

Annual Security Report

In accordance with the Clery Act - 34 CFR 668.46



Reporting Year: 2024
INCLUDES CRIME STATISTICS FOR
CALENDAR YEARS 2021, 2022, 2023

168 Jack Miller Blvd
Clarksville, TN 37042

October 1, 2024

AN INSTITUTION MUST PREPARE AN ANNUAL SECURITY REPORT REFLECTING ITS CURRENT POLICIES THAT CONTAINS, AT A MINIMUM, THE CRIME STATISTICS ON CAMPUS OR CAMPUS GEOGRAPHY. 34 CFR §668.46(b)(1)

For your information, a copy of the North Central Institute Annual Security Report is being distributed in compliance with the "Crime Awareness and Campus Security Act of 1990." It will be updated and redistributed by October 1 of each operating year.

The Annual Security Report (ASR) provides crime and safety information, policies, and procedures to North Central Institute (NCI) students, faculty, and staff. NCI provides this information in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or "the Clery Act." The history of campus crime statistics and security information reporting started with the Crime Awareness and Campus Security Act of 1990, which amended the Higher Education Act of 1965. The Crime Awareness and Campus Security Act of 1990 was renamed "the Clery Act" by the 1998 amendment.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. Campus crime statistics for the past 3 years can be found on pages 4 and 5.

Individuals may receive information regarding this report by contacting the Registrar's Department at (931) 431-9700.

NCI will post a physical copy in the main student breakroom of the ASR annually and provide a notice through the Student Information System (SIS) that the information has been updated and is available. A paper copy of the report may be obtained upon a written request to the Office of the Registrar at the campus.

North Central Institute's commitment to security includes:

- Providing a secure and crime-free workplace for students, faculty, and staff
- Performing regular evaluation of security programs
- Monitoring and following up on each crime reported at North Central Institute

We believe that faculty, staff, and student behavior promote security awareness, is important in all aspects of our lives, and we encourage all faculty, students and staff to accept responsibility for their own security as well as the security of other members of NCI.

The faculty and staff are here to serve you. If you have any questions concerning Security, please contact Dale Wood at 931-436-1595.

STATEMENT OF CURRENT POLICIES REGARDING PROCEDURES AND FACILITIES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS AND POLICIES CONCERNING THE INSTITUTION'S RESPONSE TO SUCH REPORTS -- 34 CFR 668.46(b)(2)

All crimes or other emergencies occurring on the North Central Institute (NCI) campus are reported to a Campus Security Authority (CSA). Faculty, staff, visitors, or students who wish to report criminal actions should immediately contact a CSA, or other supervisory personnel. The criminal action should then be immediately reported to the local authorities for assistance and/or investigation. The report should be filed as soon as possible with the Campus Security Authority Coordinator (CSAC), who will either follow up on the report personally or assign responsibility to another appropriate supervisor to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty and students. Additional copies of the Accident/Incident Report may be requested from the CSAC.

The CSAC is responsible for compiling the annual report for the institution. The Campus President is responsible for ensuring the overall accuracy of the report, campus safety and security file is kept in the Executive Office. The campus community can report crimes anonymously by submitting details to any staff member via email.

The preparer has an ongoing relationship with the local police department and contacts them regularly to determine if any crimes were reported on school geography that should be included in the ASR.

Timely warning: if a situation arises that, in the judgment of the Executive Office, constitutes an on-going threat, a campus-wide security update will be issued. The security update will utilize a building-wide intercom system and an instructor notification. NCI utilizes the One Call Now system, initiated by the Financial Aid office and the Office of the Registrar for non-emergency notifications such as inclement weather updates and school closures.

Report all emergencies involving a crime in process, a medical emergency, and/or fire to 911 in a timely manner. After calling 911, contact a staff member (if applicable) or a CSA immediately. To report non-emergency incidents occurring on campus, contact an instructor or the CSA at (931)-431-9700. Reporting crimes or other public safety incidents in a timely manner helps protect others. The Campus Security Authority (CSA) will assist students with notification of proper authorities as needed. The victim has the right to decline to notify authorities.

A list of the titles of each person or organization to whom students and employees should report criminal offenses for the purposes of making timely warning reports and the annual statistical disclosure:

CAMPUS SECURITY AUTHORITY COORDINATOR (CSAC)

Assistant Registrar, Erin Kennedy

931-431-9700

CAMPUS SECURITY- AUTHORITY (CSA)

President, Tamela Taliento

931-431-9700

Dean of Admissions, Dale Wood

931-431-9700

Off-Campus Numbers

Emergency

911

*Current crime statistics for reported offenses are as follows:***NORTH CENTRAL INSTITUTE CRIME STATISTICS FOR 2021-2023**

CRIMINAL OFFENSES / HATE CRIMES REPORTING					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON- CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
MURDER & NON-NEGLIGENT MANSLAUGHTER	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
RAPE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
FONDLING	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
INCEST	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
STATUTORY RAPE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ROBBERY	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
AGGRAVATED ASSAULT	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
BURGLARY	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
MOTOR VEHICLE THEFT	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ARSON	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

CRIMINAL OFFENSES / HATE CRIMES REPORTING					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
LARCENY – THEFT (ONLY IF A HATE CRIME)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
SIMPLE – ASSAULT (ONLY IF A HATE CRIME)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
INTIMIDATION (ONLY IF A HATE CRIME)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
DESTRUCTION / DAMAGE / VANDALISM OF PROPERTY (ONLY IF A HATE CRIME)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS REPORTING					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: LIQUID LAW VIOLATIONS	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

NORTH CENTRAL INSTITUTE VAWA CRIME STATISTICS FOR 2021-2023

VAWA OFFENSES REPORTING					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
DOMESTIC VIOLENCE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
DATING VIOLENCE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
STALKING	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

A STATEMENT OF POLICIES CONCERNING SECURITY OF AND ACCESS TO CAMPUS FACILITIES, INCLUDING CAMPUS RESIDENCES (if applicable), AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES. 668.46(b)(3)

North Central Institute (NCI) has installed 30 security cameras across the campus. The campus building is maintained, unlocked, and locked by essential personnel.

The Executive Office at NCI is responsible for documenting and investigating incidents of all types and responding to a variety of requests for assistance. Security lighting around campus provides consistent lighting throughout the campus area.

The following guidelines and procedures are set forth to help ensure a safer campus:

- Report lost or stolen ID/access cards to your instructor and/or the Registrar's Office.
- If you do not recognize a person, or suspect suspicious behavior, contact your instructor ASAP.
- In the event of an emergency, call 911.

A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT, INCLUDING THE ENFORCEMENT AUTHORITY OF INSTITUTIONAL SECURITY PERSONNEL AND POLICIES THAT ENCOURAGE PROMPT REPORTING OF ALL CAMPUS CRIME TO THE CAMPUS POLICE AND LOCAL POLICE -- 34 CFR 668.46(b)(4)

North Central Institute is a non-residential campus and does not have a campus police force, nor security department. Administrative personnel promote a positive working relationship with the Clarksville Police Department. We encourage all students, faculty, and staff, to report accurately and immediately all emergency incidents to these authorities, or to a CSA when the victim of a crime is unable to make such a report.

The CSA are not police. NCI employees are private citizens; they have no specially conferred powers of arrest, other than those that state statutes confer on every private citizen.

The focus of campus security is prevention and deterrence. The primary role of an NCI employee after a crime has been committed is observation and reporting. They have the authority to ask for identification and determine whether the individuals have lawful business at the campus.

A STATEMENT OF THE DESCRIPTION OF TYPE AND FREQUENCY OF PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT PROCEDURES AND PRACTICES TO ENCOURAGE RESPONSIBILITY FOR PERSONAL AND COMMUNITY SAFETY --34 CFR 668.46(b)(5)

North Central Institute disseminates information about campus safety policies and procedures through class announcements and via the student portal.

Students are encouraged to be responsible for their own safety as well as the safety of others.

- If a student is going to be absent, they are requested to notify their instructor and fellow

students prior to the event so we know they are safe and accounted for.

- Be alert and aware of your surroundings.
- Avoid isolated areas. It is more difficult to get help if no one is around.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable then leave immediately.
- Charge your cell phone and have it with you.
- Walk in well-lit areas and try not to walk alone. Be wary of isolated spots, like parking garages, stairwells, offices after business hours and apartment laundry rooms.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Always have your keys out and ready before you reach your door - home, work or the car. Look inside the car before you get in.
- Lock all entrances (windows, doors and always sliding glass doors) into your home.
- Never open the door to strangers. Install a wide-angle peephole in the door and require salespeople or repair people to show identification.
- If strangers call or come to your door, don't admit that you are alone.
- Know your neighbors so that you can call them if you need help.
- If you're in a social situation, watch out for your friends and vice versa.
- Never leave your drink unattended, and don't accept drinks from people you don't know or trust.

A STATEMENT OF THE DESCRIPTION OF PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CRIME PREVENTION -- 34 CFR 668.46(b)(5)

The following are to encourage students and employees to be responsible for their own security and the security of others:

- Alert any NCI employee to strangers in the building or classroom area
- Broken windows or locks should be reported immediately to the front office.
- Never prop open an exterior door.
- Keep valuables out of sight in vehicles, and keep your vehicle locked when parked.
- Coats, backpacks, and purses should remain with you or be locked up.
- Report any missing items or signs of a break in immediately
- Don't take shortcuts through dark or poorly lit areas
- Do not carry or flash large amounts of cash
- Walk or jog in groups of three or more; do not wear earphones while walking or jogging.
- Do not use ATM's alone, at night, or when someone suspicious is nearby.
- Do not broadcast when you are going home or out of town except to your most trusted friends.
- Be aware of crimes on and around campus.
- Know the Fire/Emergency Exits of your surroundings: breakroom, classroom and workspace.

**A STATEMENT OF THE POLICY WITH RESPECT TO POSSESSION,
USE, AND SALE OF ALCOHOLIC BEVERAGES AND/OR THE ILLEGAL DRUGS AND
ENFORCEMENT OF FEDERAL AND STATE DRINKING
AND/OR DRUG LAWS -- 34 CFR 668.46(b)(8&9)**

North Central Institute will comply with all federal, state, and local laws and policies on the abuse of alcohol and other drugs by its students. NCI does not permit or condone the illegal possession and/or use of controlled substances. Controlled substances mean any drug, substance, or immediate precursor included in the definition of controlled substance in Schedule I through V of Section 202 of the Federal Controlled Substance Act [21 United States Code 812].

NCI's policy assures a work environment free from illegal drugs, alcohol, or controlled substances. The Institute supports the laws of the United States and the State of Tennessee pertaining to the possession and/or use of illegal drugs or controlled substances.

NCI is committed to maintaining a work environment that promotes safe work practices for employees, students, and the public, and will continue to support programs to enhance the safety and well-being of all. Employees are expected to report to work in a physical and emotional condition that will allow them to perform assigned tasks in a competent and safe manner.

The Institute will utilize the resources necessary to ensure a safe work environment is maintained and employees, students and the public will not be exposed to situations where the possession and/or use of illegal drugs, controlled substances, or alcohol exist. An employee's refusal to consent to drug and alcohol testing is grounds for immediate termination. Student refusal to consent to drug and alcohol testing is grounds for immediate suspension/expulsion, in accordance with the NCI Catalog.

The use, possession, transfer or sale of an illegal drug, drug paraphernalia, and/or alcohol, and/or a controlled substance by any employee while on Institute premises, while engaged in NCI business or at an NCI sponsored activity or during working hours, is strictly prohibited. Any employee who violates this policy is subject to immediate termination.

"Under the influence" of legal or illegal drugs is defined as testing positive at a specific mg/ml level. Except as provided below, employees or students under the influence or having detectable levels of an illegal drug, alcohol and/or controlled substance while on NCI premises, engaged in NCI business, an NCI sponsored activity, or during working hours, is subject to immediate dismissal.

The use, possession, transfer, or sale of an illegal drug, alcohol, and/or controlled substance off NCI premises that adversely affects the employee's work, and/or NCI's regard or reputation in the community (as solely determined by the Institute) is prohibited. Any employee who violates this policy is subject to immediate termination.

An employee may continue to work when taking a prescription or over-the-counter drug only if the Executive Office determines that the employee does not pose a threat to the safety of coworkers, students, and the public. Likewise, the employee's job performance should not be significantly affected by the drug.

If an employee has been informed by a physician that the employee's use of a prescription or over-the-counter drug may present a safety risk or affect job performance, the employee is required to report such information to the Executive Office to determine job-related consequences. In the event the Institute determines that an employee's use of such drug adversely affects the employee's job performance or poses risks to the safety of the employee or others, the Institute may require the employee to take a leave of absence or comply with other appropriate action determined by the Executive Office. Any employee who violates this policy is subject to immediate termination.

A STATEMENT OF THE DESCRIPTION OF DRUG OR ALCOHOL-ABUSE EDUCATION PROGRAMS AS REQUIRED UNDER 120(a) THRU (d) OF THE HIGHER EDUCATION ACT -- 34 CFR 668.46(b)(1) OTHERWISE KNOWN AS THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989

Students with alcohol-or drug-related problems may be referred to or seek assistance from within the Executive Office. They can help provide referrals to trained professional and paraprofessional counseling for drug and alcohol abuse prevention, education, counseling, as well as locations of free alcohol-abuse awareness programs in the community. A directory of services that are available, within the community, to assist those who may require additional counseling is listed in our catalog.

The purpose of this policy is to present employees and students of NCI with official notification of the applicable policies and penalties related to controlled substances (illicit drugs) and alcohol, as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Employees and students of NCI are required to be aware of and abide by the standards and provisions outlined in this policy statement. NCI will make this policy available to all employees and students via the NCI Catalog at www.nci.edu.

STANDARDS OF CONDUCT/PROHIBITION OF ILLICIT DRUG USE

The use, consumption, sale, purchase, possession, manufacture, or distribution of illegal drugs, drug paraphernalia, and/or alcohol while on NCI property or while engaged in NCI activities is prohibited. All employees and students are subject to this policy and to applicable federal, state, and local laws related to this matter. Any violation of this policy may result in disciplinary actions as set forth in the applicable sections of this policy. NCI recognizes that employees and students may, in accordance with the federal, state, and local laws, choose to use alcohol on their own time.

SANCTIONS (FEDERAL, STATE, AND LOCAL LAW)

Employees and students should be aware that there are criminal penalties – under federal, state, and local law – that make it illegal to use, manufacture, sell, or possess controlled substances. Students must be aware that there are federal financial aid penalties for drug-related convictions, received prior to and/or while receiving aid, that can affect student eligibility to receive federal financial aid.

DRUG AND ALCOHOL COUNSELING, TREATMENT, AND REHABILITATION

NCI urges individuals with substance abuse problems to seek assistance and support. Students

are encouraged to seek help through available national and community resources and hotlines including, but not limited to, the following examples:

National Council on Alcoholism and Drug Dependence (NCADD)
Hope Line: 1-800-NCA-CALL (800-622-2255) 24 Hour Affiliate Referral
<https://recovered.org>
<https://ncadd.us>

Substance Abuse and Mental Health Services Administration (SAMHSA)
Telephone: 1-800-662-HELP (4357)
<https://findtreatment.gov>

National Institute on Alcohol Abuse and Alcoholism (NIAAA)
Telephone: 1-301-443-3860
Substance Abuse Treatment Facility Locator: <https://alcoholtreatment.niaaa.nih.gov/how-to-find-alcohol-treatment/step-1-search-trusted-sources-to-find-providers>

National Institute on Drug Abuse (NIDA)
<https://nida.nih.gov>

Looking for treatment:
Telephone: 1-800-662-HELP (4357)
Alcoholics Anonymous (AA)
Telephone: 212-870-3400 (or check your local phone directory under “Alcoholism”)
Website: <https://aa.org>

1. 1-800-999-9999 National Directory of Drug Hotlines, Narcotics Hotlines, and Crisis Intervention Centers
2. 1-800-662-HELP Drug and Alcohol Hotline for Rehab/Treatment Referral Service
3. Alcoholics Anonymous 24-hour helplines by zip code
4. Narcotics Anonymous hotlines and helplines
5. 1-800-356-9996 Al-Anon & Alateen crisis line
6. 1-800-COCAINE National Cocaine Hotline, 24-hour counseling and referral
7. 1-800-9-HEROIN National Heroin Hotline
8. 1-888-MARIJUA National Marijuana Hotline
9. 1-800-273-TALK National Suicide Prevention Lifeline
10. 1-800-WORKPLACE Drug-Free Workplace Help

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS AND ALCOHOL

Illicit drugs as well as alcohol and other drugs have various effects on the body and mind. The initial, short-term effects may be positive feelings like alertness, optimism, self-confidence, energy, or stress relief. However, the secondary, long-term, negative effects far exceed the initial positive effects.

The use of alcohol impairs reasoning and clouds judgment. Long-term drinking can lead to alcoholism and liver and heart disease. A person who begins drinking early in life is more likely to

become a heavy drinker during adolescence and to experience alcohol abuse or dependence in adulthood.

Effects of drugs and alcohol use on the body:

- Mood swings/impaired judgment
- Depression/mania
- Sleep disturbances and irritability
- Increase in aggressive or combative behavior
- Heart and/or breathing difficulties/death
- Increased susceptibility to bacterial and viral infections
- Liver damage

Signs that indicate a person is becoming dependent on a substance:

- Increased tolerance. It takes more and more to get the desired effect. This increases the risk of overdose.
- Changes in relationships with friends and family.
- Withdrawal symptoms such as nausea, shakiness, headaches, convulsions, or hallucinations.
- Psychological dependence – thinking that using a substance will help him or her get through the day.

For more information on the use of drugs and/or alcohol and its effects on the brain and body, visit the National Institute on Drug Abuse (NIDA), www.drugabuse.gov.

INSTITUTIONAL SANCTIONS FOR DRUGS AND ALCOHOL VIOLATIONS

Any employee or student who uses, possesses, manufactures, sells, or distributes controlled substances or alcohol in violation of law on NCI property or at NCI sponsored activities will be subjected to disciplinary action, in accordance with applicable policies of NCI and regulations and laws of the State of Tennessee. In addition to referral for prosecution and investigation, the appropriate action to be taken will be determined. Appropriate action may include any of the following:

- Warning
- Probation
- Suspension
- Expulsion (Termination)

NCI reserves the right to enforce disciplinary action upon a student for violation of any regulations stated herein regardless of any proceedings instituted by other authorities.

Notify the AMT Department of any prescription or over-the-counter medication(s) you are currently taking. Any medication or a drug that has potential side effects that may compromise the safety of you and others are prohibited. Side effects that may cause an unsafe environment are: Nausea, vomiting, epigastric pain / abdominal cramps, diarrhea / bloody diarrhea, gastro-intestinal bleeding / gastric ulcer / perforation, headache, dizziness, vertigo, nervousness, tiredness, disturbed sensation, memory disturbance, disorientation, insomnia, irritability, convulsions, depression, anxiety, nightmares, tremors, psychotic reactions, blurred vision, diplopia (double vision), impaired

hearing, tinnitus (ringing in the ears), urticarial (hives), bronchospasm, palpitations, chest pain, anaphylaxis.

Possession and / or use of any substance or drug which may impair cognitive or psychomotor function by a faculty / staff member or student is strictly prohibited on campus property, in school owned vehicles including aircraft, or during an NCI function. Employees and students are prohibited from using, possessing, distributing, manufacturing, selling, or attempting to sell illegal substances or drugs. Each employee and student must submit to a possible initial drug screening. Thereafter, everyone will be subject to random testing, reasonable suspicion testing, and other testing as specified.

Refusal to submit to drug testing: If an actively enrolled student or employee refuses to submit to drug testing, NCI will automatically dismiss the individual. All prospective students who decline drug testing will likewise be denied enrollment.

A STATEMENT OF POLICY REGARDING THE INSTITUTION'S PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING, AND OF PROCEDURES THAT THE INSTITUTION WILL FOLLOW WHEN ONE OF THESE CRIMES IS REPORTED. 34 CFR §668.46(b)(II)

Student Disciplinary Procedures

NCI will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Institute against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, NCI will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Individuals who are found to have violated any of the Student Code of Conduct or any of the following policies will be disciplined by NCI in accordance with the severity of the incident. Sanctions may include suspension from classes or expulsion from the Institute. For employees, disciplinary action may include suspension with or without compensation, or termination of employment.

Disclosure to Victims of Crimes of Violence or Non-forcible Sex Offense

NCI is committed to providing a place of learning and work that is free of violence, including all forms of sexual violence, harassment, intimidation or exploitation. The Institute does not tolerate any sexual assault, violence, misconduct or any behavior that puts the community at greater risk for such behaviors. Misconduct includes domestic violence, dating violence, stalking and any type of person's harassment or intimidation. The following sections address the Institute's policies and resources for prevention, education, and response services regarding these behaviors.

Sexual Assault

Sexual assault includes any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly, or against the person's will where the victim is incapable of giving consent, including forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Sexual assault includes unlawful, non-forcible sex offenses, including incest (non-

forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and statutory rape (non-forcible sexual intercourse with a person who is under the statutory age of consent).

Consent

Consent is based on choice. Consent is an intelligent, voluntary, informed decision by someone capable of making such a decision. For there to be consent in a sexual situation, there must be an affirmative statement or action by each participant. Consent does not exist if coercion, threats, intimidation, or physical force are used. If someone is mentally or physically incapacitated or impaired such that they are temporarily or permanently incapable of appraising the sexual situation or controlling their own conduct, there can be no consent in the situation. This includes such impairment or incapacitation resulting from the consumption of alcohol or other drugs. Whether a person has used a position of authority or influence to take advantage of another person will be a consideration in determining whether consent exists in a sexual situation.

A person is legally incapable of giving consent if he or she is:

- Under 18 years of age;
- Incapacitated or impaired as describe above by alcohol or other drugs;
- Developmentally disabled; or
- Temporarily or permanently mentally or physically unable to do so

Steps to take if you have been Sexually Assaulted

Get to a safe place

Your immediate safety is your first priority. If you are in danger, you should call 911. Stay on the phone as long as you can until help arrives.

Remember that the police will help you whether or not you choose to prosecute the assailant. Call a trusted friend or family member for support and/or the victim-assistance services offered by community or law enforcement agencies.

Get medical attention

A medical examination is to check for physical injury, the presence of sexually transmitted diseases, or pregnancy as a result of the assault. A medical examination will also aid in the police investigation and legal proceedings.

If the assault was recent, don't bathe or douche

Bathing or douching might be the first thing you want to do, but you may be washing away evidence needed to prosecute the assailant. Wait until you have a medical examination. Also, do not change or alter the crime scene.

Save your clothing

Changing your clothes is alright but save the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag and give it to the police. Your clothing could be used as evidence for prosecution.

Relationship Abuse and Domestic Violence

Relationship abuse consists of a pattern of abusive or coercive behaviors used to exert power and control over a current or former intimate partner. Abuse can be emotional, psychological, financial,

sexual, or physical, and can include threats, isolation and intimidation.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under the Violence Against Women Act, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on statements given by the person reporting the violence and consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Note that for Clery purposes, an incident fitting the description of domestic violence or dating violence is considered a crime regardless of whether the incident qualifies as a crime in the local jurisdiction. NCI prohibits any domestic violence on any of our campuses, property controlled by the Institute, or at any Institute-sponsored event.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature when It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations or permissions to participate in a Institute activity OR the conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating or hostile academic, work or student living environment.

Sexual harassment by employees or students of NCI will not be tolerated. Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors and/or other expressive favors and other expressive or physical conduct of a sexual nature where:

- A. Submission to such conduct is made a condition of employment or education.
- B. Submission to or rejection of such conduct is the basis for an academic or a personnel decision affecting the individual.
- C. Such conduct interferes with the individual's academic or work performance, or creates an intimidating, hostile and/or offensive work or learning environment.

An individual potentially subject to sexual harassment may request help to informally resolve the situation from the Department Supervisor. Many times, perceived instances of harassment can be quickly and satisfactorily resolved by informal methods. However, an individual is not required to participate in this process prior to submitting a formal complaint.

Requests for informal resolution and the information obtained during the informal resolution process shall be held in the strictest confidence unless the individual requesting the resolution agrees that another party or parties must be informed in order to reach a solution. If an informal resolution occurs, and the party seeking resolution is satisfied, no further action will be taken, and the matter will be considered closed.

Could you be in an Abusive Relationship?

- Are you afraid of your partner?
- Does your partner frequently lose his or her temper or have unpredictable outbursts of anger?
- Do you avoid saying certain things for fear that it will make your partner angry?
- Does your partner destroy your belongings?
- Does your partner humiliate or belittle you?
- Does your partner seem unusually jealous or possessive?
- Does your partner try to keep you isolated from friends or family?
- Does your partner ask you to account for your whereabouts when you are not together?

If the answer to any of these questions is yes, you may be in an abusive relationship.

If so, understand that you are not at fault! A romantic partner should treat you with dignity and respect. It is a fact that emotional abuse often precedes physical abuse.

If you are dealing with domestic violence or relationship abuse and are unsure of what to do, know that there are many resources for you to get help. One of your best options is the criminal justice system. The first priority of the police and legal system is to provide safety for survivors of violence and lead them to additional resources in the community, including temporary living accommodations if needed.

Another good immediate option is a temporary injunction for protection (commonly known as a restraining order). The police can help you obtain information on how to obtain a temporary injunction for protection. Call 911 and tell the dispatcher that you are in danger and need help immediately. You may call the police any time, even days or months, after being abused. NCI honors all injunctions for protection in which the Institute is listed as a restricted area for the defendant.

Stalking

Stalking is 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. A "reasonable person" under the definition of stalking means a reasonable person under similar circumstances. Acts of stalking may include acts in which the stalker, either directly, indirectly, or through a third party, follows, monitors, observes, threatens, communicates to or about a person, or interferes with a person's property. Stalking may include communication through electronic communication such as text messages or social media ("cyberstalking").

Stalking is a violation of the NCI code of conduct and a reportable offence under the Clery Act.

If you believe you are being stalked:

- Report the stalking to the police or institute official as soon as possible.
- If the person communicates with you, be clear that you wish to be left alone.
- Document the date, time, location, and a detailed description of each incident. For evidence, save any communications such as text messages, emails, letters, notes and gifts or other objects sent to you.

Reporting Sexual Assault and Gender-based Violence and Misconduct

We encourage you to report the incident to the Police and Institute. This is entirely your choice. You

have rights and will receive help from the Institute regardless of whether or not you make a police report.

But keep in mind that reporting the incident to the police will help the Institute to conduct a more effective response and investigation. Victims of sexual assault may feel embarrassed, guilty, or fear retaliation or possible humiliation. These are normal emotions. But know that law enforcement officers are trained to handle such situations with sensitivity and compassion. Please also keep in mind that making a report with the police is not the same thing as prosecution. Prosecution can be determined later. If you decide not to notify law enforcement, please secure medical attention and contact any of the victim support resources listed in this guide.

If you know who your attacker is, you are also encouraged to pursue an injunction for protection order with court officials. If you choose to pursue this option, list NCI as a restricted location and provide a copy to the Executive Office. The Institute will comply with all court-ordered injunctions (restraining orders) that involve NCI.

Rights of Survivors of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking

Survivors of sexual assault, domestic violence, dating violence, and stalking have rights under federal law. Note that survivors have these rights regardless of whether or not they wish to remain anonymous or report the crime to police.

Upon receiving a report of a sexual assault or incident of domestic violence, dating violence or stalking:

- We will ensure that your immediate safety and medical needs are addressed by contacting the appropriate emergency services
- We will notify you of your options for contacting law enforcement. (NCI employees do not have law enforcement authority and are not sworn law enforcement officers.) These options include the right not to make a report to law enforcement. If you request, we will contact law enforcement on your behalf and provide information to them on your behalf.
- We will fully investigate your case and keep you informed with information we can legally disclose. Preservation of the crime scene will be maintained until an investigation is completed. We will notify and instruct you about the importance of preserving evidence.
- You will be treated with courtesy, respect, dignity and sensitivity.
- We will ensure that an Institute victims' advocate is available throughout the process to address your concerns as well as those of significant others.
- You may have your own advocate present at any stage of the process.
- You will be notified of and, upon request, assisted with contacting available counseling and community victims' advocacy services. Students who report a sexual assault that has occurred off campus or at a prior time on campus will be assisted in contacting the appropriate legal authorities and/or service agencies.
- We will act thoughtfully without prejudging.
- We will maintain your confidentiality including redacting your identifying information from records to the extent permissible by law.
- We will continue to serve your needs and be available to answer your questions. You may contact us at any time.
- If you wish to be interviewed, you will be interviewed in a private location. You can request to be interviewed by a person of the same gender.

- You have the right to change your academic and (if applicable) living and transportation arrangements with NCI.

Rights associated with North Central Institute disciplinary proceedings:

- Accuser and accused will both have the same opportunity to have others present.
- Both accuser and accused will be notified in writing of the outcome of any disciplinary proceedings.
- Each survivor will be notified of their options for reasonable accommodations, including changes to his or her academic, residence and transportation situation.

Resources for Survivors of Sexual Assault and Gender-based Violence and Misconduct

We strongly encourage survivors of sexual assault and gender-based violence and misconduct to consider the following resources.

Counseling Services Information

NCI does not provide on-campus counseling services. However, we do share information regarding organizations that provide such services. Below are links to local community mental health professionals for counseling, treatment, or therapeutic intervention.

Other Resources

- National Sexual Assault Hotline - (800) 656-4673 (HOPE)
<http://www.rainn.org/get-help/national-sexual-assault-hotline> (Live chat available online)
- National Domestic Violence Hotline - (800) 799-7233 (SAFE) <https://www.thehotline.org/> (Live chat available online)
- National Suicide Prevention Lifeline - (800) 273-8255 (TALK) OR dial 988 (Live chat available online)

Investigation of Sexual Assault, Sexual Harassment and Gender-Based Violence and Misconduct

An allegation of sexual assault and/or sexual harassment that occurred on campus, at an Institute-owned or operated facility off the main campus, or in conjunction with an Institute sponsored activity may be investigated by various departments including: the local law enforcement jurisdiction, Human Resources and the Title IX Office.

The department or persons who have responsibility for conducting an investigation, will depend on the circumstances of the case, for example, the relationship that the victim and the alleged perpetrator have with the Institute (i.e. faculty, staff, student, no affiliation). The type of investigation (criminal, disciplinary, or administrative) will depend on the circumstances of the case and the entity conducting the investigation.

Multiple investigations may take place. The standard of evidence for a disciplinary investigation conducted by the Institute is a preponderance of the evidence.

For assistance in determining reporting options, students should contact Executive Office and/or the Title IX Coordinator. Faculty and staff may contact the Executive Office, the Title IX Coordinator,

and/or Human Resources. These offices may be a resource for students and employees even if the incident took place off campus.

Bystander Intervention

Bystanders are often the largest group of people involved in incidents of sexual assault and gender-based violence and misconduct; they outnumber both the perpetrators and the victims. There are different circumstances in which we can be considered bystanders. A bystander might have knowledge that an incident of sexual violence will occur or is occurring, or a bystander may witness sexual assault or misconduct firsthand. A bystander could have knowledge about an assault that has already occurred. Regardless of the circumstances, we all have a choice whether we will be passive bystanders, standing by and taking insufficient or no action, or whether we will be active bystanders who are engaged and take the necessary action to prevent sexual violence. An active bystander has the power to prevent sexual violence from occurring and to assist survivors of assault in getting the help they need. A passive bystander is someone who stands by and fails to take the necessary safe action to prevent sexual assault and gender-based violence and misconduct. An active bystander is someone who commits to making a choice to become involved. The first and foremost thing to remember as an active bystander is that you don't do anything that puts your safety at risk! Many, if not most of the actions you will take as an active bystander will be calling on others, such as Campus Safety or the police, for help. Always remember that if you or someone else is in immediate danger, call 911. The goal is to promote a culture of accountability that helps prevent sexual assault and misconduct without causing additional threat or harm to others.

A STATEMENT ADVISING THE CAMPUS COMMUNITY WHERE LAW ENFORCEMENT AGENCY INFORMATION PROVIDED BY THE STATE AND COUNTY CONCERNING REGISTERED SEX OFFENDERS MAY BE OBTAINED -- 34 CFR 668.46(b)(12)

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Tennessee Bureau of Investigation is responsible for maintaining a state-wide registry.

Information about registered sex offenders living within the State of Tennessee can be accessed at <https://sor.tbi.tn.gov/home>. The national sex offender registry is located at <https://www.nsopw.gov>

State convicted sex offenders must register with the Tennessee Sex Offender Registry which is maintained by the Tennessee Bureau of Investigation.

The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

A STATEMENT OF POLICY REGARDING EMERGENCY RESPONSE AND EVACUATION PROCEDURES 34 §CFR 668.46(b)(13)

Upon confirmation of an emergency or dangerous situation, NCI is authorized to use emergency communication methods to notify the campus community of a situation that would jeopardize their health and safety.

The institution will test the emergency response and evacuation procedures on at least an annual basis. These tests may or may not be announced.

In the event of an emergency on campus and evacuation of the facilities is required, the following procedures are recommended:

- Identify the location of the emergency. It is essential that students and staff avoid evacuating into the area involved in an emergency.
- Identify the type of emergency, if possible, which will determine the evacuation process and the order of evacuation.
- Identify students and staff that may need assistance in evacuating the premises.
- Rules for safe evacuation and maps are located at the exit of each office and classroom.
- Tornado shelter rooms are annotated with the sign above the door.
- Students and staff should proceed to designated meeting areas. Instructors should immediately take attendance to ensure everyone assigned to his/her class has evacuated the building and is accounted for.
- Instructors should immediately report any absence(s) of students not at the meeting point as identified by the local emergency response team, to emergency personnel at the scene or to the Campus President or designated CSA.
- Students should not be permitted to leave the meeting area without notifying their instructor of their intention to leave the premises and their destination.
- Reentry of the facility is not permitted unless approved by the Campus President or the designated CSA after consultation with emergency personnel at the scene.

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