad situation.
10. 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.).
11. 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.
12. 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 punchbowls or other large, common open containers.
13. 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.
14. 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).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
    a. 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.
    b. 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.
    c. 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.
    d. 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, people are expecting you, etc.
16. 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?
17. 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.

Education and Primary Prevention Programs

The District engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking that:

a. Are culturally relevant, inclusive or diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and,
b. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
c. 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.
d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander; programs include Campus Clarity Bystander training and "Think About It."
e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
f. Provides an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act.
g. Provide Information regarding:
    1) 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 document);
    2) 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 document);
    3) existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
    4) options for, available assistance in, and how to request changes in academic living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document); and,
    5) 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 document).

The College has an annual educational campaign that distributes educational materials to new students; new employees and faculty; current students and employees and educational programs.

NWCCD 2025 Prevention Activities and Education offered at Sheridan College Campus - 1 Whitney Way, Sheridan, WY 82801

Name of Program	*Date*	*Sheridan Location*	*Prohibited Behavior Addressed: SA, DoV, DaV. ALSO included: DEI / Safety / Wellness / Title IX*	*Targeted Audience*
NACCOP Webinar Series (9-10 sessions)	On-going annually with membership	Online	SA, DoV, DaV, S; DEI; Safety, Title IX	All NWCCD Employees are invited
Vector Solutions: Sexual Assault Prevention/ Preventing Discrimination and Harassment	Ongoing, Fall, Spring, Summer 2025. Launched on 2/3/2025.	Online	SA, DoV, DaV, S; DEI, Safety, Title IX	All NWCCD Students, Faculty, Staff
Title IX: On the 9th Educational HUB Messages/Flyers	Ongoing Spring Summer, Fall Semesters 2025	Online; Email; HUB Announcement; Flyers	SA, DoV,DaV, S; DEI, Safety, Title IX	All Students and Staff
Healthy Relationships Bulletin Boards and Tabling	Ongoing Spring Summer, Fall 2025	SC Resident Halls / SC Bulletin Boards/ Campus Restrooms	SA, DoV,DaV, S; Title IX; Mental Wellness	All Students and Staff
Title IX Investigator Training – 16 hours of training regarding sexual misconduct. Included prevention and resources.	1/7/25 – 1/8/25	WCA Flex Space	SA, DoV, DaV, S; Title IX	All Sheridan College employees invited.
Title IX Advisor Training – 4 hours of training to assist reporting and responding persons navigate formal investigations and hearings.	1/9/25	WCA Flex Space	SA, DoV, DaV, S; Title IX	All Sheridan College employees invited.
Title IX Appellate Officer Training – 4 hours of training including if there is a finding and an appeal.	1/13/25	Online	SA, DoV, DaV, S; Title IX	2 Sheridan College employees invited and attended.
CSA Training for RAs and Student Leaders	1/15/25 and in August 2025	TRCC 008	SA, DoV, DaV, S; Title IX	RAs and Student Leaders; students employed by College
Title IX Lunch & Learn	10/23/2025	TRCC 002; HUB	SA, DoV, DaV, S; DEI, Safety; Title IX	All Students and Staff
Title IX Non-Discrimination Disclosure on the HUB & Title IX on the 9th flyers	On-going Annually	Online	Title IX; DEI	All Students and Staff
Stop Campus Hazing Trainings – Total of 9 Trainings in 2025	2/26; 6/3; 6/18; 7/30; 7/30; 8/1; 8/1; 8/13; 8/18	In-Person Trainings; W153 & Kinnison Hall	Title IX	All Staff and Students
Intramurals including: Volleyball; Basketball; Badminton; Cornhole; Pickleball; Soccer; Flag Football; Dodgeball; Pool: Softball; Kickball;	Offered throughout Fall & Spring Semester	Dome Gym; Outdoors	DEI, Wellness	All Students
Beer Goggle Olympics; Sledding Trip; Poker; Lunch Grab n Go; This list is a condensed example of the SCAN activities offered.	Approximately 85 Ongoing SCAN Activities	Dome Gym; TRCC; Outdoors; Field Trip Locations	Alcohol and Drug Prevention, DEI, Wellness	All Students
Mental Health Awareness Month and on-going International Survivors of Suicide Day through 11/15/24	5/1/25 – 5/29/25	TRCC, Passive Programming: bulletin boards, bathroom stalls	Safety, Wellness, Title IX; Suicide Prevention	All Students

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking.

Note: Approximately 85 **student activities** were offered in 2025, with focus on alcohol, drug prevention, inclusion, wellness and diversity. Sheridan Campus hired a new Campus Recreation Coordinator in 2023. Student Services offered a total of 151 events, of which 32 sessions were evening intramurals. Many of the events were aimed at alcohol prevention indirectly by providing healthy alternatives during evening hours. Diversity and wellness were also targeted. The above table represents an extensive sampling but is not all inclusive. Please see below for additional Events; Programs of the same nature and Gillette Campus Events and Programs:

throughout the year as outlined in the above chart. Chart activities are not all inclusive, but samples of what has been offered.

Students, faculty, and staff should report potential safety or security hazards by calling the Campus Safety Lines at Sheridan College and Sheridan College in Johnson County 307-675-0250 or Gillette College 307-681-6050 or the Local Police Departments based on location: in Sheridan, 307-672-2413 or in Gillette, 307-682-5155, or in Buffalo, 307-684-5581. If there is an imminent threat, dial 9-1-1.

Primary Prevention and Awareness Programs

Specifically, the District offered the following **primary prevention and awareness programs** for all **incoming students, current students and employees** in 2025 on the Sheridan and Gillette College

GCCD 2025 Prevention Programming offered at Gillette College Campus – 300 West Sinclair, Gillette, WY 82718				
Name of Program	***Date Held***	***Location Held***	***Prohibited Behavior* Covered***	***Targeted Audience***
Healthy Relationships Bulletin Boards	Ongoing Spring Summer, Fall 2025	GC - Res Halls/GC Newsletters	SA, DoV,DaV	All NWCCD Students, Faculty, and Staff
Title IX: On the 9th	Ongoing Spring Summer, Fall 2025	Online	SA, DoV,DaV, Safety, Title IX	All NWCCD Students, Faculty, and Staff
Title IX: Lunch & Learn	Multiple Dates in 2025	GCMN - BN Room	SA, DoV,DaV, Safety, Title IX	All NWCCD Students, Faculty, and Staff
Student Section-Alcohol Awareness Trivia Jars	01/30/2025	GCMN Commons	Alcohol Prevention	All NWCCD Students
Active Harmer Trainings	3/27; 3/31; 4/1; 4/1/2025	Presentation Hall; Health Sciences Bldg.; & Pronghorn Center Conf. Room	DoV, DaV	All GCCD Staff
Sexual Assault Awareness Month	Active Minds Activities	GCCD campus	SA, DoV, DaV, Title IX	All Students and Staff: Clothesline Project; Denim Day, Take Back the Night Walk
GARF Healthy Relationships	Annual	GC - I-Hall	SA, DoV,DaV, Safety, Title IX	All NWCCD Students, Faculty, and Staff
De-Escalation Training	10/30/2025	Presentation Hall	DoV; DaV	All GCCD Staff
Alcohol Awareness, What is in a Shot/Sobriety Course	11/13/2025	GCMN Commons	Alcohol Prevention	All NWCCD Students
Green Dot Training	11/20/2025	Presentation Hall	DoV; DaV	All NWCCD Students
9 Events	School Year: 2025/26	Various	DEI	9 Activities focused on Diversity & Inclusion for All NWCCD Students to participate in; including Natl. Puzzle Day on 1/29/25; and Rainbow Prize Wheel on 10/8/25 as examples.
60 Various Events	School Year: 2025/26	Various	Social, Inclusivity, Prevention in General	60 Additional Activities were offered to NWCCD students to address social needs in a safe environment without alcohol or drugs. 9 focused on diversity & equity and 2 were specific to alcohol prevention.

The District offered the following **primary prevention and awareness programs** for all **new employees** in 2025:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Vector Solutions' Preventing Discrimination and Harassment, and Title IX and Clery Act	2025 - Required during New Employee Orientation and Annually for all	Online for ALL Employees	SA, DoV, DaV, S
CSA Training	2025 – Required Training for New Employees identified as CSAs; annual online for on-going trainings for ALL Employees.	Online, for New Employees and on-going for ALL Employees annually	SA, DoV, DaV, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking.

Ongoing Education and Awareness Programming

The District offers programs and activities to raise awareness about Domestic Violence, Dating Violence, Sexual Assault and Stalking to educate communities and individuals on how to prevent victimization on our campus. The examples listed above include annual programs currently offered.

These programs included Basic Personal Safety, Personal Property Theft Deterrence and Alcohol Abuse and Prevention. The Incident Management Team regularly tests to ensure equipment is properly working. The A.L.I.C.E. and Run.Hide.Fight. programs were offered to provide training on how to respond to active threats and lockdown situations. The District employs a philosophy of "See Something, Say Something."

The Department of Campus Life and Housing sanctioned Vector Solutions' "Think About It: Alcohol" and "Think About It: Drugs" to students who receive alcohol or drug violations. "Think About It: Alcohol" and "Think About It: Drugs" are available for students who wish to learn more. Sexual safety, assault, and sexual assault prevention are addressed at Residence Hall Health and Safety Meetings for all on-campus residents. Bystander intervention training "Campus Clarity" is included for all student leadership. 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 RHA House Party, Mario Cart DUI and Water Pong tournaments to simulate the effects of alcohol through the use of drunk goggles. Bystander Intervention Training is administered to all students who work with Campus Life and Housing 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 suicide prevention. 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, how to prevent hazing and how to report hazing; and many more topics, including a "Know Your Rights" brochure.

Employees of Northern Wyoming Community College District have counseling services available to them through the Employee Assistance Program (EAP) 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.

The District offered the following **ongoing awareness and prevention programs** for **all students** in 2025:

Name of Program	Date Held	Location Held	Prohibited Behavior* Covered	Targeted Audience
See chart on the previous pages for a complete listing.				
Gillette Abuse Refuge Foundation aka GARF	Every Wednesday	Main Commons	DoV, SA	All Students

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking.

The District offered the following **ongoing awareness and prevention programs** for **employees** in 2025:

Name of Program	Date Held	Location Held	Prohibited Behavior* Covered
Vector Solutions' Preventing Discrimination and Harassment, and Title IX & Clery Act	Emailed Jan/Feb 2025 — ongoing online training	Online for All Employees to complete	DoV, DaV, SA, S
Data Security and Privacy	Emailed Jan/Feb 2025	Online for All Employees	Cyber Security
Targeted Employees received additional trainings based on their roles and responsibilities. For a complete list of these trainings, go to **www.sheridan.edu,** on the Consumer Information Page.			

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or 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 Sheridan Memorial Hospital (Sheridan campus), Johnson County Healthcare Center (Buffalo), or Campbell County Memorial Hospital (Gillette campus).

In Wyoming, evidence may be collected even if you choose not to make a report to law enforcement[3]. When the victim submits to the sexual assault exam, the victim must provide their name. Because the victim is required to provide their name at the time of the exam, once law enforcement receives that evidence kit, law enforcement may be in contact with the victim. Cooperation with law enforcement, however, is not required.

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

[3] Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

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 District adjudicators/investigators or police.

Reporting Sexual Assault, Domestic Violence, Dating Violence, 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 Title IX Coordinator by initially contacting **TitleIX@sheridan.edu** (the HR employee in that role), NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Whitney Building, Room GMB 141, 1 Whitney Way, Sheridan, WY, 82801; (307) 675-0571) by calling, writing, emailing **TitleIX@sheridan.edu** or coming into the office to report in person and to Local Police (if the victim so desires). Reports of all domestic violence, dating violence, sexual assault and stalking made to an official of the College will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges. On the Gillette Campus, you may contact the Title IX Coordinator located at the GC Main Building, in the HR office, Room #: 206A or by emailing **TitleIX@sheridan.edu**.

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 Local Police, the Title IX Coordinator, or a College Official at Sheridan College 307-675-0250 or a College Official at Gillette College 307-681-6050 or by emailing at **TitleIX@sheridan.edu**.

Reporting to the Local Police or a College Official 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 the District disciplinary action.

Although the District strongly encourages all members of its community to report violations of this policy to law enforcement (including Local 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 District Campus Life and Housing Offices will assist any victim with notifying law enforcement if the victim so desires. Sheridan Police Department may be reached directly by calling 307-672-2413. The Gillette Police Department may also be reached directly by calling 307-682-5155. The Buffalo Police Department may be reached directly by calling 307-684-5581. Additional information about the Sheridan Police Department may be found online at: **https://www.sheridanwy.gov/government/police_department.** Additional information about the Gillette Police Department may be found at: **www.gillettewy.gov/city-government/departments/police.**

When you report a sexual assault, domestic violence, dating violence, or stalking, a 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 the 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 law enforcement officials who receive 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.

It is important to know that the preservation of physical evidence is critical. If a student is the victim of a sexual assault, domestic violence, dating violence or stalking, efforts should be made to preserve any physical evidence. This includes, but is not limited to, not showering, not laundering clothing or bedding, and preserving any digital evidence such as messages or photos. 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. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with local counseling staff or College counseling staff or law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the District at a later date to assist in proving that the alleged criminal offence occurred or that may be helpful in obtaining a protection order.

When a student or employee reports they have been the victim of dating violence, domestic violence, sexual assault or stalking whether or not the incident occurred on or off campus, they are provided with written notice of their rights and options; including assistance in how to request changes to academic living, transportation, and working situations or other protective measures. Choosing to make a report, file a formal complaint, and/or meet with the Title IX Coordinator after a report or formal complaint has been made, and deciding how to proceed, may take some time and the Complainant does not have to decide whether to pursue a formal complaint or name the other party(ies) at the time of the report.

Written information to the Complainant 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 within 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.
- Supportive measures and resources available.

Procedures the Northern Wyoming Community College District Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking is Reported:

Incident Being Reported	Procedures Institution Will Follow
Sexual Assault ***"Institution"*** *refers to the College* ***The "Know Your Rights" Brochure*** *is located in different places around campus. You can get one from Student Affairs or the Title IX Coordinator or request one at* ***titleix@sheridan.edu***	1. Depending on when reported (immediate vs delayed report), the Institution will provide complainant with access to medical care. 2. Institution will assess immediate safety needs to complainant. 3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. 4. Institution will provide complainant with referrals to on and off campus mental health providers and offer supportive measures, while considering the complainants wishes and inform them of these supportive measures with or without filing a formal complaint. 5. Institution will assess need to implement interim or long-term protective measures, if appropriate. 6. Institution will provide supportive measures, as appropriate to Responding Party, other Witnesses or impacted individuals. 7. Institution will provide the victim with a written explanation of the victim's rights and options, including explaining how to file a formal complaint. 8. Institution will explain that any report made in good faith will not result in discipline. 9. Institution will provide a "No Trespass" or "No Contact" directive to accused party if deemed appropriate. 10. Institution will provide instructions on how to apply for Protective Order by referring them to a local advocacy and resource centers. 11. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. 12. Institution will enforce any anti-retaliation and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
Stalking	1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. 3. Institution will provide instructions on how to apply for Protective Order by referring them to a local advocacy and resource center. 4. Institution will provide information to complainant on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide the victim with an explanation of the victim's rights and options. 7. Institution will provide a "No Trespass" or "No Contact" directive to accused party if deemed appropriate.
Dating Violence	1. Institution will assess immediate safety needs of complainant.

	2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. 3. Institution will provide instructions on how to apply for Protective Order by referring them to a local advocacy and resource centers. 4. Institution will provide information to complainant on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide the victim with an explanation of the victim's rights and options. 7. Institution will provide a "No trespass" or "No Contact" directive to accused party if deemed appropriate.
Domestic Violence	1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 3. Institution will provide instructions on how to apply for Protective Order by referring them to a local advocacy and resource center. 4. Institution will provide information to complainant on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide the victim with a written explanation of the victim's rights and options. 7. Institution will provide a "No Trespass" or "No Contact" directive to accused party if deemed appropriate.
Hazing	1. Institution will investigate any reports of hazing and refer all involved parties to Student Affairs for appropriate actions: including Code of Conduct education or sanctions.

Additional information on Supportive Measures & Student Rights can be found in Policy 3003, Policy Series 3000.

Rights of Victims/Parties and the NWCCD (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

The Northern Wyoming Community College District (Institution) complies with Wyoming State law in recognizing orders of protection.

Any person who obtains an order of protection from Wyoming should provide a copy to Local Police and the Title IX Coordinator. A complainant may then meet with the Local Police in coordination with Office of Student Affairs to develop a Safety Action Plan, which is a plan for the Local Police in coordination with Office of Student Affairs and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts through the Campus Safety Director's Office, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The District cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

In Wyoming, a victim of domestic violence, dating violence, sexual assault or stalking has the right to file a petition with the courts requesting protection through stalking protection orders, domestic violence protection orders, and/or sexual assault protection orders.

In Summary - Written Notification of Rights and Options for all parties will include the following:

- The importance of obtaining and preserving forensic and other evidence;
- The right to report or not report the alleged incident to the District, law enforcement or both, including information about the Complainant's right to privacy and which reporting methods are

confidential;

- The right to request and receive assistance in obtaining and enforcing a campus-issued order of protection or no contact order;
- The right to speak to and receive assistance from on and off campus Confidential Resources and other organizations that provide support and services to victims and survivors;
- The right to District assistance in accessing and navigating campus and local health and mental health services, counseling, outside advocacy services, legal assistance, financial aid services and immigration/Visa assistance;
- The right to Supportive Measures with or without the filing of a formal Complaint, no matter where the incident is reported to have occurred and that the District will consider the Complainant's wishes with respect to available supportive measures including without limitation changes to academic, living, dining, working, and transportation situations;
- The right to request a Formal (Live Remote Hearing, per the 2020 Title IX Regulations) or Informal Resolution Process, if cause is found to proceed under Policy 3003 and a summary of the appropriate complaint resolution procedures;
- Contact information for all of the people and organizations listed in a complaint;
- Complainants have the right to request an end to the process except as set forth in Policy 3003.

Stalking Protection Order:

A stalking protection order is a court order, signed by a judge, granting the protection of a victim of stalking as defined in W.S. § 6-2-506 (defined above).

Upon filing a petition for a stalking protection order, and if the court finds there is a clear and present danger of continued harassment, an Ex Parte Temporary Order of Protection will be issued and served to the Respondent. An Ex Parte Order is an order that is entered after the court considers the Petitioner's information only. The Respondent will get notice of the allegations (through civil service) and will have an opportunity to be heard by the court at the hearing. The Ex Parte Temporary Order of Protection will include terms the court deems necessary and sufficient to protect the Petitioner and other persons and will contain a date and time within seventy-two (72) hours, or as soon thereafter as the matter may be heard, for a hearing on the petition.

If the court finds from evidence and the hearing that stalking has occurred, an Order of Protection will be issued for up to three (3) years, containing terms and conditions prohibiting further stalking. A Petitioner may ask the court to extend the order upon a showing of good cause for additional periods of time not to exceed three (3) years each. The request for extension must be filed prior to the expiration of the original order and must contain information for the court to consider in determining whether to extend the original order. The Respondent may object to the extension and another hearing may be set. Judges may differ on what they consider "good cause".

Domestic Violence Protection Order:

A domestic violence protection order is a court order, signed by a judge, granting the protection of a victim of domestic violence. Domestic Violence Orders should not be sought unless an act of domestic violence as defined by the law exists.

"Domestic abuse" means the occurrence of one (1) or more of the following acts by a household member

but does not include acts of self-defense:

A. Physically abusing, threatening to physically abuse, attempting to cause or causing physical harm or acts which unreasonably restrain the personal liability of any household member;
B. Placing a household member in reasonable fear of imminent physical harm; or,
C. Causing a household member to engage involuntarily in sexual activity by force, threat of force or duress.

Household member, as defined in W.S. § 35-21-102 (iv), includes:

A. Persons married to each other;
B. Persons living with each other as married;
C. Persons formerly married to each other;
D. Persons formerly living with each other as if married;
E. Parents and their adult children;
F. Other adults sharing common living quarters;
G. Persons who are the parents of a child but who are not living with each other; and,
H. Persons who are in, or have been in, a dating relationship.

Upon filing a petition for a stalking protection order, and if it appears from specific facts shown by the affidavit or by the petition that there exists a danger or further domestic abuse, an Ex Parte Temporary Order of Protection will be issued and served to the Respondent. An Ex Parte Order is an order that is entered after the court considers the Petitioner's information only. The Respondent will get notice of the allegations (through civil service) and will have an opportunity to be heard by the court at the hearing. The Ex Parte Temporary Order of Protection will include terms the court deems necessary and sufficient to protect the Petitioner and other persons and will contain a date and time within seventy-two (72) hours, or as soon thereafter as the matter may be heard, for a hearing on the petition. If the Petitioner feels they need protection other than what is listed on the Ex Parte Order of Protection, they may ask for it in "other relief".

If granted, the Order of Protection will replace the Ex Parte Protection Order if one was issued. An Order of Protection will be issued for a specific amount of time, but not longer than three (3) years. A Petitioner may ask the court to extend the order upon a showing of good cause for additional periods of time not to exceed three (3) years each. The request for extension must be filed prior to the expiration of the original order and must contain information for the court to consider in determining whether to extend the original order. The Respondent may object to the extension and another hearing may be set. Judges may differ on what they consider "good cause".

Sexual Assault Protection Order:

A sexual assault protection order is a civil order issued by the court on behalf of a sexual assault victim. The order can require the alleged perpetrator to stay away from the victim or place(s) where the victim lives or works and to have no further contact with the victim.

Any person 18 or older who is a victim of sexual assault – including a single incident – may petition the court to obtain the order. Victims under 18 need a parent or guardian to petition on their behalf. A third party may also file on behalf of a vulnerable adult or any other adult who cannot file due to age, disability, health or inaccessibility.

The sexual assault protection order is designed for victims who do not meet the "household member" requirement with the person who sexually assaulted them to qualify for a domestic violence protection order.

A sexual assault protection order may also be obtained as part of a criminal case. If a victim reports the sexual assault to law enforcement and the assailant is being prosecuted, a judge may order the police to keep the assailant away from the victim when they are released from custody.

Upon filing a petition for a stalking protection order, and if the court finds there is a clear and present danger of continued sexual assault or other serious physical adverse consequences, an Ex Parte Temporary Order of Protection will be issued and served to the Respondent. An Ex Parte Order is an order that is entered after the court considers the Petitioner's information only. The Respondent will get notice of the allegations (through civil service) and will have an opportunity to be heard by the court at the hearing. The Ex Parte Temporary Order of Protection will include terms the court deems necessary and sufficient to protect the Petitioner and other persons and will contain a date and time within seventy-two (72) hours, or as soon thereafter as the matter may be heard, for a hearing on the petition.

A victim of sexual assault may request the assistance of law enforcement agencies, which may take necessary steps to protect the victim, including advisement of the remedies in W.S. § 7-3-509 through 7-3-512, advising the victim, when appropriate, of the procedure for initiating a sexual assault action or criminal proceedings and providing for or arranging for transportation of the victim to a medical facility or place of shelter.

The Campus Life and Housing Office will help put victims who are interested in pursuing an order of protection in contact with the local court or the local advocacy center. Any student who obtains a protection order from Wyoming or any reciprocal state should provide a copy to the Student Affairs Department or to the Campus Life and Housing Office. The Campus Life and Housing Office will help facilitate the reporting of an order of protection to Student Affairs.

While not the same as a state mandated protection order, the District may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the District receives a report that such an institutional no contact order has been violated, the District will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

Confidentiality

Victims may request that directory information on file with the District be withheld by request. This request can be made to the Registrar's Office in person by visiting the Whitney Academic Center Records Office or by calling (307) 675-0110 for those students in Gillette and Buffalo. Employees can contact the SC Public Information Office at (307) 675-0411 to make a similar request regarding directory information.

Regardless of whether a victim has opted-out of allowing the District 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 proving 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 NWCCD (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 District does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act*. Furthermore, if a 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.

Victim Accommodations

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 Vice President of Student Affairs, Office of Campus Life and Housing, or Counseling Services.

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, NWCCD will provide written notification to students and employees about accommodations available to them, including: academic, living, transportation, protective orders 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, District offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to Student Affairs or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a difference section of class, withdraw and take a class at another time of there is no option for moving to a difference 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.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact Vice President of Student Affairs. If the victim wishes to receive assistance in requesting these accommodations, they should contact the Office of Campus Life and Housing or Counseling Services.

Gillette Campus - School Resource Officer

NOTE: As of calendar year 2023, Gillette College campus has a school resource officer through contract with the City of Gillette police department.

All sworn city and state law enforcement personnel, including the school resource officer, have authority and jurisdiction in the City of Gillette, which includes on the Gillette College Campus, to effect a custodial arrest in violation of law or detain individuals during an investigation. All sworn city and state law enforcement personnel have authority and jurisdiction to effect an arrest for law violation in the State of Wyoming to also include the Cities of Sheridan and Buffalo. This would not expand the Clery geography past the established parameters.

Students on the Gillette campus may contact the City of Gillette, WY sworn campus police officer (school resource officer or SRO) during the times of 8:00 a.m. and 4:00 p.m. Monday through Friday. The School Resource Officer may be called away during listed times to other non-campus capacity, city related incidents. Students may still opt, at any time or day, to contact City of Gillette Police by dialing 9-1-1. Again, this would not expand the Clery geography past the established parameters.

The SRO Office on the Gillette Campus is: GC Main, Room 103.

Sheridan Campus – Contracted Patrols

As of 2024, Sheridan College Campus has Memorandums of Understanding for extra patrols by both Sheridan Police Department and the Sheridan County Sheriff's Office. These patrols are at varying times of day and night. Students and staff are asked to contact 9-1-1 in an emergency or non-emergent dispatch for assistance.

On- and Off –Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, NWCCD 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. Additional resources include the following and are also available in the "Know Your Rights" Brochure located in many different locations on campus:

A Note: *As of publication date of this report, the Northern Wyoming Community College District is complying in accordance with the U.S. Department of Education's 2020 Title IX regulations.*

Community Police	Community Hospital Emergency	Community Resources
911 (Emergency) Sheridan Police Dept. (307) 672-2413 45 W. 12th Street Sheridan, WY 82801 Gillette Police Dept. (307) 682-5155 201 East 5th Street Gillette, WY 82716 Buffalo Police Dept. (307) 684-5581 639 Fort Street Buffalo, WY 82834 **Nearest Level 1 Trauma Center – Billings Clinic** (406) 238-2500 1-800-332-7156 www.billingsclinic.com 2800 Tenth Ave. North Billings, MT 59101	**911 (Emergency)** Sheridan Memorial Hospital ER (307) 672-1000 1401 West 5th Street Sheridan, WY 82801 Campbell County Memorial Hospital Emergency Room (307) 688-1000 501 South Burma Avenue Gillette, WY 82716 Johnson County Healthcare Center Emergency Room (307) 684-5521 497 West Lott Street Buffalo, WY 82834 **Nearest Level 1 Trauma Center – Billings Clinic** (406) 238-2500 1-800-332-7156 www.billingsclinic.com ← ***(complete address info in left column)***	**CONFIDENTIAL REPORTING** Advocacy Resource Center (307) 672-7471 136 Coffeen Avenue Sheridan, WY 82801 Sheridan County Public Health (307) 672-5169 297 S. Main Street Sheridan, WY 82801 Gillette Abuse Refuge Foundation (307) 686-8071 910 East 3rd Street Gillette, WY 82716 Campbell County Public Health (307) 682-7275 2301 S. 4-J Road Gillette, WY 82718 National Hotline: 1-800-799-7233 National Poison Control: 1-800-222-1222 US National Suicide Prevention Lifeline: **Dial: 988** or Text "WYO" to 741-741 for the Crisis Text Line. You can talk about financial troubles, relationships, sexual identity, depression, illness, loneliness, etc. Legacy Pregnancy Center (307) 673-4757 847 Coffeen Ave. Sheridan, WY 82801 Women's Resource Center (307) 685-2211 706 W. 8th Street Gillette, WY 82716 Johnson County Public Health (307) 684-2564 85 Klondike Drive Buffalo, WY 82834 Sheridan Nurse Connect - Sheridan - GMB 143 or TRCC Fall & Spring Semesters Varied Hours & Days Free STI testing, Immunizations, Blood sugar and blood pressure checks and health education.
Campus Safety Line	**Office of Civil Rights**	**College Counseling and Resources**
911 (Emergency) SC Campus Safety Line (307) 675-0250 GC Campus Safety Line (307) 681-6050	Office for Civil Rights – Denver Office U.S. Dept. of Education Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582 Phone: (303) 844-4303 OCR.Denver@ed.gov	**CONFIDENTIAL REPORTING** SC Counseling Services (307) 675-0122 Room: Whitney W156E 1 Whitney Way Sheridan, WY 82801 GC Counseling Services (307) 681-6082 Room: GCMN 206D 300 W. Sinclair St. Gillette, WY 82718 **Dial 211** for confidential assistance statewide for a number of services. Anonymous On-Line Report *(copy and paste into your browser):* https://sheridan.guardianconduct.com/incident-reporting/new?incident_type
Legal Assistance	**Visa and Immigration Assistance**	**Additional External Resources**
Legal Aid of Wyoming 1-877-432-9955 www.lawwyoming.org Dial **2-1-1** or **4-1-1** for more WY listings and services.	U.S. Citizenship and Immigration Services Wyoming-Casper Field Support Office 150 East B St., Room 1014 Casper, WY 82601	www.raiin.org – Rape, Abuse and Incest national Network www.justice.gov/ovw/sexual-assault - Dept. of Justice www.projectcallisto.org www2.ed.gov/about/offices/list/ocr/index.html – Dept. of Educ., Office of Civil Rights
NWCCD & GCCD Title IX Coordinator	**NWCCD & GCCD Title IX Administrators**	**Additional Campus Resources for Reporting and Other Assistance**
NWCCD Title IX Coordinator: Dr. Bobbie Murray Email: TitleIX@sheridan.edu The Chief HR Officer Email: bmurray@sheridan.edu Phone: (307) 675-0571 GCCD Title IX Deputy Coordinator: Shantel Moore Senior Director, HR Email: smoore@gillettecollege.org Phone: (307) 681-6321 Lactation Lounges provided in Whitney Bldg. and the Innovation Center	VP, Admin Services & CFO Sheridan: Whitney Bldg. W145D Phone: (307) 675-0811 Email: cachord@sheridan.edu VP, Student Affairs & Academics Gillette: GCMN204E Phone: (307) 681-6071 Email: bspriggs@gillettecollege.org Lactation Lounges provided in GC Main and Tech Buildings	SC Campus Life & Housing Sheridan: TRCC 106 (307) 675-0510 Ken Stacy, Director Email: kstacy@sheridan.edu GC Campus Life & Housing Gillette: Inspiration Hall 114 (307) 681-6502 Tone Campese, Coordinator tcampese@gillettecollege.org Sheridan: **Nurse Connect** has varied hours per semester based on need. Their office is in GMB 143 in Fall & Spring Semesters / they have tabling in TRCC every other Wednesdays 11am-2pm. Free Services for students and staff. Includes free STI testing, immunizations, blood pressure and blood sugar checks, and health educ. If you are a lactating, pregnant student or have a pregnancy related condition, and you need reasonable accommodations, please contact the Title IX Coordinator on your campus at titleix@sheridan.edu.

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

Reporting Procedures

A. If NWCCD determines that a student's behavior is in violation of this procedure, disciplinary action will be taken as outlined in the NWCCD *Student Code of Conduct*. The *Student Code of Conduct* includes descriptions of sanctions; interim measures; interim and permanent supports and protective measures for the reporting party; support for the responding party; and the procedures related to written notification throughout the investigation and conduct process.

B. Students should report incidents that they consider violations of this procedure to the Title IX Coordinator, the Chief Human Resources Officer or the Vice President for Administrative Services. The staff and administrators in each of these areas are identified by NWCCD as reporting authorities and will initiate NWCCD's preliminary investigation process into an incident. Employees of NWCCD, including student staff, (with the exception of counselors as identified below) are considered mandatory reporters with regard to incidents of sexual assault and sexual misconduct as defined by this procedure. These employees are required to report an incident of sexual assault or sexual misconduct to the Local Police and/or the Title IX Coordinator even if the reporting party elects not to or is unable to make an official report. Reporting parties have a right to report the incident directly to the Office for Civil Rights (OCR) or the NWCCD Board of Trustees Chair.

C. Official reports can be made using the NWCCD's on-line form at the following web address: https://sheridan.guardianconduct.com/incident-reporting/new?incident_type by phone to a reporting entity; or in person to a reporting entity as outlined below.

D. Employees should report incidents they consider violation of this procedure to the Title IX Coordinator, Chief Human Resources Officer.

E. Confidential and Anonymous Reporting
   - Members of the Counseling Services staff are confidential resources and do not investigate incidents. In their capacity and function as counselors, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so. Students may report incidents anonymously using the https://sheridan.guardianconduct.com/incident-reporting/new?incident_type. The amount of detail provided may cause NWCCD to initiate an investigation into the circumstances surrounding the report. *Such an investigation may jeopardize the anonymity of the reporting person.* Students who become aware of sexual misconduct or relationship violence can make anonymous reports to NWCCD via https://sheridan.guardianconduct.com/incident-reporting/new?incident_type or speaking with the Counseling Center. NWCCD does not provide confidential or anonymous reporting outside of these entities.

F. If the reporting party does not wish to pursue resolution:
   - In all reported cases of sexual misconduct, NWCCD will conduct a fact-finding investigation to the best of its ability. In cases where the reporting party chooses to participate, this investigative report is provided to the Title IX Coordinator or Deputy Coordinator for a threshold analysis.
   - In cases where the reporting party does not participate, NWCCD has two options:

1) NWCCD may attempt to resolve the complaint in a manner consistent with the reporting party's request. This may include holding the report for action at a later date.
2) NWCCD may pursue a resolution procedure based on the status of the reporting party, student or staff/faculty in the investigation. Under these circumstances, NWCCD would take into consideration the nature of the assault, the safety of the reporting party, and the safety of the campus community, as well as the previous disciplinary history and previous allegations of sexual misconduct.

Statement on Confidentiality

- NWCCD will protect the identity of persons who report having experienced sexual assault, domestic violence, dating violence, or stalking (to the fullest extent of the law). Additionally, NWCCD will take all reasonable steps to investigate and respond to the complaint consistent with any request for confidentiality 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 reporting party.
    - If the reporting party requests anonymity or that NWCCD not pursue an investigation, NWCCD must balance this request in the context of its responsibility to provide a safe environment for all NWCCD community members. In cases where NWCCD cannot respect the wishes of the Reporting party, NWCCD will consult with the reporting party and keep them informed about NWCCD's course of action.
    - If the report of misconduct discloses an immediate threat to the NWCCD campus community, where timely notice must be given to protect the health or safety of the community, NWCCD may not be able to maintain the confidentiality of the alleged reporting party or alleged offender identities.
    - NWCCD will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, NWCCD will inform the responding party that Title IX prohibits retaliation and NWCCD will take strong responsive action to protect the reporting party.

Advisors

All parties are entitled to an advisor of their choosing to guide and accompany them throughout the campus resolution process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses. An advisor cannot be anyone affiliated with the case. The NWCCD maintains a pool of trained (non-attorney) advisors who are available to the parties. The parties may choose advisors from outside the pool, or outside the campus community, but those advisors may not have the same level of insight and training on the campus process as do those participating in NWCCD-sponsored training. Outside advisors are not eligible to be trained by NWCCD.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. Advisors may not actively participate or be disruptive, nor may they unnecessarily delay the investigation due to their personal availability. NWCCD cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, NWCCD is not obligated to provide one. Additionally, accused individuals may wish to contact organizations such as:

- FACE (http://www.facecampusequality.org)
- SAVE (http://www.saveservices.org),

Reporting parties may wish to contact organizations such as:

- The Victim Rights Law Center (http://www.victimrights.org), or the
- The National Center for Victims of Crime (http://www.victimsofcrime.org), which maintains the Crime Victim's Bar Association.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting, interview or hearing unless invited to or a sidebar is requested. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for brief breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview of meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the NWCCD an opportunity to clarify the role the advisor is expected to take. Advisors are expected to refrain from interference with the NWCCD investigation and resolution. Any advisor who steps out of their role in any meeting under the campus resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

NWCCD expects that the parties will wish to share documentation related to the allegations with their advisors. NWCCD provides a consent form that authorizes such sharing. The parties must complete this form before NWCCD is able to share records with an advisor. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by NWCCD. NWCCD may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by NWCCD privacy expectations.

NWCCD expects an advisor to adjust their schedule to allow them to attend scheduled meetings. NWCCD does not typically change scheduled meetings to accommodate an advisor's inability to attend. NWCCD will, however make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout. However, a change in advisor cannot elongate the process without permission by the other party.

Notice of Alleged Violation

Any member of NWCCD community, visitor or guest may allege a policy violation(s) by any student for misconduct under this *Code* through submission of a CARE Incident Report or by reporting to the Office of the Vice President for Student Affairs.

Notice may also be given to the conduct officer and/or to the Title IX Coordinator, when appropriate.

Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by the reporting party or a third party, and should be submitted as soon as possible after the offending event occurs. NWCCD has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The conduct officer or an assigned trained staff member will assume responsibility for the investigation of the alleged violation as described in the sub-sections below.

Interim Measures

During the investigation and prior to the final determination, NWCCD may take appropriate interim measures to protect the parties involved. These actions are not a presumption of responsibility. In all cases, the highest level of discretion will be provided to ensure privacy while implementing the protective measure. Interim actions may include support for the reporting in the form of escorts, special parking arrangements, providing a temporary cellphone, changing classroom location, allowing a student to complete assignments from home, or similar modifications. When a student or staff represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve NWCCD property and/or to prevent disruption of, or interference with, the normal operations of NWCCD, interim actions may be imposed on the reporting party. These may include reassignment of residence hall room, denial of access to specific facilities, reassignment of classes or work location, or temporary separation from the institution.

Investigation

The conduct officer or the Title IX Coordinator will appoint an investigator(s) for allegations under this *Code* and will work with the Title IX Coordinator for any complaint that falls under Title IX (sexual misconduct). The investigator(s) will take the following steps, if not already completed by the conduct officer or designee. (In most cases, the first four steps are completed prior to the investigation.)

1. Initiate any necessary remedial actions on behalf of the reporting party (if any).
2. Determine the identity and contact information of the reporting party.
3. Provide notification to the parties that a preliminary inquiry has been initiated and review the process with both the reporting party and the responding student.
4. Conduct an immediate preliminary inquiry to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint.
    a. If the reporting party is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the reporting party.
    b. Notify the reporting party of whether NWCCD intends to pursue the complaint regardless of their involvement, and inform them of their rights in the process and option to become involved if they so choose.
    c. Preliminary inquiry usually takes between 1-7 business days to complete.
5. If indicated by the preliminary inquiry and authorized by the Title IX Coordinator or designee, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated NWCCD policy, and to determine what specific policy violations should serve as the basis for the complaint.

   a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action.
   b. A comprehensive investigation may take up to 15 business days to complete, or longer in some cases.
6. Meet with the reporting party to finalize their statement, which will be drawn up by the investigator or designee as a result of this meeting.
7. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview.
   a. Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which is typically delivered prior to (but could be delivered during or after) the responding student's interview, at the discretion of the investigator(s).
8. Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy.
9. Obtain all documentary evidence and information that is available.
10. Obtain all physical evidence that is available.
11. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline.
12. Share the report with the parties in draft form for their feedback and any clarifications they wish to provide.
13. A Live Remote Hearing will be conducted unless there is an informal resolution process agreed upon by both the Reporting Party and the Responding Party. (Please see Notice of Hearing section following.)
14. Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).
15. The Conduct Officer Or Title IX Coordinator will present the investigation report and findings to the responding student, who may do one of the following:
   a. accept the findings,
   b. accept the findings in part and reject them in part, or
   c. or may reject all findings.
16. Update the parties on the status of the investigation at appropriate intervals.
17. The Conduct Officer will share the findings and outcome with the parties.

Findings

The following three options describe how to proceed depending on whether the responding student is found responsible and whether the responding student accepts or rejects the findings and/or the sanctions either in whole or in part.

1. The responding student is found *Not Responsible*
   a. Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The reporting party, if any, may request that the Title IX Coordinator or the Vice President for Student Affairs (VPSA) as applicable, review the investigation file to possibly re-open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Title IX Coordinator or the VPSA in these cases, and is granted only on the basis of extraordinary cause.

2. The responding student accepts a finding of *Responsible*.

a. The responding student accepts a finding of *Responsible* and accepts the recommended sanctions.

i. Should the responding student accept the finding that they violated NWCCD policy, the Investigator will recommend appropriate sanctions for the violation, having consulted with the Vice President for Student Affairs and/or Title IX Coordinator, as appropriate. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and NWCCD community. If the responding student accepts these recommended sanctions, the sanctions are implemented by the conduct officer and the process ends. This outcome is not subject to appeal.

b. The responding student accepts a finding of *Responsible* and rejects the sanctions recommended.

i. If the responding student accepts the *Responsible* findings, but rejects the recommended sanctions, there will be an administrative conference on the sanction, only. Administrative conference procedures are detailed below. (Section L.2)

3. Responding student rejects the findings completely or in-part

a. Responding student rejects the findings completely

i. Where the responding student rejects the finding that they violated NWCCD policy, a formal hearing will be convened within seven business days, barring exigent circumstances.

ii. At the hearing, the investigator(s) will present their report to the administrative hearing officer or a panel. The officer or panel will hear from the parties, and any necessary witnesses. The investigation report will be considered, which renders an independent and objective finding. Hearing procedures are detailed below. (Sections L.3 & M)

iii. If the panel or administrative hearing officer finds the responding student not responsible for all violations, the conduct officer will timely inform the parties of this determination and the rationale for the decision in writing. This determination is subject to appeal by any party to the complaint. Appeal review procedures are outlined below.

iv. If the panel or hearing officer finds a violation, a sanction/responsive action will be recommended to the conduct officer, who will confer with the Title IX Coordinator as necessary and, render a decision within 10 working days of the hearing and timely notify the parties in writing. An appeal may be filed by any party to the complaint as detailed below.

b. Responding student accepts the findings in part and rejects in part

i. Where the responding student rejects in part the finding that they violated NWCCD policy, there will be a hearing solely on the disputed allegations within seven business days, barring exigent circumstances. For all findings holding a responding student responsible for a violation, NWCCD will use the sanctioning options outlined in section N. If the outcome of the hearing finds the responding student *Not Responsible* on any of the contested allegations, the investigation will be closed. The reporting party, if any, may request that the Title IX Coordinator or the Vice President for Student Affairs (VPSA) as applicable, review the investigation file to possibly re-open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the

discretion of the Title IX Coordinator or the VPSA in these cases, and is granted only on the basis of extraordinary cause.

Notice of Hearing

All hearings will be conducted remotely (remote hearings were put into place in 2025 as amended procedure) by an administrative hearing officer (also known as a decision-maker) drawn from the pool of trained panelists. For sexual misconduct, discrimination and other complaints of a sensitive nature, all the hearing will be conducted remotely as well as all testimony (such as witness statements) will be conducted remotely in a breakout room, allowing the parties to testify from another room via audio or audio/video technology. While these options are intended to help make the parties more comfortable, they are not intended to work to the disadvantage of any party, and are now standard procedure during the timeframe covered by this report (calendar year 2025). The Title IX coordinator may determine a pre-hearing conference is required within seven days prior to the hearing to help all parties and advisors understand the hearing process.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the hearing officer. The past history between the parties is typically relevant to showing context. All other history information sought to be admitted by a party or NWCCD will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the hearing officer. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The parties will be notified in writing of the outcome of the hearing. The administrator will inform the parties of the final determination within five (5) business days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official NWCCD records; or emailed to the parties' NWCCD-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the NWCCD is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the NWCCD is permitted to share under state or federal law. The notice will also include information on when the results are considered by the NWCCD to be final, any changes that occur prior to finalization, and any appeals options that are available.

Hearing Options and Preparation

The following sub-sections describe the District conduct hearing processes. Except in a complaint involving failure to comply with the summons of the VPSA or designee, no student may be found to have violated the *Code of Student Conduct* solely as a result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the conduct officer or panel presiding over the hearing.

1. Administrative Conference: Where the responding student admits to violating the *Code of Student Conduct*, the conduct officer or designee may invoke administrative hearing

procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an *administrative conference*. In an administrative conference, complaints will be heard and determinations will be made by the conduct officer or designee.

2. Hearing: Where the responding student denies violating the *Code of Student Conduct*, a formal remote hearing will be conducted. The hearing can be an administrative hearing (1 person) or a panel hearing (3 people). The decision for the type of hearing will be at the discretion of the conduct officer or designee or at the request of one or more of the parties to the complaint, but will be conducted remotely. The students involved will be given a minimum of five working days to prepare unless all parties wish to proceed more quickly. Preparation for the hearing is summarized in the following guidelines:
    a. Notice of the time, date and online location of the hearing and the type of hearing will be in writing and may be delivered by one or more of the following methods: in person by the conduct officer or designee; mailed to the local or permanent address of the student as indicated in official NWCCD records; or emailed to the NWCCD-issued student email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.
    b. The reporting party may serve as the party bringing the complaint or may elect to have NWCCD administration serve as the party bringing the complaint forward. When there is no reporting party or the reporting party is not participating, NWCCD administration will serve as the party bringing the complaint forward.
    c. If a responding student fails to respond to notice from the conduct officer or designee, the conduct officer or designee may initiate a complaint for failure to comply with the directives of a NWCCD official and give notice of this offense. Unless the student responds to this notice within two business days by answering the original notice, an administrative conference may be scheduled and held on the student's behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their NWCCD account, deeming them ineligible to register for courses or NWCCD housing until such time as the student responds to the initial complaint or fulfills sanctions.
    d. At least three (3) business days before any scheduled hearing, the following will occur:
        i. The responding student will deliver to the conduct officer or designee a written response to the complaint if such has not already been provided to the investigator(s);
        ii. The responding student will deliver to the conduct officer or designee a written list of all witnesses for NWCCD to call at the hearing;
        iii. The responding student will deliver to the conduct officer or designee all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the conduct officer can arrange for its presence;
        iv. Reporting party will deliver to the conduct officer or designee a written list of all witnesses for NWCCD to call at the hearing;
        v. The reporting party will deliver to the conduct officer or designee all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the conduct officer or designee can arrange for its presence;
        vi. The party bringing the complaint and the responding student will notify the conduct officer or designee of the names of any advisors/advocates who may be accompanying the parties at the hearing.

e. The conduct officer or designee will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) business days before any scheduled hearing. In addition, the parties will be given a list of the names of the administrative hearing officer or the panelists in advance. Should any party object to the hearing officer or any panelist, that party must raise all objections, in writing, to the conduct officer or designee immediately. Hearing officers will only be unseated if the conduct officer concludes that their bias precludes an impartial hearing of the complaint. Additionally, panelists who feel they cannot make an objective determination must recuse from the proceedings.

Hearing Procedures

The conduct officer will appoint an administrative hearing officer or a panelist as the chair of the hearing to preside over the hearing. The parties have the right to be present at the remote hearing; however, they do not have the right to be present during deliberations. If a party cannot attend the hearing, it is that party's responsibility to notify the conduct officer or designee no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the reporting party fails to appear, the complaint may be dropped unless NWCCD chooses to pursue the allegation on its own behalf, as determined by the conduct officer. Hearings may be conducted in person or via Zoom.
The administrative hearing officer or the chair will conduct panel hearings according to the following guidelines:

1. Hearings will be closed to the public and conducted remotely. If a party does not have access to attend remotely, the college will provide that ability.
2. The conduct officer may attend as an observer and to assist with procedural navigation.
3. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair and the conduct officer.
4. In hearings involving joint misconduct by more than one responding student, the standard procedure will be to hear the complaints jointly; however, the conduct officer may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student. In hearings where more than one reporting party alleges a pattern of similar conduct by the same responding student, the College will typically hear the complaints jointly, making separate determinations for each complaint, unless the conduct officer determines that separate hearings will be used.
5. The parties have the right to an advisor/advocate of their own choosing, including attorneys. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair, and suggest questions to their advisee.
6. The chair or administrative hearing officer will determine the order of the witnesses and resolve any questions of procedure arising during the hearing. The chair or administrative hearing officer will be the only person to directly ask questions to the responding party, reporting individual or witnesses. Questions can be submitted in writing in advance of the hearing, or suggested during the hearing by whatever method the chair prefers. Unduly repetitive witnesses can be limited at the discretion of the chair.
7. Pertinent records, exhibits, and written statements may be accepted as information for

consideration by the panel and the conduct officer or designee. Formal rules of evidence are not observed. The chair, conduct officer, or designee may limit the number of character witnesses presented or may accept written affidavits of character instead.

8. All procedural questions are subject to the final decision of the chair.
9. After a hearing, the panel will deliberate and determine, by majority vote, or the administrative hearing officer will determine whether it is more likely than not that the responding student has violated the *Code of Student Conduct*. The conduct officer or designee will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The conduct officer or designee is responsible for informing the administrative hearing officer or panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The administrative hearing officer will prepare a written deliberation report and deliver it to the conduct officer, detailing the recommended finding, how each member voted, the information cited by the panel in support of its recommendation, and any information that was excluded from consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the conduct officer within three (3) days of the end of the hearing.
10. The conduct officer will consider the recommendations of the hearing office, may make appropriate modifications to the report, and will then render a decision and inform the parties of the final determination within five business days of the hearing. The conduct officer will inform the parties of the final determination within five (5) business days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official NWCCD records; or emailed to the parties' NWCCD-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the NWCCD is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the NWCCD is permitted to share under state or federal law. The notice will also include information on when the results are considered by the NWCCD to be final, any changes that occur prior to finalization, and any appeals options that are available.
11. There will be a single record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The record will be the property of NWCCD and maintained according to disciplinary records procedure noted in Section 7.Q. Any updated procedures may also be found in Policy 3003 in Policy Series 3000.

Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

1. *Warning*: An official written notice that the student has violated NWCCD policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at NWCCD.
2. *Restitution*: Compensation owed for damage caused to NWCCD or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the

value of property destroyed, damaged, consumed, or stolen.

3. *Fines:* Reasonable fines may be imposed.
4. *Fees:* Cost of educational activities.
5. *Community/NWCCD Service Requirements*: For a student or organization to complete a specific supervised service to NWCCD or the community.
6. *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
7. *Confiscation of Prohibited Property*: Items whose presence is in violation of NWCCD policy will be confiscated and will become the property of NWCCD. Prohibited items may be returned to the owner at the discretion of the conduct officer and/or Campus Police.
8. *Behavioral Requirement*: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
9. *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
10. *Restriction of Visitation Privileges*: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
11. *NWCCD Housing Probation*: Official notice that should further violations of housing or NWCCD policies occur during a specified probationary period, the student may be immediately removed from NWCCD housing. Regular probationary meetings may also be imposed.
12. *NWCCD Housing Reassignment*: Reassignment to another NWCCD housing facility. Housing personnel will determine reassignment details.
13. *NWCCD Housing Suspension*: Removal from NWCCD housing, for a specified period of time, after which the student is eligible to return. Conditions for re-admission to NWCCD housing may be specified. Under this sanction, a student is required to vacate NWCCD housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Campus Life & Housing. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for NWCCD housing, the student must gain permission from the Director of Campus Life & Housing or designee. This sanction may include restrictions on visitation to specified buildings or all College housing during the suspension.
14. *NWCCD Housing Dismissal*: The student's privilege to live in or visit any NWCCD housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
15. *NWCCD Conduct Probation*: The student is put on official notice that should further violations of NWCCD policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
16. *Eligibility Restriction*: The student is deemed to be "not in good standing" with NWCCD for a specified period of time. Specific limitations or exceptions may be granted by the VPSA, and terms of this conduct sanction may include, but are not limited to the following:
    a. Ineligible to hold any office in any student organization recognized by NWCCD or hold an elected or appointed office at NWCCD; or
    b. Ineligible to represent NWCCD to anyone outside NWCCD community in any way including: participating in the study abroad program, attending conferences, or representing NWCCD at an official function, event, or intercollegiate competition as a player, manager or student coach, etc.
17. *NWCCD Suspension*: Separation from NWCCD for a specified minimum period of time, after

which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to and at the discretion of the VPSA. During the suspension period, the student is banned from NWCCD property, functions, events, and activities without prior written approval from the VPSA. This sanction may be enforced with a trespass action if deemed necessary. This sanction will be noted as a *Conduct Suspension* on the student's official academic transcript. (*Procedure 5035.5: Transcript Notation*.)

18. *NWCCD Dismissal*: Permanent separation from NWCCD. The student is banned from NWCCD property and the student's presence at any NWCCD-sponsored activity or event is prohibited. This action may be enforced with a trespass action if deemed necessary. This sanction will be noted as a *Conduct Dismissal* on the student's official academic transcript. (*Procedure 5035.5: Transcript Notation*.)
19. *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the VPSA or designee.
20. If a student withdraws from NWCCD in the midst of the conduct process, a transcript notation "Withdrew with conduct charges pending" will be noted on their transcript until the procedure is complete. (*Procedure 5035.5: Transcript Notation*.)

The following sanctions may be imposed upon groups or organizations found to have violated the *Code of Student Conduct*:

1. One or more of the sanctions listed above.
2. Deactivation, de-recognition, loss of all privileges (including status as a NWCCD registered group/organization) for a specified period of time.

Failure to Complete Conduct Sanctions

All students, as members of NWCCD community, are expected to comply with conduct sanctions within the timeframe specified by the conduct officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from NWCCD and may be noted on, or with, the student's official transcript at the end of the semester. In such situations, resident students will be required to vacate NWCCD housing within 24 hours of notification by the conduct officer, though this deadline may be extended upon application to and at the discretion of the Director of Campus Services or the Vice President for Student Affairs. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Vice President for Student Affairs.

Appeal Review Procedures

Any party may request an appeal of the decision of the panel/by filing a written request with the conduct officer or Vice President for Student Affairs, subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

Grounds For Appeal Requests

Appeals requests are limited to the following grounds:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction.[4] A summary of this new evidence and its potential impact must be included[5];
3. The sanctions imposed are substantially outside the parameters or guidelines set by the ollege for this type of offense or the cumulative conduct record of the responding student. [6]

Appeals must be filed in writing with the Vice President for Student Affairs or conduct officer within three business days of the notice of the outcome of the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the conduct officer and, when appropriate, the Title IX Coordinator.

The VPSA will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). The conduct officer will refer the request(s) to the VPSA. The conduct officer will also draft a response memorandum to the appeal request(s), based on the determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties.

The VPSA will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the conduct officer and/or Title IX Coordinator on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the VPSA determines whether to refer the appeal to an Appeals Panel or to remand it to the original decision-maker(s), typically within 3-5 business days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased

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[4] Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence "unavailable" at the time of the hearing.

[5] The conduct officer is expected to consult with the chair of the original panel to inquire as to whether the new evidence would, in the opinion of the Chair, have substantially impacted the original finding or sanction.

[6] When the sanctions imposed are perceived as substantially outside the parameters or guidelines set by NWCCD for this type of offense or the cumulate conduct record of the responding student is such. These guidelines and parameters are NOT to be confused with precedent. Prior findings/sanctions in similar cases that are flawed should not create the basis for all future cases. Finally, appeals officers/committees (preference for committees) MUST discern the difference between a SANCTION and the IMPACT of a sanction. For a SANCTION to be disproportionate or inconsistent, it must be viewed as a "stand-alone" outcome. Simply put, where a one-year suspension is within the guidelines or has been issued by the Board and/or reviewed by the Student Conduct Office, it is, by default, proportionate. The other impacts on the student's life are notwithstanding. This should alleviate the potential of subjective decision-making that will later be scrutinized as potentially arbitrary, capricious or pretextually (or actually) discriminatory. For example: A violation of the sexual misconduct policy where the sanction is a one-year suspension (with conditions for reinstatement) is not "disproportionate" because of the graduation status, time in the semester, pending internship/job/externship/graduate school application. Altering the suspension to allow for some personal situation that may appear academic on its face, or extending it for the same reasons, is not only inconsistent, but also puts the campus at both actual and litigation risk.

by a procedural or substantive error, a new panel will be constituted to reconsider the matter, which can in turn be appealed, once. Full re-hearings by the Appeals Panel are not permitted. Where new evidence is presented or the sanction is challenged, the VPSA will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeals Panel with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeals Panel must limit its review to the challenges presented.

On reconsideration, the Appeals Panel or Appellate or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All decisions of the Appeals Panel or Appellate are to be made within five (5) business days of submission to the Panel Appellate and are final, as are any decisions made by the original hearing body, conduct officer or Title IX Coordinator as the result of reconsideration consistent with instructions from the VPSA. Notification of the outcome of the appeal will occur in the same manner as all other notifications of outcome, above.

The Appeals Panel

Appeals Panels or an Appellate are drawn from the trained pool of faculty and staff, and may consist of one to three people, with the following requirements to serve.

1. The member did not serve on the Panel for the initial hearing;
2. The member was not involved in the investigation in any way; and
3. The member has been properly trained in appeals procedures.

The Vice President for Student Affairs will have final authority to approve all those serving on the panel. The parties may challenge a panelist(s) on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse themselves. The Vice President for Student Affairs will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Vice President for Student Affairs will solicit a replacement from the pool of panelists.

The conduct officer or designee serves as the non-voting advisor to the panel, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the complainant and responding student.

The presumptive stance of the District is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the conduct officer, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Vice President for Student Affairs and the conduct officer, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

Other Guidelines for Appeals

- All parties will be informed of the status of requests for appeal within five business days, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; witnesses may be called if necessary.

Appeals are not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking for Employees

In accordance with the NWCCD Employee Handbook, NWCCD strives to provide a safe working, residential, and learning environment for all members of the college community. Violence on NWCCD property is prohibited. Employees engaging in such conduct will be subject to corrective action up to and including termination. Employees, community members, guests, and visitors have the right to be free from sexual violence. NWCCD also prohibits non-sexual violence. Employees have a role in the policy including reporting of any alleged misconduct to appropriate administrators with responsibility. If you believe that you or others are being subjected to any form of violence, contact the Local Police Department immediately before notifying a Title IX administrator. For more information see Series 5075.5 Sexual Misconduct and Intimate Partner Violence Procedure. Sexual misconduct reporting procedures can be found in the Title IX Right to Know Brochure Procedure 5075.51. All new employees are required to take on-line education and prevention training. For more information see procedure 5075.12.

NWCCD operates under the guidelines of “if you see (or hear) something, say something”. All employees are responsible for reporting. If it is an emergency or a threat to life or property, the first call should be 911 with an Incident Report following. If you can resolve it on the spot, do so. All student and parent **complaints** should be reported to the Vice President for Student Affairs office. Non-student related (public, community) complaints should be reported to the Vice President of Administrative Services office.

If you believe there has been a violation of Title IX, the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. NWCCD expects employees to report as soon as reasonably possible, per the procedure, to enable the District to investigate and correct any behavior that may be in violation of this policy.

Procedure: Report the incident to the Chief Human Resources Officer (or, if unavailable or desired, to the Vice President of Administrative Services) who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the NWCCD President. While your input may be

solicited during the investigation, all action taken at the conclusion of the investigation will occur in NWCCD's sole discretion.

If an employee has a complaint related to the workplace, the complaint should be taken to the department supervisor. It can also be reported to any of the offices above if the employee feels more comfortable.

All employees are expected to assist in efforts to address complaints of unlawful discrimination. If you aren't sure where to report it, report it to any of the offices above. For more information see the NWCCD Institutional Complaint Process.

Retaliation

NWCCD prohibits retaliation against any employee for the good faith filing of a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO (Equal Employment Opportunity) or retaliation standard, please follow the complaint procedure outlined above.

If NWCCD determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

District-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to: a District order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.[7] Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the District.

(HEOA) Notification to Victims of Crimes of Violence

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

[7] Applicable law requires that, when taking such steps to separate the complainant (reporting party) and the accused (responding party), the District must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

Appendix

DEFINITION OF TERMS

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 committee 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 thejurisdiction.

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, methadone); 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.

Hate Crime: A criminal offence that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Hazing: An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Hazing includes actions that cause embarrassment, harassment, or emotional or physical harm, regardless of the individual's willingness to participate.

The standardized definition of Hazing includes the following specific activities, but is not all inclusive:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducting sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing coercing, or otherwise inducting another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

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.

Sex Offenses: The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are: rape, fondling, incest and statutory rape.

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of a private body 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 of his/her age and/or because of his/her temporary or permanent mental incapacity. Note: ***Fondling* – NIBRS Update 11D in 2026: Fondling is now referred to as Criminal Sexual Contact with a new definition for Title IX purposes:** The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The *forced* touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation. **The Clery Act** definition remains: The touching of the private body 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 of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

Student Organization: An organization or group at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education whether or not the organization is established or recognized by the institution.

Unfounded Crime: A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

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 theinstitution.

A Note: *As of publication date of this report, the Northern Wyoming Community College District is following the U.S. Department of Education's 2020 Title IX regulations.*

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