

### Community Resources

Community Police	Community Hospital Emergency Room	Community Advocacy Resources
<p><b>911 (Emergency)</b></p> <p>Sheridan Police Department (307) 672-2413 45 W 12th St Sheridan, WY 82801</p> <p>Gillette Police Department (307) 682-5155 201 East 5th Street Gillette, WY 82716</p> <p>Buffalo Police Department (307) 684-5581 639 Fort Street Buffalo, WY 82834</p> <p>Wyoming State Highway Patrol, District 4 Capt. Jason Green: (307) 674-2317</p>	<p><b>911 (Emergency)</b></p> <p>Sheridan Memorial Hospital 1401 West 5th Street Sheridan, WY 82801 (307) 672-1000</p> <p>Campbell County Memorial Hospital 501 South Burma Avenue Gillette, WY (307) 688-1000</p> <p>Johnson County Healthcare Center 497 W Lott St Buffalo, WY 82834 (307) 684-5521</p> <p>Sheridan VA Medical Ctr. 1898 Fort Road Sheridan, WY 82801 (307) 672-3473</p>	<p><b>CONFIDENTIAL REPORTING</b></p> <p>Advocacy Resource Center 136 Coffeen Avenue Sheridan, WY 82801 (307) 672-7471</p> <p>Gillette Abuse Refuge Foundation 910 East 3rd Street Gillette, WY 82716 (307) 686-8071</p> <p>National Hotline 1-800-799-7233</p> <p>National Poison Control: 1-800-222-1222</p>
Legal Assistance/VISA & Immigration Assistance	Other Community Health Related Services	Mental Health Services
<p>Legal Aid of Wyoming, Inc. Cheyenne, WY (307) 432-0807</p> <p><b>Dial 4-1-1</b> for more listings.</p> <p><b>** 2-1-1 Wyoming</b> provides Links to many kinds of community services: Dial 2-1-1 or 1-888-425-7138</p>	<p>Sheridan County Public Health 297 S. Main St. Sheridan, WY 82801 (307) 672-5169</p> <p>Campbell County Public Health 2301 S. 4-J Road Gillette, WY 82718 (307) 682-7275</p> <p>Johnson County Public Health 85 Klondike Drive Buffalo, WY 82834 (307) 684-2564</p> <p>Legacy Pregnancy Center 847 Coffeen Avenue Sheridan, WY 82801 (307) 673-4757</p> <p>Women's Resource Center 706 W. 8<sup>th</sup> St. Gillette, WY 82716 (307)685-2211</p>	<p>In addition to the Community Hospitals listed, <b>dial 4-1-1</b> for additional resources, such as:</p> <p>Wyoming Counseling, Inc. 323 W. Loucks Street #1 Sheridan (307) 674-1520</p> <p>Aspire Counseling, LLC 201 W. Lakeway Rd. Ste. 311 Gillette (307) 363-4400</p> <p>Northern Wyoming Mental Health 521 W. Lott Street Buffalo (307) 684-5531</p>
Office for Civil Rights		
<p>Office for Civil Rights <i>Denver Office</i> U.S. Department of Education Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582 Phone: (303) 844-5695 Fax: (303) 844-4303 <a href="mailto:OCR.Denver@ed.gov">OCR.Denver@ed.gov</a></p>		

### Campus Resources

Campus Safety	College Counseling
<p><b>911 (Emergency)</b></p> <p>SC and SC JC After Hours: (307) 675-0250</p> <p>GC After Hours: (307) 681-6250</p> <p>SC Campus Safety Director – Business Hours (307) 675-0250 Sheridan, WY 82801</p> <p>GC Campus Safety Director – Business Hours (307) 681-6050 Gillette, WY 82718</p>	<p><b>CONFIDENTIAL REPORTING</b></p> <p>SC Counseling Services Shelby Garstad, MSW, PCSW (307) 675-0122 Whitney 156 1 Whitney Way Sheridan, WY 82801</p> <p>GC Counseling Services Susan Serge, MA, LPC, NCC (307) 681-6082 GCMN 206D 300 W. Sinclair St. Gillette, WY 82718</p>
Additional Campus Resources for Assistance in Reporting	Financial Aid Services
<p>SC Campus Life &amp; Housing TRCC 106 (307) 675-0510</p> <p>GC Campus Life &amp; Housing Inspiration Hall 114 (307) 681-6502</p> <p>On-line report: <a href="https://cm.maxient.com/reportingform.php?NorthernWyomingCCD&amp;layout_id=3">https://cm.maxient.com/reportingform.php?NorthernWyomingCCD&amp;layout_id=3</a></p>	<p>NWCCD Financial Aid (307) 675-0200</p> <p>SC Foundation- Scholarships (307) 675-0700</p> <p>GC Foundation - Scholarships (307) 681-6400</p> <p><b>**Dial 2-1-1</b></p>
Title IX Coordinator	
<p>Jennifer McArthur AVP, Human Resources GMB 141 307-675-0571 <a href="mailto:jmcarthur@sheridan.edu">jmcarthur@sheridan.edu</a></p>	



### NWCCD & Title IX: Know Your Rights

Title IX of the Education Amendments of 1972 prohibits sex discrimination — which includes sexual violence — in educational programs and activities. Students, staff, faculty, and other employees have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence, sexual misconduct, stalking and harassment.

#### If it happens, we need to know about it!

Any student or employee who believes he or she has been the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct is urged to report the matter.

Students or employees who witness or learn of another person becoming the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct, are also urged to report the matter.

NWCCD is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees; as such, we take active measures against all discrimination, discriminatory harassment, and sexual harassment, including any type of violence or misconduct.

**If you see an act of violence, have suspicions that violence is occurring or fear that violence is imminent, call 911 immediately.**

#### Abbreviation Key:

- NWCCD—Northern Wyoming Community College District
- GC—Gillette College
- SC—Sheridan College
- SCJC—Sheridan College in Johnson County

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, or gender identity, and 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 the Assistant Vice President for Human Resources, Jennifer McArthur, 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.

### To Report a Possible Violation

Official reports can be made using the NWCCD's on-line form [https://cm.maxient.com/reportingform.php?NorthernWyomingCCD&layout\\_id=3](https://cm.maxient.com/reportingform.php?NorthernWyomingCCD&layout_id=3), by phone to a reporting entity, or in person to a reporting entity.

If NWCCD determines that a student's behavior is in violation of *NWCCD Procedure 3003.1: Sexual Misconduct*, disciplinary action will be taken as outlined in *NWCCD Procedure 3003.1: Sexual Misconduct*. The procedure includes descriptions of sanctions; supportive measures; and the procedures related to written notification throughout the investigation and grievance process.

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

Employees should report incidents they consider violation of this procedure to the Assistant Vice President of Human Resources.

If the reporting party does not wish to pursue resolution:

- In reported cases of sexual misconduct, the Title IX Coordinator will review the report to determine the course of action. NOTE: A formal complaint must be filed in order for informal or formal resolution to occur. See *NWCCD Procedure 3003.1: Sexual Misconduct* for a full list of options.

### Information on How to Request Supportive Measures

- **Supportive measures:** Individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a complaint or where no complaint has been filed. Such measures are designed to restore or preserve equal access to the District's program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the District's educational environment, or deter sexual harassment.
- **Court-issued Orders of Protection:** Upon receipt by the Campus Risk Manager, NWCCD will enforce court-issued orders of protection.
- NWCCD cannot apply for a legal order of protection/restraining order/stalking order for a reporting party. This request must be initiated by the victim.

### Overview of Disciplinary Actions

The District's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with *NWCCD Procedure 3003.1: Sexual Misconduct* and that is transparent to the Reporting Party and the Responding Party. Disciplinary actions could range from an educational opportunity to dismissal from NWCCD.

**If you believe that you are a victim of sexual discrimination including sexual harassment, sexual misconduct, sexual assault, stalking, dating violence or rape at NWCCD, know that you have the following rights and options:**

- 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 survivor's right to privacy and which reporting methods are confidential;
- The right to request and receive assistance from campus authorities in notifying law enforcement;
- 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 assistance from the District in accessing and navigating campus and local health and mental health services, counseling, 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 or Informal Resolution Process if cause is found to proceed under *NWCCD Procedure 3003.1: Sexual Misconduct* and a summary of the appropriate complaint resolution procedures;
- Contact information for all of the people and organizations listed herein; and
- Complainants have the right to request an end to the process except as set forth in *NWCCD Procedure 3003.1: Sexual Misconduct*.

# Process Information (more details are located in the *NWCCD Procedure 3003.1: Sexual Misconduct*)

## NWCCD Will Respond Promptly and Effectively to Sexual Violence

- You have the right to report the incident to NWCCD, have NWCCD investigate what happened, and have your complaint resolved promptly and equitably.
- You have the right to choose to report an incident of sexual violence to College officials and/or local law enforcement. A criminal investigation does not relieve NWCCD of its duty under Title IX to respond promptly and effectively to a complaint of sexual harassment or sexual violence.
- NWCCD has published policies and procedures prohibiting sexual misconduct and for reporting complaints of sex discrimination, including sexual violence.

## NWCCD Prohibits Retaliation

- Retaliation against someone who files a complaint or who participates in an investigation is strictly prohibited by College policy and by law.
- You have the right to report any retaliation by College employees, the alleged perpetrator, and/or other students. NWCCD will take strong responsive action if retaliation occurs.

## NWCCD Will Provide Remedies as Necessary

- If an investigation reveals that sexual harassment/sexual violence created a hostile environment, NWCCD will take prompt and effective steps reasonably calculated to end the sexual harassment/sexual violence, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.
- Appropriate remedies will generally include disciplinary action against the responding party, but may also include remedies to help you get your education back on track. These remedies are in addition to any interim measures you received.
- NWCCD may also determine that it is most appropriate to provide remedies for the broader student population (such as training) or change its services or policies to prevent such incidents from repeating.

**Individuals involved in the process have the right to have their advisor with them throughout the entire process.**

## Options for Proceeding through District Process

- Informal and Formal Complaints
- No Complaint
- District-Initiated Complaints
- Dismissals
- Consolidations

## Informal Resolution Process

- Informal Resolution Process may be appropriate given the facts and participants.
- Formal Complaint is filed with an agreement by the Parties and the Title IX Coordinator that the Informal Resolution Process is appropriate
- Title IX Coordinator will provide to the parties a written notice disclosing the allegations, and the requirements of the Informal Resolution Process, including when the Parties are precluded from resuming a Formal Resolution Process, any consequences resulting from participating in the Informal Resolution, and the records that will be maintained and shared.

**Preservation of Evidence:** Victims of sexual assaults should take every precaution to preserve all evidence of the assault and abstain from tampering with any items at the scene, changing clothing, or washing any area of their body. Upon receiving a report of a sex-related crime, a campus police officer(s) and/or local police officer(s) will investigate the incident and assist the victim in obtaining support from the appropriate College and local resources. Students should preserve all phone call logs, emails, text messages, and any other forms of communication.

## Formal Resolution Process

- Formal Complaint is filed requesting a Formal Resolution. ([https://nwccd.formstack.com/forms/formal\\_title\\_ix\\_report\\_form](https://nwccd.formstack.com/forms/formal_title_ix_report_form))
- Title IX Coordinator issues written notice to the Complainant and Respondent of the alleged sexual harassment including details known at the time with sufficient time to prepare before any initial interview.
- Title IX Coordinator will assign one or more investigators.
- Parties will be provided the names of the investigators and allowed 7 business days to request the removal or replacement based on bias or conflict of interest.
- Throughout the process, the Title IX Coordinator will provide a Party, whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of meetings, investigative interviews, and hearings, with sufficient time for the Party to prepare to participate.

## Formal Resolution Process Continued...

- Investigation – The District seeks to complete an investigation and any resulting disciplinary process, excluding appeals, within 45 business days after receipt of the complaint.
- Inspection of Evidence - Prior to completion of the investigative report, each Party will review a preliminary investigative report containing the evidence subject to inspection and review, redacted of personally identifiable information as necessary, in an electronic format or a hard copy.
- Final Investigative Report - Each Party has the right to review the final investigative report prior to submission to the Decision Maker.
- Grievance Procedure - If at the conclusion of the investigation, the District has not previously determined if the case meets the threshold and jurisdiction for Title IX, the Title IX Coordinator will make a final determination as to whether to proceed under the Title IX or Non-Title IX Grievance Procedures.

## Confidentiality

Parties may request that directory information on file with the District be withheld by request to the Registrar's Office.

Regardless of whether a reporting party has opted-out of allowing the District to share "directory information," personally identifiable information about the reporting party and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the reporting party, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or supportive measures provided to the reporting party 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 reporting party 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 reporting party and other personally identifiable information about the reporting party will be withheld.