

**ANNUAL CAMPUS SECURITY & FIRE SAFETY REPORT
Concordia University Nebraska**



You are the salt of the earth, but if salt has lost its taste, how shall its saltiness be restored? It is no longer good for anything except to be thrown out and trampled under people's feet.

MATTHEW 5:13

**Seward Campus
2023**

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Annual Campus Security Report

The Federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** requires colleges and universities to publish and distribute an annual security report containing policies and procedures as well as campus crime statistics. The 2023 report follows.

This report will provide you with information on safety and security at the Concordia University Nebraska main (Seward) campus and other non-campus facilities. Within this report you will find information on the Campus Security Department, policies and procedures for reporting crime, safety and security prevention and protection programs, victim assistance services, fire safety and other material to assist you in maintaining your safety and security. This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA). Printed copies are available, upon request, in the Campus Security Office, the Office of Human Resources, and the Student Life Office.

Campus Security Department

The Campus Security Department (Department) serves the University community by providing security services, enforcing University policies and actively promoting community involvement through progressive community policing strategies. The Department is staffed by security officers, not commissioned police officers.

The Department's jurisdiction is limited to the property owned and controlled by the University related to the main (Seward) campus only. The Campus Security Department dispatch services are available 24-hours a day to receive reports of crimes, suspicious activities, address campus policy violations, and respond to requests for services such as safety escorts and room lock-out assistance. The Campus Security Department is also responsible for parking and traffic enforcement on campus.

The Campus Security Department maintains a professional relationship with local, state, and federal law enforcement agencies. The University does not currently have a MOU with the Seward Police Department, but the Campus Security Department works closely with the Seward Police Department. The Seward Police Department maintains operational responsibility for all law enforcement activities on all parts of the campus including the investigation of crimes. The Student Life Office and Campus Security obtain any pertinent information from the local police for the Campus Security Report. The officers of the Campus Security Department and the Seward Police Department communicate regularly on the scene of incidents that occur on campus. The Campus Security Department works closely with the Seward Police Department when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information. Information is exchanged to ensure that the University is aware of all incidents that occur on or off campus, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

General Procedures for Reporting a Crime or Emergency

It is imperative that all crimes, suspicious activity, and other emergencies are reported accurately and in a timely manner to the Campus Security Department or the Seward Police Department. Concordia encourages all faculty, staff, students, and visitors to report all crimes, suspicious activity, and other emergencies to the Campus Security Department or the Seward Police Department in a timely manner. Promptly reporting crimes can reduce crime on campus, will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate. If you are unsure that what you have witnessed or experienced is a crime, and/or for help in determining whether a crime occurred and/or reporting the incident to the Seward Police Department, please contact the Campus Security Department at 402-643-3033. The Campus Security Department officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

While we encourage all community members to promptly report all crimes and other emergencies directly to the Campus Security Department or the Seward Police Department, we recognize that some may prefer to report to other individuals or University offices. Incidents can also be reported to the Vice President for Student Affairs or Director of Student Development in the Student Life Office in Janzow Campus Center. When the victim of a crime elects to, or is unable to, make such a report, the University will assist the victim in the reporting process.

When reports are received, the following actions are taken:

- Students, faculty, and staff are encouraged to report all crimes to the police and are assisted in doing

so, if they choose to do so. Victims are referred to the appropriate offices/agencies on and off campus, including health/medical services and Student Life.

- A summary of reported incidents is sent to the Vice President for Student Affairs for review and follow-up with students.
- A summary of reported incidents concerning staff and faculty is sent to the appropriate administrative or academic departments for review and follow-up.
- The University distributes information on campus crime to the University community through the campus media. In the event of a serious crime on or off campus, the appropriate University administrator may immediately distribute a Timely Warning to the Concordia Community.

Reporting to the Campus Security Department

In the event anyone has information regarding crimes or emergencies on campus, you should immediately notify the Campus Security Department or the Seward Police Department. To report an emergency, crime, or suspicious activity you may contact Campus Security at **402-643-3033**. Campus Security Officers are available 24 hours a day to answer and respond to calls. The Campus Security Department is located in the Thom Leadership Education Center, Room 014.

Victims of crimes will be assisted in filing their complaints with the Seward Police Department and Student Life Office. Security will also assist the crime victim in obtaining medical and/or counseling services, if necessary. University counseling services, located in the Janzow Campus Center, will provide counseling for students. For more information about the Counseling Center, please call 402-643-7398.

Reporting to Seward Police Department

A person reporting a crime to the Campus Security Department has the right to report the crime to the Seward Police Department, who has jurisdiction covering the Concordia University campus, by calling 911 or utilizing the Seward Police Department non-emergency number at 402-643-4578. If it is an emergency that requires an immediate response from police, fire or EMS personnel, a person may dial "911" or "9-911" from any campus phone. The Seward Police Department is located at 148 S 1st St, Seward, NE 68434.

Confidential Crime Reporting (Voluntary)

If you are a victim of a crime or witness to a crime and do not want to pursue action within the University's student conduct system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of the Concordia University Campus Security Department or designee of the Director of the Concordia University Campus Security Department can file a report on the details of an incident without revealing your identity except for incidents involving possible violations of the University's Policy Against Sexual Misconduct. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents, determine where there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University and when they involve allegations of sexual misconduct (including sexual violence) are made available to the University's Title IX Coordinator.

If you are the victim of a crime or witness to a crime and desire to maintain confidentiality you may do so by talking with the Campus Pastor, and/or University counselors. Others may be required by law to report the crime to the appropriate authorities.

The Campus Pastor and counselors in Concordia's Counseling Office, when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are verbally encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

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

Non-Campus Monitoring of Student Organizations

Concordia University does not currently recognize any non-campus locations of student organizations, including student organizations with off-campus housing facilities.

Immediate Notifications and Timely Warnings

Students, faculty, staff, and visitors are encouraged to report all crimes and public safety related incidents to the Security Department in a timely manner to aid in providing accurate Immediate Notifications or Timely Warnings to the University community when appropriate and to ensure inclusion in the annual crime statistics.

Concordia University students and employees are periodically prompted to update their emergency contact information in their Banner or Paycor account(s) and are automatically enrolled into the emergency notification system to receive alerts. The emergency notification system is tested twice a year, once during the fall semester and once during the spring semester. Messages released during a system test will clearly indicate that a system test is occurring.

Immediate Notifications

In the event of an emergency, Concordia University will initiate and provide, without delay, Immediate Notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The Immediate Notifications are generally written and distributed to the University community by the University's Associate Vice President of Marketing and Communications at the direction of the University's Director of Campus Security with authorization from the University's Executive Vice President CFO/COO.

The on-duty Department of Campus Security officer is responsible for immediately notifying the Director of Campus Security of any situation that may pose a safety concern, and/or an immediate threat to the University's community. The Director of Campus Security when notified is responsible for notifying the University's Critical Incident Management Team's Incident Commander (currently the Executive Vice President CFO/COO) who is responsible for confirming that a significant emergency or dangerous situation exists (with the assistance of other Critical Incident Management Team Members, local first responders and/or the National Weather Service) and developing the Immediate Notification and notifying the following individuals who may aid in the development of the message content: Office of Student Life, and Marketing and Communications. The Critical Incident Management Team's Incident Commander (currently the Executive Vice President CFO/COO) will, when reasonable, collaborate with the Vice President for Student Affairs, and Associate Vice President of Marketing and Communications to assist with implementing the Immediate Notification Systems, as shown above.

Notifications and warnings may be distributed via the University's mass notification system which includes e-mails, text messages and voice mails. Notifications and warnings may also be posted on the University's website, Facebook page, Twitter account or other means of social media. Campus Safety Alert posters may also be posted by the Campus Security Department in campus buildings when deemed necessary.

Departments involved in fulfilling the obligations of this policy include the Executive Vice President CFO/COO, Department of Campus Security, and the University's Critical Incident Management Team (CIMT) which includes representatives from various other university departments (Department of Campus Security, Office of Student Life, Student Health Services, General Counsel, Marketing and Communications, Graduate and Professional Studies, Computing Services, Facilities Management, Athletics, University Counseling, Risk Management, Food Services, Provost, Faculty Representation, Accounting & Finance).

Per the requirements of federal law, the responsible parties (Critical Incident Management Team's Incident Commander, Critical Incident Management Team Members, and Marketing and Communications representative) will, without delay, and taking into account the safety of the community, determine the content of the notification, and initiate the notification system. Unless implementing an Immediate Notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. These responsible authorities include but are not limited to: Critical Incident Management Team's Incident Commander (currently the Executive Vice President CFO/COO), Director of the University's Department of Campus Security, Critical Incident Management Team members, local police agencies, and/or any authorized fire department personnel.

The University will post updates during a critical incident utilizing the same distributions systems.

In the event that the University posts or distributes an Immediate Notification to the Concordia community due to an

immediate safety concern and/or threat, the University is not obligated to implement the Timely Warnings procedures. The Immediate Notification Policy operates independently from the Timely Warning Notice Policy; however, under certain circumstances, the two may be implemented simultaneously.

Timely Warnings

Timely Warnings are distributed to the University community by the University's Vice President for Student Affairs and/or the Marketing and Communications Department with authorization from the University's Executive Vice President CFO/COO to notify its community members regarding "Clery" reportable crimes that occur on campus, in certain off-campus property owned or controlled by Concordia University, and on public property within, or immediately accessible from, the campus. Although not required by law and at the discretion of the University, Timely Warnings may also be issued for Clery Act crimes, at the discretion of Vice President of Student Affairs in consultation with the Executive Vice President CFO/COO, that occur on off-campus properties that are not owned or controlled by the University but are immediately accessible to the University's community, considered on a case-by-case basis.

Timely Warnings will be issued to inform the University community of crimes or situations that may represent a serious or continuing threat to the University community. The warnings will be issued in the same manner as Immediate Notifications. Timely Warnings will be delivered primarily through the University's email system. Timely Warnings are usually distributed for the following Uniform Crime Reporting Program (UCR) classifications: major incidents of arson, murder/non-negligent manslaughter, and robbery. Incidents of aggravated assaults and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing threat to the University community. Timely Warnings may also be issued for other crime classifications as deemed necessary. Timely Warning Notices will not be issued for crimes reported to pastoral or professional counselors (unless those crimes are subsequently disclosed to a Campus Security Authority).

Timely Warnings 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. The decision to issue a Timely Warning will be made on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Concordia has requested that local law enforcement keep the University informed on an immediate basis of crimes that may require Timely Warnings.

Emergency Response and Evacuation Procedures

If you witness or are involved in an emergency at Concordia University, call for emergency services by dialing 911 or security at 402-643-3033. When 911 or Campus Security is called, personnel are dispatched to the scene, and appropriate services are notified.

Emergency Response

The emergency response plan designates Campus Security as the initial contact for reporting all emergency situations and for response to and resolution of all emergencies. Upon receiving the report of an emergency, the Director of Security or designee will make the initial judgment about the level of response required and will communicate with appropriate personnel as outlined in the university safety plan.

A significant resource for emergency information is CUNEAlert which is Concordia's emergency notification system. During an emergency appropriate for CUNEAlert, students and employees will be notified via their cune.org email account and their registered mobile phone. Students are given the opportunity to provide other contact information (an alternate e-mail address and/or mobile phone number) by logging on to the Portal with their CUNE username/password, going to Banner Self-Service (on the Academic Life tab), selecting "Personal Information" and "Update CUNEAlert Information". Information may then be entered (cell phone number and any other information the student would like to add). To save, simply click "Submit Changes". For more information about CUNEAlert please visit the [University's website](#).

The CUNEAlert emergency notification system is tested annually. In the event of an emergency, other types of communication will be used as outlined in the Campus Safety Plan University's website.

General Evacuation Procedures

Evacuation is necessary when any building becomes uninhabitable because of an event such as a fire, flooding, gas

leak, contamination, pandemic flu, extreme weather conditions or the loss of critical services. The response depends on the extent of the emergency. Concordia community members should familiarize themselves with the evacuation routes posted in the buildings that you live in or use frequently. If an evacuation order is issued for your building, fully cooperate with University personnel/emergency personnel and:

- Take keys, wallets and essential belongings with you
- If possible, wear weather-appropriate clothing
- Do NOT use elevators
- Close, but do NOT lock doors
- Provide assistance to those with physical disabilities
- Evacuate in a safe and orderly fashion to the nearest staging area (as determined by University personnel) and await additional instructions.

Appropriate University personnel will decide whether immediate evacuation is necessary. Evacuees will be moved to a staging area where University personnel will conduct a census to establish that the evacuation is complete.

Evacuation of Individuals with Physical Disabilities

University personnel will assist individuals with physical disabilities in an evacuation, making every attempt to lead them to safety.

If you have a disability that could impair your ability to perform any of the above:

- Please inform the Security Department or the ADA Coordinator of your circumstances upon arrival to campus and request a meeting to discuss any special emergency response accommodations needed.

If you are a resident student:

- Please note that a master list of all resident students requiring assistance during a building evacuation is maintained by the Student Life Office. Please contact your Resident Assistant to ensure inclusion on that list.

Any student may:

- Call Security (402-643-3033) or 911 and tell them where you are and what assistance is needed.
- Notify their professor that assistance will be needed if an evacuation is deemed necessary.

More on the University safety plan and emergency evacuation procedures can be found at [the University's website](#).

Testing of Emergency Notification Systems

The University conducts emergency response exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Concordia also conducts numerous drills throughout the year, including building evacuation drills, as well as a monthly test of the CUNEAlert within the Critical Incident Management Team and two annual tests of the CUNEAlert system to the entire university community. Each test is documented and includes a description of the exercise, the date and time of the exercise. Concordia publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

1. The CUNEAlert System shall be tested by CIMT within the CIMT once a month to ensure it is in working order. CIMT will document the test.
2. The CUNEAlert System shall be tested by CIMT twice annually to the entire campus community to ensure it is in working order.
3. An unannounced evacuation drill will be held in each on-campus living area during the first semester each year. The Student Life Office staff will conduct an evacuation of the building and account for all residents as instructed during hall meetings at the beginning of the year. An after-action report documenting at a minimum a description of the exercise, the date, and time will be prepared by the Student Life Office.
4. An evacuation drill of the entire campus will be announced each year in conjunction with announcements regarding the evacuation and other emergency instructions available on the University's website at cune.edu. Buildings and Grounds will activate alarms in each building on campus. Building Managers will conduct an evacuation of each building and account for all residents. CIMT members will evaluate the effectiveness of the drill. An after-action

report will be completed documenting (at a minimum) a description of the exercise, the date, time, and whether it was announced or unannounced.

5. In conjunction with at least one test per calendar year, the Student Life Office will provide all Concordia students an email link to the CUNE emergency response and evacuation procedures.

Access to University Facilities

Concordia University Nebraska main (Seward) campus is located at 800 N. Columbia Ave. Seward, NE 68434. Concordia University facilities including buildings, athletic fields and parking lots are restricted to student, faculty, staff, and approved guest use. All non-affiliated groups, organizations and individuals must receive authorization from the University Events Office (events@cune.edu; 402-643-7210) prior to using University facilities. Portions of the campus may be made available to the general public during designated times (Library, track, walking and bicycle paths) or during special events. To ensure this, Security has established the following guidelines:

Access to Academic and Administrative Buildings

The Campus Security Department officers lock and check exterior doors to administrative and academic buildings every evening or when buildings are not open for general use by students and employees. When buildings are closed to general use, Campus Security officers grant access to authorized personnel only. Access to these facilities is limited to students, faculty and staff as well as guests and visitors conducting official University business.

Access to Residence Halls

Concordia University Nebraska main (Seward) campus provides student housing in traditional-style residence halls, apartments, and suites. Access to the residence halls is limited to students and their guests. Students must carry Concordia University ID at all times and swipe their card in a card reader in order to enter residence halls.

By University policy, access to individual residential rooms is restricted to resident students, their guests and to University personnel. Campus Security officers will only grant room access to locked-out occupants upon verification of occupant's residency. Resident students must comply with University policies regarding guests and privacy hours as outlined in the Student Handbook which is available online at <https://go.cune.edu/studenthandbook>. Campus Security officers monitor access to residence halls by reviewing video surveillance of the residence halls and regularly patrolling the campus grounds to enforce security measures and University policies. Resident Assistants (RAs) and Residence Hall Coordinators (RCs) monitor the residence halls on a regular basis to enforce security measures and University policies.

Maintenance Services

Facilities and landscaping at the Concordia University Nebraska Seward campus, are maintained in a manner that minimizes hazardous conditions. The Buildings and Grounds Department provides maintenance, repairs, renovation, grounds keeping and custodial services for the campus with an emphasis on safety and security. The Campus Security Department officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Buildings and Grounds. Other members of the campus community should promptly report equipment problems to the Campus Security Department or Buildings and Grounds. Buildings and Grounds responds immediately to reports of potential safety and security hazards such as broken windows and locks.

Alcohol and Drug Policies

Concordia University Nebraska is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies. The University enforces all local, state and federal laws regarding the possession, use and sale of alcoholic beverages, including those prohibiting the consumption of alcoholic beverages by persons under the age of 21 on campus and at University sponsored activities. No student, regardless of age, may possess, store or consume alcoholic beverages on. Alcohol possession, and use is not permitted in the residence halls at any time regardless of the age of the student. Concordia University's alcohol policy is contained on-line at <https://go.cune.edu/studenthandbook>. The possession, use, or distribution of illegal drugs or alcohol by students and employees is a violation of University policy as well as State and Federal laws.

Concordia students and employees are informed that strictly enforced policies (including federal and state laws) are in place, which prohibit the unlawful possession, use or distribution of any illegal drug or alcohol, on University property or as part of any University sponsored activity. Members of the Concordia community should know that violation of the laws

concerning illegal drugs or alcohol may lead to disciplinary action, which may include employee termination, eviction from the residence halls, loss of scholarships and grants, revocation of other privileges or suspension or expulsion from the University in order to protect the interests of the University and the rights and safety of others. Concordia University's drug policy for students is contained on-line at <https://go.cune.edu/studenthandbook>. Additionally, students should refer to the Student Code of Conduct for other policies regarding alcohol and drugs that may apply to them. Concordia University's drug policy for employees is contained on-line on the Human Resources Portal at <http://connectcune.cune.edu/cp/home/loginf>. Abuse of alcohol and drugs can have a dramatic impact on professional, academic and family life. Concordia University Nebraska, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to attend programs or to contact one of the following resources available on main campus:

Human Resources Office	Weller 102	800-535-5494, 7222 or 402-643-7222
Student Life Office	Janzow 203	800-535-5494, 7411 or 402-643-7411

Description of Applicable Legal Sanctions Under Federal, State or Local Law for Unlawful Possession or Distribution of Illicit Drugs and Alcohol

The following information summarizes selected provisions of Federal, State, and local laws which provide criminal and civil penalties for unlawful possession or distribution of drugs and alcohol. The following penalties may be imposed in addition to sanctions handed out by the University:

Federal Penalties and Sanctions for Illegal Possession of Controlled Substances

1. 21 U.S.C. § 844(a)

First Conviction: Up to 1 year imprisonment and fine of at least \$1,000 or both. After one (1) prior drug conviction: At least 15 days in prison, not to exceed 2 years, and a fine of at least \$2,500. After two (2) or more prior drug convictions: at least 90 days in prison, not to exceed 3 years, and a fine of at least \$5,000.

2. 21 U.S.C. § 853(a) and 881(a)

Forfeiture of tangible and intangible personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. Forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or in any manner to facilitate the transportation, sale, receipt, possession, or concealment of controlled substances.

3. 21 U.S.C. § 844(a)

Civil fine of up to \$10,000 for each violation of 21 U.S.C. § 844 involving controlled substances listed in 21 U.S.C. § 841(b)(1)(A).

4. 21 U.S.C. § 862

Denial of Federal benefits, such as financial aid grants, contracts, student loans, and professional and commercial licenses, for individuals convicted of distributing controlled substances (drug trafficking). The denial can last up to 5 years for the first conviction and up to 10 years for the second conviction. Those who have three or more convictions will be permanently ineligible for all Federal benefits.

5. 18 U.S.C. § 922(g)

Ineligible to receive or possess a firearm or ammunition.

6. Miscellaneous

Authority to revoke certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., is vested with the officials of individual Federal agencies.

The United States Drug Enforcement Administration publishes information that summarizes trafficking penalties under Federal law for various types of drugs; it is available at:

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

State Penalties and Sanctions for Illegal Possession of Controlled Substances

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, other Nebraska State laws establish penalties for various drug-related offenses as summarized below.

Crimes Involving Minors: Any person 18 years of age or older who distributes, delivers or sells controlled substances to a person under the age of 18 years shall be punished by the next higher penalty classification for a first offense or second offense involving drugs such as heroin, speed, cocaine, LSD, or pentazocine. The law also provides for an enhanced penalty for anyone 18 years of age or older to employ, use, persuade, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, or possess with intent to do the same of a controlled substance or a counterfeit controlled substance. Neb. Rev. Stat. § 28-416(4) and (5) (Supp. 1999).

Property Forfeiture: Property used to manufacture, sell or deliver controlled substances can be seized and forfeited to the state. Property subject to forfeiture may include cash, cars, boats, and airplanes. Neb. Rev. Stat. § 28-431 (Cum. Supp. 1998). **Being Under the Influence of Any Controlled Substance for Unauthorized Purpose:** It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Neb. Rev. Stat. § 28-417(1) (g) (Reissue 1995).

Drug Paraphernalia Offenses: It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue 1995). "Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes and bongs and other items used, intended for use or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia. Neb. Rev. Stat. § 28-442 (Reissue 1995). It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to a person under the age of 18 who is at least 3 years his or her junior. Neb. Rev. Stat. § 28-443 (Reissue 1995).

A violation of Neb. Rev. Stat. § 28-441 is punishable by a fine of not more than \$100 for first offense, not less than \$100 and not more than \$300 for second offense, and not less than \$200 and not more than \$500 on third or subsequent conviction. Neb. Rev. Stat. §§ 28-441 and 29-436 (Reissue 1995). The penalty for violation of Neb. Rev. Stat. § 28-442 is not more than six months imprisonment or \$1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998). The penalty for violation of Neb. Rev. Stat. § 28-443 is imprisonment for not more than one year, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-443 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Imitation Controlled Substances: It is a violation of Nebraska law to knowingly, intentionally manufacture, distribute, deliver or possess with intent to distribute or deliver an imitation controlled substance. "Imitation controlled substance" is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 1995). First offense violations of this law are punishable by a three-month imprisonment, or \$500 fine, or both. A second offense violation of this statute is punishable by not more than six months imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-445 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Controlled Substance Analogue: For purposes of Nebraska's Uniform Controlled Substance Act, analogue controlled substances (often called "designer drugs") are treated as controlled substances. Such an analogue is defined as (a) substantially similar in chemical structure to the chemical structure of a controlled substance or (b) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat. § 28-401 (36) (Supp. 1999).

Selected Nebraska Alcohol Offenses

Minor In Possession: It is against the law for a person under the age of 21 years to sell, dispense, consume, or possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 2010). Penalties for violation of this law may include one or more of the following: the impoundment of the offender's license for thirty days or more; the requirement to attend an alcohol education class; the requirement to complete twenty hours or more of community service; or submission to an alcohol assessment by a licensed counselor. Neb. Rev. Stat. § 53-180.05(4) and § 53-181 (Cum. Supp. 2016); § 28-106(1) (Reissue 2016).

Good Samaritan Provision of Nebraska Underage Drinking Law: Subsection of this 53-180.02 shall apply if the person; Requested emergency medical assistance in response to the possible alcohol overdose of himself or herself or another person as soon as the emergency situation is apparent after such violation of section 53-180.02 was the first person to make a request for medical assistance under subdivision (b)(i) of this subsection as soon as the emergency situation is apparent after such violation of section 53-180.02; and when emergency medical assistance was requested for the possible alcohol overdose of another person:
(A) Remained on the scene until the medical assistance arrived; and
(B) Cooperated with medical assistance and law enforcement personnel.

(C) A person shall not initiate or maintain an action against a peace officer or the employing state agency or political subdivision based on the officer's compliance with subdivision (b) of this subsection.

Procuring Alcohol: It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Violation of this law is punishable by not more than 1 year imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

Consumption on Public Property: It is a violation of Nebraska law for any person to consume alcoholic liquors in the public streets, alleys, parking areas, roads or highways, or inside vehicles while upon the public streets, alleys, parking areas, roads, or highways; or upon property owned by the state or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Supp. 1999). A violation of this statute is punishable on the first offense by a fine of up to a maximum of \$100; a second offense within two years is punishable by a fine not less than \$100 and not more than \$300; a third offense within two years is punishable by a fine of not less than \$200 and not more than \$500. Neb. Rev. Stat. § 53-136 (Reissue 1998) and § 29-436 (Reissue 1995).

Driving While Intoxicated: Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat. § 60-6,196 (Supp. 1999). Violation of this law is punishable on first offense by not more than 60 days, not less than 7 days imprisonment and not more than \$500 fine but not less than \$400 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). In addition, an offender's driver's license is revoked for six months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999). Suspended sentence of probation includes mandatory requirement that probation or suspension be conditioned on order that offender will not drive any motor vehicle for any purpose for sixty days. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999).

Drug/Alcohol Education Programs

Employees and students needing help in dealing with drug or alcohol problems are encouraged to make voluntary use of their campus Employee Assistance Programs and the mental health counselor. The Employee Assistance Programs and mental health can help by offering the following services:

- Objectively assessing the situation and referring employees or students to the proper resources.
- Supplying short-term personal counseling and problem solving.

Students: Student Life serves as a resource to all Concordia University students regarding issues related to drug and alcohol intervention and education. The Student Life Office is involved with alcohol and drug education each time a student is referred through the University's judicial system. Sanctions range from educational online classes on the topic of alcohol and drug use for first-time offenders to suspension or expulsion for repeat offenders or serious violations of the policies. The Counseling Center is available for informal counseling regarding students who may be experiencing problems with alcohol and/or drugs. Students may be referred for a formal assessment and follow-up treatment plan. Students may also utilize the Counseling Center or the Health Center for assistance with alcohol and/or drug issues.

Proactive measures taken by Student Life include supporting annual events such as National Collegiate Alcohol Awareness Week, distributing literature to students and student leaders as it relates to the topic of drug and alcohol use, and collaborating with other departments within the Concordia Community to support on-going educational efforts and non-alcoholic social programs for the entire student body. Information is made available to students regarding the different alcohol content in drinks.

The Student Life Office sponsors non-alcoholic social programs for students who reside on campus, and each Resident Assistant has an opportunity to sponsor educational programs related to the topic of drugs and alcohol. Orientation for new students at the beginning of the school year addresses the issue of alcohol and drug use.

As part of the university's ongoing alcohol and drug education, student health services offers a variety of methods to educate students about the dangers of drugs and alcohol. For example, the Nebraska State Patrol comes to campus on multiple occasions during the academic year with a drunk driving simulator and impaired vision goggles to allow students the opportunity to experience what it is like to drive at various stages of impairment. Bulletin boards created by various students identifying the dangers of binge drinking are displayed in the Janzow Campus Center.

Student Orientation

All incoming freshmen receive information at orientation about campus alcohol and drug policies, enforcement, sanctions, and safety. Participation in orientation is mandatory for incoming students and is designed to help students with their transition to college. At the end of this presentation, the Student Life staff is available to answer questions from the audience.

Athletics

The University's athletic trainers meet individually with the 21 athletic teams on campus along with their coach to address health and wellness issues specifically related to student athletes. Some of the issues covered in the presentation include the TBI/Concussion signs, symptoms, reporting, and protocol, the use of supplements, current prescription and over the counter medications. Students are also directed to the University's website where the University's Drug and Alcohol Policy is located. The Vice President for Student Affairs attends NAIA student-athlete mandatory training sessions to discuss the athletic department's Alcohol and Drug policy, NAIA standards regarding alcohol and other drug education, the athletic department's drug education and drug testing program, and the legal, departmental, and university consequences of using drugs and alcohol.

Employees: Alcohol and drug counseling is available to all eligible employees through the Employee Assistance Program. Further information is available by contacting the Human Resources Department at 402-643-7222 or 800-535-5494, ext. 7222.

Daily Crime Log

The Campus Security Department maintains a Daily Crime Log that records (by the date the incident was reported) all crimes and other serious incidents that occur on campus, in a non-campus building or property, and/or on public property. The Daily Crime Log is available for public inspection at the Security Office located in Thom Leadership Education Center (TLEC) Building, Room 014.

Sex Offender Registry

The Campus Sex Crimes Prevention Act of 2000 is a federal law that requires institutions of higher education to advise the University community where information concerning registered sex offenders may be obtained. It also requires sex offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state, at which the person is employed, carries on a vocation, volunteers services, or is a student. The Nebraska State Patrol maintains the State's Sex Offender Registry which contains information about individuals convicted of certain sex offenses. This information is available on the web at <https://sor.nebraska.gov/>.

Response to Sexual Violence

Concordia University desires to provide a safe and secure learning, living, and working environment for all students and staff.

Concordia University does not discriminate on the basis of sex in its educational programs and activities. Concordia prohibits and will not tolerate sexual misconduct of any type, including discrimination based on sex.

Concordia University Nebraska is committed to creating and maintaining a community where all persons who participate in University programs and activities can learn and work together free from sexual misconduct, sex discrimination and sexual harassment. Sexual misconduct, sex discrimination, sexual harassment, including sexual assault, domestic violence, dating violence and stalking, can be detrimental to the safe living and learning environment which Concordia University Nebraska seeks to maintain. Such behavior is prohibited by law and University policy. The University will respond promptly and effectively to reports of sexual misconduct, sex discrimination and sexual harassment including sexual assault, domestic violence, dating violence and stalking and will take appropriate action to prevent, correct and discipline behavior that violates University policy. The University's complete Policy Against Sexual Misconduct can be found available on-line [here](#).

This policy applies to Concordia University Nebraska's Board of Regents, administrators, faculty, staff, and students, and individuals conducting business with the University. This policy applies to conduct that takes place on campus, in or on University owned or controlled premises, in all Education Programs or Activities, including University-sponsored or supported events, and in University vehicles. Additionally, this policy applies off campus when the conduct potentially affects a person's education or employment with the University, poses a potential risk to members of the University community, or where the University in its discretion has an identifiable interest.

Principles of academic freedom are central to the mission of institutions of higher education. Speech and expression, which fall within the ambit of academic freedom, will not be considered a violation of this policy.

The following terms and definitions are utilized when enforcing the University's Policy Against Sexual Misconduct. Concordia utilizes different definitions and standards than Nebraska law.

Definitions and Prohibited Conduct

A. Policy Definitions

1. **Complainant.** An individual who is alleged to have experienced conduct that could constitute Prohibited Conduct under this policy. There may be more than one complainant for an incident.
2. **Education Program or Activity.** Education Programs and Activities includes all of the University's operations, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by the University. It also applies to all locations, events, or circumstances over which the university exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the University.
3. **Formal Complaint.** A document filed and signed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting the University investigate the allegation of sexual harassment.
4. **Formal Resolution.** A grievance process initiated when a formal complaint is filed alleging sexual harassment and/or other forms of sexual misconduct against a respondent, and also requests that the complaint be investigated. The Formal Resolution includes an investigation, a decision, and an appeal. The decision-making process includes a live hearing when the complaint involves allegations of "Title IX — Sexual Harassment." (For detailed explanation see Section X. Grievance Procedures and Complaint Resolution)
5. **Informal Resolution Process.** Alternate complaint resolution process available when a formal complaint is signed and filed alleging sexual harassment and/or other forms of sexual misconduct against a respondent, and both parties voluntarily agree to have the complaint resolved informally.
6. **Mandatory Reporters.** Faculty, staff, and student employees (including RAs) are considered mandatory reporters. Concordia employees who hold a professional license, who are not employed by Concordia as a counselor, health service provider, or an ordained LCMS minister, are considered mandatory reporters (responsible employee). A mandatory reporter must report all allegations of sexual harassment and/or other forms of sexual misconduct to the Title IX Coordinator immediately to ensure the University is able to provide a prompt, thorough, and supportive response.
7. **Participants.** The term "participants" includes a "Complainant", "Respondent", and "Witness" as defined in this policy.
8. **Parties.** The term "parties" includes "Complainant" and "Respondent" as defined in this policy.
9. **Preponderance of the Evidence.** Preponderance of the evidence standard used for determining allegations of Prohibited Conduct under this policy. This standard is satisfied if the evidence and information gathered in the matter indicate that the action is more likely than not to have occurred.
10. **Remedies.** Measures determined to be necessary by the Hearing Officer/Panel (Title IX) or Appropriate Administrator (Alternative Grievance Process for Students) to restore or preserve the complainant's equal access to the University's education program and/or activity.
11. **Respondent.** An individual who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct under this Policy. There may be more than one respondent for an incident.
12. **Witness.** A person who is requested to participate in an investigation or a hearing because the person may have information about the alleged Prohibited Conduct. Names of potential witnesses may be supplied by the complainant, respondent, or others with knowledge of the matter.

B. Prohibited Conduct

The following, broadly referred to as “Sexual Misconduct,” constitutes Prohibited Conduct which violates this and other University policies.

Federal regulations provide for certain procedures that must be used in the case of conduct that meets the definition of Sexual Harassment under Title IX (“Title IX – Sexual Harassment”). However, where conduct does not meet certain threshold requirements under Title IX, the same or similar conduct may still be prohibited by the University.

For reported behavior to qualify as Title IX – Sexual Harassment, in addition to meeting the elements of the specific type of Sexual Harassment below, it must meet all of the following threshold requirements, as determined by the Title IX Coordinator and as mandated by federal regulations:

- The conduct must have occurred against a person in the United States.
- The conduct must have occurred within the University’s education program or activity. For purposes of this Policy, this means that the conduct must have occurred either (a) in a location, event, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurred or (b) in relation to a building owned or controlled by a student organization that is officially recognized by the University.
- The complainant must be participating in or attempting to participate in the education program or activity of the University at the time the formal complaint is filed.

Conduct that does not meet these threshold requirements is subject to a Title IX Dismissal but may still be resolved through the Alternative Grievance Process for Students and or under applicable policies found in a University handbook.

1. Title IX - Sexual Harassment

Sexual Harassment for purposes of this policy is conduct on the basis of sex that constitutes (a) Quid Pro Quo Harassment, (b) Hostile Environment Sexual Harassment, (c) Sexual Assault, (d) Domestic Violence, (e) Dating Violence, or (f) Stalking, as those terms are defined in this policy.

- a. Quid Pro Quo Sexual Harassment.** A university employee conditioning an educational benefit, aid, or service of the University’s upon a person’s participation in unwelcome sexual conduct.
- b. Hostile Environment Sexual Harassment.** Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the University’s education programs or activities.

In determining whether a Hostile Environment exists, the University will consider the totality of the circumstances, including factors such as the actual impact the conduct has had on the complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. The University will evaluate the totality of the circumstances from the perspective of a reasonable person in the complainant’s position.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome, include, but are not limited to:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact;
- Unwelcome kissing, hugging, or massaging;
- Sexual innuendos, jokes, or humor;
- Displaying sexual graffiti, pictures, videos, or posters;
- Using sexually explicit profanity;
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities;
- E-mail and Internet use that violates this policy;
- Leering or staring at someone in a sexual way, such as staring at a person’s breasts, groin and or buttocks;
- Sending sexually explicit emails, text messages, or social media posts;
- Commenting on a person’s dress in a sexual manner;

- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; or
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes.

c. **Sexual Assault.** An offense or attempted offense that meets the definition of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, or Statutory Rape, as those terms are defined below:

1. **Rape** is the carnal knowledge of a person, 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 or physical incapacity. There is “carnal knowledge” if there is the slightest penetration of the vagina or anus by the sexual organ of the other person.
2. **Sodomy** is oral or anal sexual intercourse with another person, 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 or physical incapacity.
3. **Sexual Assault with an Object** is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.
4. **Fondling** is 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 or physical incapacity.
5. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Nebraska law.
6. **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent as defined by Nebraska law.

d. **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a dating relationship shall be determined based on the 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.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

e. **Domestic Violence.** Violence, including felony or misdemeanor crimes of violence, committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family laws of the state of Nebraska, 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 state of Nebraska.

f. **Stalking.** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or that would cause a reasonable person to suffer substantial emotional distress. For the purposes of this definition:

- Course of conduct: Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property
- Reasonable person: A reasonable person under similar circumstances, similarly situated to the victim.
- Substantial emotional distress: Significant mental suffering or anguish that may, but does not necessarily

require, medical or other professional treatment or counseling.

2. Sexual Exploitation

Sexual exploitation occurs when a person, knowingly or recklessly, takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Non-consensual video-recording or audio-recording or photographing of sexual activity;
- Forwarding of pornographic or other sexually inappropriate material by email, text, or other channels to non-consenting students/groups;
- The intentional removal of a condom or other contraceptive barrier during sexual activity without the consent of a sexual partner;
- Any activity that goes beyond the boundaries of Consent (such as permitting others to observe consensual sex with someone who is not aware of the observation);
- Public indecency (exposure of genitals to others without consent); or
- Knowingly exposing another person to a sexually transmitted infection (“STI”) or Human Immunodeficiency Virus (“HIV”) without prior knowledge and consent of the person to be exposed to STI or HIV.

3. Retaliation

Retaliation is any adverse action (including, but not limited to, intimidation, threats, coercion, harassment, or discrimination) taken against an individual because the individual has made a report or filed a formal complaint; or has supported or provided information in connection with a report or formal complaint; participated in or refused to participate in a grievance process under this policy or engaged in other legally protected activities, including participation in the complaint procedures relating Title IX complaints with the U.S. Department of Education’s Office for Civil Rights. For an action or decision to be considered adverse, it must be materially adverse and be of a nature that would dissuade a reasonable, similarly-situated person from exercising their right to file a grievance or to participate in an investigation. Retaliation, for purposes of this policy, does not include petty slights or annoyances.

4. Sex Discrimination

The act of treating similarly situated persons differently on the basis of that person’s sex. This may also include disparate treatment on the basis of pregnancy or a pregnancy-related condition, or a sex stereotype.

Discrimination on the basis of sex/gender in employment is permissible in situations where sex/gender is a bona fide occupational qualification reasonably necessary to the normal operation of the university. Note that the federal regulations governing Title IX include certain exceptions/exemptions, such as single-gender housing and athletic participation, which do not constitute sex/gender discrimination.

5. Other Unprofessional/Inappropriate Conduct

Other Unprofessional/Inappropriate Conduct means behavior or conduct that is unprofessional and/or inappropriate for the educational and/or working environment but does not rise to the level of Sexual Harassment or other form of Prohibited Conduct outlined above. Other Unprofessional/Inappropriate Conduct will be investigated and adjudicated according to the policies and procedures outlined in Section Alternative Grievance Process for Students and/or under applicable policies found in a University handbook.

C. Consent

Concordia adheres to God’s Word in dealing with matters of sexual conduct. Nonconsensual physical/sexual behavior is inappropriate, unhealthy and against God’s Word.

Consent is knowing, voluntary, and clear permission by word or action, to engage in each instance of mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. A person who is incapacitated (as defined in this policy) is not capable of giving consent.

Relying on nonverbal communication alone may result in a violation of this policy. Consent cannot be inferred from silence, passivity, or lack of resistance. Additionally, consent to one form of sexual activity does not imply consent to other forms of sexual activity. Similarly, a current or previous sexual and/or dating relationship between the participants does not constitute consent. Even in the context of a relationship, there must be mutual consent.

Consent to some sexual contact, such as kissing or fondling, cannot be presumed to be consent to other sexual activity, such as intercourse.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the acts to continue and, if that happens, the other person must stop immediately.

The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

Consent is not effective if it results from: (a) the use of physical force, (b) a threat of physical force, (c) Coercion, (d) Incapacitation or (e) any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to have sexual activity.

An individual is unable to provide Consent to engage in sexual activity when the individual:

1. Is under the age of 16 (Nebraska state law);
2. Has a mental or developmental or physical disability that renders him or her incapable of giving consent;
3. Is unconscious or physically unable to resist; or
4. Is incapacitated due to alcohol or other drugs, and this condition was known, or reasonably should have been known, by the respondent.

D. Incapacitation

Incapacitation means a state where a person does not appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition or disability, or due to a state of unconsciousness or sleep.

An incapacitated individual cannot make an informed and rational decision to consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why or how" of the sexual interaction) and/or is physically or mentally helpless.

Incapacitation can only be found when the respondent knew or should have known that the complainant was incapacitated when viewed from the position of a sober, reasonable person. One's own intoxication is not an excuse for failure to recognize another person's incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol or other drugs, inebriation, or intoxication alone is insufficient to establish incapacitation. When alcohol or drug use is involved, incapacitation is a state beyond drunkenness or intoxication. Alcohol and other drugs impact each individual differently, and determining whether an individual is incapacitated requires an individualized determination, considering the individual's:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature of the circumstances of the act
- Level of consciousness

No single factor is determinative of incapacitation. Some of the common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling down, vomiting, and unconsciousness.

E. Coercion

Coercion means conduct, including intimidation and express or implied threats of emotional, educational, reputational, financial, or other harm that would place a reasonable person in fear of immediate or future harm and that is employed to

persuade or compel someone to engage in unwelcome sexual contact. Such acts may include, but are not limited to, threatening to disclose personal sexual information, or threatening to harm oneself if the other party does not engage in the sexual activity. Coercing an individual into engaging in sexual activity violates this policy.

Definitions in Applicable Jurisdiction

The definitions below are based on Nebraska State Statutes; they can be viewed as written at: <http://nebraskalegislature.gov/laws/laws.php>.

Consent to Sexual Activity (R.R.S. Neb. §28-318):

The State of Nebraska has not codified the definition of consent but has codified a definition of “Acting Without Consent” in regards to sexual contact (see Neb. Rev. Stat. § 28-318(8)).

1. “Without consent” means:
 - a. The person was compelled to submit due to the use of force or threat of force or coercion; or
 - b. The person expressed a lack of consent through words; or
 - c. The person expressed a lack of consent through conduct; or
 - d. The consent, if any was actually given, was the result of the actor's deception as to the identity of the actor or the nature or purpose of the act on the part of the actor.
2. The person need only resist, either verbally or physically, so as to make the person's refusal to consent genuine and real and so as to reasonably make known to the actor the person's refusal to consent; and
3. A person need not resist verbally or physically where it would be useless or futile to do so.

In the above text, the word “person” means the individual against whom a wrongful act was allegedly committed, and the word “actor” is the individual alleged to have committed a wrongful act. When the actor knew or should have known that a person was mentally or physically incapable of resisting or understanding the nature of his or her conduct, there is no consent. A person may be incapacitated due to intoxication, mental illness or deficiency or by physical illness or disability to the extent that personal decision-making is impossible. Surprise may also prevent resistance, as where a person is grabbed from behind. There are some persons who the law presumes are incapable of consenting to sexual contact or penetration by an actor by reason of their age. Under Nebraska law an actor nineteen years of age or older may not subject a person under the age of sixteen years of age to sexual penetration, or a person under fifteen years of age to sexual contact.

Sexual Assault (R.R.S. Neb. §28-318 through 320):

Sexual penetration and/or sexual contact without the consent of the victim, regardless of either person's gender, including situations where coercion, force or the threat of force was used; situations where the perpetrator knew or should have known that the victim was mentally or physically incapable of resisting or evaluating the nature of his/her conduct (i.e. mentally challenged, disabled, drunk, etc.); or where the perpetrator is nineteen years of age or older and the victim is at least twelve but younger than sixteen. A victim must simply provide enough verbal or physical resistance to make the perpetrator aware of the lack of consent; victims do not have to show continued resistance when they feel as though further resistance would be futile. The following definitions apply:

1. **Force or threat of force:** The use of physical force which overcomes the victim's resistance; or the threat of physical force, expressed or implied, against the victim or a third person, where the threat places the victim in fear of their own death or serious personal injury, or that of a third person, and the victim reasonably believes that the perpetrator has the present or future ability to follow through with the threat.
2. **Intimate parts:** The genital area, groin, inner thighs, buttocks, or breasts.
3. **Serious personal injury:** Great bodily injury or disfigurement, extreme mental anguish or mental trauma, pregnancy, disease, or loss or impairment of a sexual or reproductive organ.
4. **Sexual contact:** The intentional touching of the victim's sexual or intimate parts, or the intentional touching of the victim's clothing covering the immediate area of the victim's sexual or intimate parts. Sexual contact also means the touching, by the victim, of the perpetrator's sexual or intimate parts or the clothing covering the immediate area of the perpetrator's sexual or intimate parts, when this touching is intentionally caused by the perpetrator. Sexual contact includes only that conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.
5. **Sexual penetration:** Sexual intercourse in its ordinary meaning, cunnilingus, fellatio and anal intercourse. It also includes the intrusion, however slight, of any part of the perpetrator's or victim's body, or any object manipulated by the perpetrator, into the genital or anal openings of the victim's body. Sexual penetration **does not** require emission of semen.

Domestic Violence (R.R.S. Neb. §28-323):

A person intentionally and knowingly causes bodily injury to his/her intimate partner; threatens an intimate partner with imminent bodily injury; or threatens an intimate partner in a menacing manner. Intimate partner, regardless of gender, means a spouse; a former spouse; persons who have a child in common, whether or not they have been married or lived together at any time; and persons who are or were involved in a serious dating relationship. Serious dating relationship means frequent, intimate associations primarily characterized by the expectation of affectionate or sexual involvement, but does not include a casual relationship or an ordinary association between persons in a business or social context. It also includes persons protected from another person's acts under NE domestic/family violence laws.

Stalking (R.R.S. Neb. § 28-311.03):

Engaging in a course of willful harassment of another person, regardless of gender, or the family or household member of that person, with the intent to injure, terrify, threaten, or intimidate, or that would cause a reasonable person to fear for his/her safety or the safety of others, and cause a person substantial emotional distress. Actions include, but are not limited to, deliberately following, detaining, contacting, or harassing the person(s), or imposing any restraints on their personal liberty.

1. **Harass**: To engage in a knowing and willful course of conduct directed at a specific person that seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose (R.R.S. Neb. re28-311.02).
2. **Course of conduct**: A pattern of conduct composed of a series of acts over a period of time, however short, indicating a continuity of purpose, including a series of acts of following, detaining, restraining the personal liberty of, or physically stalking the person or telephoning, texting, contacting, or otherwise communicating with the person (R.R.S. Neb. re28-311.02)
3. **Family or household member**: Regardless of gender, a spouse or former spouse of the victim, children of the victim, a person presently residing with the victim or who has resided with the victim in the past, a person who had a child in common with the victim, other persons related to the victim by a blood relationship or marriage, or any person presently (or in the past) involved in a dating relationship with the victim (R.R.S. Neb. re28-311.02)

Procedures for Reporting a Complaint of Sexual Misconduct

REPORTING

Concordia University encourages all members of our community who are victims of sexual misconduct in the form of sexual assault, domestic violence, dating violence or stalking to report the incident to Seward Police by calling 911 or utilizing the Seward Police Department non-emergency number at 402-643-4578 or the Department of Campus Security at 402-643-3033 from any campus phone and to seek available assistance as described on the University's Title IX webpage. The Title IX Coordinator or Vice President for Student Affairs and Athletics can assist in the filing of a complaint with the police. There are a number of avenues that a victim of sexual misconduct can take in regards to reporting sexual misconduct. He/she has a right to choose all, or just some of the actions. He/she may also choose not to make a report or take further action; each option is their decision.

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. University officials will assist any victim with notifying local police if they so desire. The Seward Police Department may also be reached directly by calling 911 or by calling the Seward Police Department non-emergency number at 402-643-4578. A victim may seek any single, any combination of, or all of these options.

A. Reporting to the University

The university encourages prompt reporting of possible Prohibited Conduct. It is important to note that the university distinguishes between reporting an incident of possible Prohibited Conduct to the university and filing a Formal Complaint. Reporting an incident of possible Prohibited Conduct informs the university of the incident and allows the university to provide supportive measures to the complainant. A report to the university will not necessarily result in a Formal Complaint being filed. If a complainant wishes to initiate the grievance process, they should file a Formal Complaint.

At the time of reporting, the complainant does not have to decide on a particular course of action in advance. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The

university will offer reasonably available supportive measures consistent with this policy. The university can also provide support that can assist a complainant in making these important decisions, and to the extent possible, will respect a complainant's autonomy in deciding how to proceed. The university will seek to balance a complainant's interest with its responsibility to provide a safe and non-discriminatory environment for all members of the university community.

The university encourages all individuals to seek assistance from medical provider(s) and/or law enforcement immediately after an incident of Prohibited Conduct, whether or not the complainant plans to pursue criminal charges. This option allows for the preservation of evidence and ensures a timely response by law enforcement.

To make a report about possible Prohibited Conduct, a party or any third party should notify the Title IX Coordinator. A report may be made at any time, including during nonbusiness hours, in person, by telephone, by mail, by email, or by completing the online reporting form. The preferred method of reporting is electronically, using the online report form.

Title IX Coordinator

The university has designated a Title IX Coordinator. The Title IX Coordinator is responsible for overseeing the university's compliance with Title IX, including accepting reports and/or reports of sexual harassment or retaliation from students, faculty, and staff, assisting with the investigation of Title IX complaints and coordinating the university's training, education and prevention efforts. The university's Title IX Coordinator is:

Gene Brooks, Vice President for Student Affairs

Interim Title IX Coordinator

Janzow Campus Center 204, 800 North Columbia, Seward, Nebraska 68434

Gene.Brooks@cune.edu

402-643-7373

If an individual believes that the Title IX Coordinator has engaged in Prohibited Conduct or has otherwise behaved inappropriately, the individual should contact David Kumm, Executive Vice President, to discuss the complaint process.

B. Anonymous Reporting

Anyone may make an anonymous report regarding alleged violations of this policy to the Title IX Coordinator or by completing an online report form. While anonymous reports are accepted and will be reviewed by the Title IX Coordinator, the decision to remain anonymous may significantly impact the university's ability to address the reported conduct, investigate the reported conduct, collect evidence, or take action against parties alleged to have violated this policy.

C. Request Not to Investigate

The university recognizes that the reports made under this process are personal in nature and will make every effort to respect the privacy and wishes of those identified in a report or formal complaint it receives. As stated in Section IV.A.6 above, university employees, with the exception of confidential resources, are required by university policy to report any information they receive of an alleged violation of this policy to the Title IX Coordinator. Even though a complainant may request that the university not initiate an investigation, the university may need to proceed in order to act in the best interest of campus safety.

Complainants may make a verbal or written request to the Title IX Coordinator that the university keep their identity and identifying information confidential from respondents; not investigate a report the university has received; or dismiss a formal complaint. Generally, the university will make every effort to comply with such requests from complainants. However, the university's Title IX Coordinator must evaluate such requests for confidentiality in the context of the university's responsibility to provide a safe and nondiscriminatory environment for the entire university community. Accordingly, there are situations in which the university must deny a complainant's request in order to meet its obligations to the campus community as a whole. When weighing a request for confidentiality, the university will consider a range of factors. These factors include, but are not limited to:

- circumstances that suggest there is an increased risk of the Respondent committing additional acts of sexual misconduct, interpersonal violence, or other violence (e.g., prior allegations of sexual misconduct or interpersonal violence made against the Respondent, a history of arrests, etc.),
- the reported use of force during the commission of an alleged violation of this policy,
- the reported use of a weapon during the commission of an alleged violation of this policy,
- significant physical injury resulting from an alleged violation of this policy,
- the reported involvement of multiple respondents in the commission of an alleged violation of this policy,

- whether the school possesses other means to obtain relevant evidence (e.g., security cameras, personnel who witnessed the event, physical evidence), and
- other relevant factors, including but not limited to:
 - the frequency and severity of the alleged behavior
 - the age of the complainant (for example, if the complainant is a minor)
 - any position of trust a respondent may hold due to the nature of their employment or other relevant status with the university.

1. Notice of Decision on Request

If a complainant requests in writing that the university not investigate a report, the university must notify the complainant of its decision related to that request. The Title IX Coordinator will make that notification in writing to the complainant. Similarly, if a complainant has made a request that their identifying information not be used in an investigation, the Title IX Coordinator will notify the complainant in writing of his or her decision. Lastly, in accordance with Title IX, should the university dismiss a Formal Complaint at any stage of the process, the university must provide both the complainant and respondent a written notice of the dismissal of the complaint as well as the reason(s) for the dismissal.

2. Confidentiality

The university recognizes that the privacy of all involved in reported incidents and in all matters resolved through the grievance process is extremely important. The university may only share information as necessary in order to meet its investigative and compliance obligations.

D. Privacy

Privacy generally means that information related to a report of Prohibited Conduct will only be shared with those university employees who “need to know” in order to assist in the active review, investigation, or resolution of the report, including the issuance of supportive measures. The university will determine which employees have a legitimate need to know about individual conduct complaints pursuant to FERPA, Title IX, the Clery Act, and university policy and will share information accordingly. The university may notify the parents or guardians of any dependent students who are respondents regarding conduct charges or sanctions, particularly disciplinary probation, loss of housing, suspension and dismissal.

E. Confidential Resources

In addition to a number of off-campus confidential resources, the university has also identified several confidential resources available to students and employees. Students may discuss an incident with confidential employees or an off-campus resource (e.g., rape crisis center, doctor, psychologist, clergy, etc.) at their discretion, without fear of their identity being reported to the university. Likewise, employees may also seek support from the Employee Assistance Program or an off-campus resource (e.g., rape crisis center, doctor, psychologist, clergy, etc.) at their discretion, without fear of their identity being reported to the university. A number of off-campus resources are listed in Section VI Resources and Assistance below.

1. Confidential Employees

Students, faculty, and staff may wish to seek confidential assistance in dealing with an incident of sexual misconduct. The University has identified specific employees who will maintain confidentiality under the professional license or professional ethics necessary for their employed role at the University. Please see the University’s Title IX webpage for a list of those Concordia employees who may keep information regarding incident of sexual misconduct confidential. The list includes the following individuals:

Rev. Ryan Matthias, Campus Pastor
CampusPastor@cune.edu, 402-643-7216, Janzow Campus Center 208

Kathy L'Heureux, Director of Counseling Services
kathyrine.lheureux@cune.edu, 402-643-7398, Jesse Hall 101

2. Employee Assistance Program

Eligible employees have access to the Employee Assistance Program (EAP) as part of their benefits with the university.

The EAP covers up to six free face-to-face sessions with a counselor, per issue, per year, plus unlimited telephonic assistance. The university is not notified when an employee uses the service.

Employee Assistance Program

866.726.5267, <http://www.cignabehavioral.com>, 24 hours a day/7 days a week.

F. Mandatory Reporting Requirement for University Employees

With the exception of Confidential Employees, all university employees, Faculty, staff, and student employees, including RAs and RCs, are Mandatory Reporters. Mandatory Reporters must promptly report to the university's Title IX Coordinator or Director of Human Resources when they witness or receive information regarding an incident that the employee reasonably believes constitutes Prohibited Conduct (Sexual Misconduct) including Sexual Harassment, Sexual Assault, Dating Violence, or Stalking, which is alleged to have been committed by or against a person who was a student enrolled at or an employee of the University at the time of the incident. University employees who hold a professional license who are not employed by the university as a counselor, health service provider, or an ordained LCMS minister, are considered Mandatory Reporters. **Failure to report by a Mandatory Reporter is a violation of this policy and may warrant discipline up to and including termination.** A Mandatory Reporter's duty to report does not grant investigative responsibility.

Mandatory Reporters are required to make a report using the university's online form. An email or written memo is also acceptable if it can be delivered to the Title IX Coordinator or Director of Human Resources promptly after the Mandatory Reporter's duty to report arises.

The report must include all information concerning the incident known to the Mandatory Reporter which is relevant to an investigation under this policy, including whether the subject of the report has expressed a desire for an institutional response to the incident or made a request for confidentiality in reporting the incident.

Mandatory Reporters are required to report Prohibited Conduct including Sexual Harassment even if they have been requested by the person confiding in them to keep the discussion confidential. Mandatory Reporters are not permitted to use the anonymous reporting option.

When a Mandatory Reporter receives a report of Prohibited Conduct from a potential victim, the victim should be notified that:

- the employee must report the information to the Title IX Coordinator;
- the Title IX Coordinator will reach out to the potential victim to provide supportive measures; and
- confidential communications can be made with the university's Campus Pastor or counselors in the University's Counseling Center and that those communications will not be reported to the Title IX Coordinator without the potential victim's consent.

Additional reporting requirements for sexual offenses: Reporting a sexual offense under this policy is not the same as making a "Clery" report as required under university policy.

G. Reporting to Law Enforcement

A complainant may choose to file a police report about an incident, regardless of his or her decision to file a formal complaint with the university. While the contact information for the Seward Police is listed below, the Title IX Coordinator or Student Life Office can assist individuals with contacting the appropriate law enforcement agency if an incident takes place outside of the city of Seward.

Seward Police Department

Emergency: 911

Non-Emergency: 402 643-3002

Victim Assistance: 402-641-2455

H. Reporting to the U.S. Department of Education

Students and employees experiencing harassment or discrimination also have the right to file a formal grievance with government authorities, specifically with the Office of Civil Rights (OCR)

(<http://www2.ed.gov/about/offices/list/ocr/index.html>) of the U.S. Department of Education. The OCR for Nebraska is located at:

Kansas City Office

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

VI. RESOURCES AND ASSISTANCE

A. Immediate Assistance

1. Medical Care

The university strongly encourages victims of dating or domestic violence, sexual assault, or other sexual violence to seek immediate medical attention. Not only will medical personnel be able to provide appropriate medical treatment, but they may also be able to preserve DNA and other evidence related to the sexual violence. This evidence may be helpful in any criminal investigation that may take place as well as in obtaining a protective order against the perpetrator. Victims have access to a medical examination to preserve evidence whether or not they choose to make a report to law enforcement. Whenever possible, this exam should be done immediately after the incident. If it is not possible to complete the exam immediately, victims who have experienced sexual assault can still obtain a Sexual Assault Medical Forensic Exam within four days of the assault.

2. Law Enforcement Assistance

The university strongly encourages individuals who have witnessed or been the victim of sexual misconduct to report the incident to law enforcement, even if time has passed since the incident. A law enforcement agency's jurisdiction is geographic, and the agency responsible for receiving a report will depend upon where the incident occurred. If the incident occurred on the Concordia University Nebraska campus or somewhere off campus in the City of Seward, reports may be filed with the Seward Police Department by calling:

Emergency: 911
Non-Emergency: 402 643-3002
Victim Assistance: 402-641-2455

3. Counseling Assistance

In addition to medical care, individuals who have experienced sexual misconduct are encouraged to seek counseling assistance, even if they do not intend to report the incident to the university or to law enforcement. Additionally, other individuals who may have been impacted by an incident are also encouraged to seek counseling. Counseling can be accessed independently through a provider of the individual's choosing; however the university also provides counseling resources.

Students wishing to talk to a university counselor should contact:

Kathy L'Heureux, Director of Counseling Services
kathyrine.lheureux@cune.edu, 402-643-7398, Jesse Hall 101

Employees should contact:

Employee Assistance Program
866.726.5267, <http://www.cignabehavioral.com>, 24 hours a day/7 days a week.

B. Additional Off-Campus Resources

In addition to the on-campus resources discussed above, there are a number of off-campus resources

available to students, faculty, and staff.

Memorial Health Care Center

300 North Columbia Ave. Seward, NE
402-643-2971

Bryan East Campus

1600 S. 48th St., Lincoln, NE 68506
402-481-1111

Hope Crisis Center

24 hr. Crisis Line
Confidential, 1-1, Advocacy
Temporary Shelter, food, clothing 877-388-HOPE (4673)

National Sexual Assault Hotline

Free, confidential counseling 24 hours a day
A national (not a local) service provider, however they can help connect you to local providers
1-800-656-4673

RAINN (Rape, Abuse, & Incest National Network) (Sexual Assault)

1-800-656-4673 (HOPE); <http://www.rainn.org>
National 24 hr. helpline for sexual assault survivors. Assist in directing people to local services and will speak with persons in crisis.

In Nebraska, health care providers are required to immediately report all acts of sexual assault to law enforcement personnel, but evidence may be collected even if you choose not to make a report to law enforcement. For sexual assaults and incidents of dating or domestic violence, 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 in order to preserve evidence that can be used as proof of the criminal offense and aid in the acquiring of protection orders and/or in prosecution. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health care concerns. 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, so that they can be used as proof of the criminal offense and aid in the acquiring of protection orders and/or in prosecution.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection 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 Campus Security or law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. University officials will assist any victim with notifying local police if they so desire.

VII. SUPPORTIVE MEASURES

Parties involved in an incident reported under this policy are entitled to reasonably available supportive measures, regardless of whether or not a formal complaint is filed. Supportive measures are offered without fee or charge, are not disciplinary in nature, and are not designed to unreasonably burden the other party.

The university will maintain the confidentiality of the individuals receiving supportive measures, to the extent that maintaining such confidentiality does not impair the university's ability to provide the supportive measures. Supportive measures are assessed individually and tailored to the specific needs of the Parties involved.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any requests for or questions concerning supportive measures should be directed to the Title IX Coordinator.

Potential supportive measures, implemented on behalf of the complainant and/or the respondent to the extent reasonably available and warranted by the circumstances, include, but are not limited to:

- Residence hall reassignment
- Counseling
- Extensions of course-related deadlines, including rescheduling of exams and assignments
- Modifications to class or work schedules and/or locations
- Withdrawal from or re-taking a class without penalty
- Imposition of a mutual “no-contact order” (failing to abide by the no-contact order may result in allegations of additional policy violations)
- Campus escorts
- Leave of absence
- Providing assistance with identifying resources available to assist with matters of visa or immigration issues

VIII. EMERGENCY REMOVAL AND EMPLOYEE ADMINISTRATIVE LEAVE

In addition to the supportive measures described in Section VII Supportive Measures, the University may, where appropriate, remove a student or employee on an emergency basis.

A. Emergency Removal

A student respondent may be removed from the university’s programs and activities on an emergency/temporary basis if, after an individualized safety and risk analysis by the Title IX Coordinator or the Title IX Coordinator’s designee, it is determined that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. Under these circumstances, the student respondent will be notified in writing of the emergency removal from the university’s education program or activity, and the student respondent will have an opportunity to immediately challenge the decision.

B. Employee Administrative Leave

An employee respondent may be placed on administrative leave, in accordance with the university’s policies and procedures, during the pendency of the grievance process.

IX. ADDITIONAL CONDUCT VIOLATIONS

A. Other Prohibited Conduct

In addition to the Prohibited Conduct described in Section IV.B Prohibited Conduct of this policy, individuals subject to this policy should be aware that all other university policies apply as well. Other violations of university policy that occur in the course of an investigation, informal resolution, or formal grievance process are subject to discipline. Examples of such conduct include, but are not limited to:

1. False Complaint or Providing False Information

All participants in this process are expected to provide truthful information to the best of their ability. Any person who, in bad faith, knowingly files a false complaint under this policy or provides materially false information is subject to disciplinary action up to and including dismissal or separation from the university. A determination that a respondent is not responsible for allegations of sexual misconduct does not imply a report, formal complaint, or information provided by a complainant or witnesses was false. Similarly, a determination that a respondent is responsible for a policy violation does not imply that a respondent’s or witness statements disclaiming responsibility were false.

2. Interference with Complaint Resolution Process

Any person who interferes with the complaint resolution process under this policy is subject to disciplinary action up to and including dismissal or separation from the university. Interference with a grievance process may include, but is not limited to:

- Attempting to coerce, compel, or prevent an individual from providing testimony or relevant information;
- Removing, destroying, or altering documentation relevant to the grievance process; or

- Knowingly providing false or misleading information to the Title IX Coordinator, investigator(s) or hearing officer(s)/panel or encouraging others to do so.

B. Concurrent Pending Personnel, Academic, or Conduct Actions

The filing of a formal complaint under this policy will not stop or delay the enforcement of other university policies, including, but not limited to:

- Any evaluation or disciplinary action relating to a complainant who is not performing up to acceptable standards or who has violated other university rules or policies;
- Any evaluation or grading of students participating in a class;
- The ability of a student to add/drop a class or change academic programs; or
- Any job-related functions of a university employee.

X. GRIEVANCE PROCEDURES AND COMPLAINT RESOLUTION

A. University Officials Involved in the Grievance Process

1. Title IX Coordinator

The Title IX Coordinator is the university administrator responsible for oversight of the university’s compliance with Title IX. The Title IX Coordinator is responsible for responding to reports and formal complaints of Sexual Harassment as well as other Prohibited Conduct under this policy. Any member of the university community may contact the Title IX Coordinator with questions or to discuss the grievance process. The Title IX Coordinator is also available to discuss this policy and the grievance processes, coordinate supportive measures, and provide education on sexual misconduct, Sexual Harassment and other relevant issues.

2. Investigators

Investigators are neutral and impartial fact finders assigned by the university to investigate formal complaints and gather evidence and information. Investigators are responsible for completing an investigation report at the end of the investigation.

3. Hearing Officer(s)/Panel

The hearing officer(s) is responsible for conducting the hearing in an efficient and orderly fashion. This includes ensuring that all participants and attendees of the hearing comply with university expectations for their conduct during the proceedings. The hearing officer(s) is also responsible for evaluating the relevancy of questions the parties wish to ask of each other and witnesses and rendering a written determination regarding the responsibility of the respondent as related to the alleged Prohibited Conduct. Hearing officer(s) are responsible for conducting themselves and rendering a decision in a neutral, impartial, and objective manner.

4. Appeal Officer

The appeal officer is a neutral party assigned to review appeals of the grievance process as outlined in this policy. The appeal officer cannot be the Title IX Coordinator, or an Investigator or Hearing Officer involved in the decision being appealed.

B. Applicability of Grievance Processes

1. Students

The grievance process in Sections X.A to X.J of this policy applies in instances where:

- The reported behavior qualifies as Title IX – Sexual Harassment as defined in this policy and meets all the following threshold requirements, as determined by the Title IX Coordinator and as mandated by federal regulations:
- The conduct must have occurred against a person in the United States.
- The conduct must have occurred within the university’s education program or activity. For purposes of this policy, this means that the conduct must

have occurred either (a) in a location, event, or circumstances over which the university exercised substantial control over both the respondent and the context in which the sexual harassment occurs or (b) in relation to a building owned or controlled by a student organization that is officially recognized by the university.

- The complainant must be participating in or attempting to participate in the education program or activity of the university at the time the formal complaint is filed.

Conduct that does not meet these threshold requirements is subject to a Title IX Dismissal, but in instances where the Respondent is a student at the time of the alleged conduct the process in Section X.K Alternative Grievance Process for Students of this policy applies.

2. Employees

The grievance process in Sections X.A to X.J of this policy applies in instances where:

- The reported behavior qualifies as Title IX – Sexual Harassment as defined in this policy and meets all of the following threshold requirements, as determined by the Title IX Coordinator and as mandated by federal regulations:
- The conduct must have occurred against a person in the United States.
- The conduct must have occurred within the university’s education program or activity. For purposes of this Policy, this means that the conduct must have occurred either (a) in a location, event, or circumstances over which the university exercised substantial control over both the respondent and the context in which the sexual harassment occurs or (b) in relation to a building owned or controlled by a student organization that is officially recognized by the university.
- The complainant must be participating in or attempting to participate in the education program or activity of the University at the time the formal complaint is filed.

Conduct that does not meet these threshold requirements is subject to a Title IX Dismissal, and instances of allegations of sexual misconduct against employees will be handled according to applicable policies found in a university handbook. In instances where the respondent is a student at the time of the alleged conduct, the process in Section X.K Alternative Grievance Process for Students of the university’s Policy Against Sexual Misconduct applies.

3. Contracted Workers, Vendors, Visitors, Volunteers, etc.

In reviewing formal complaint against third parties, the university will apply the analysis described above regarding employees. The university may apply other institutional policies to third-party respondents if the grievance procedures outlined in this policy do not apply to the alleged conduct.

Formal Complaint

To initiate the grievance process, the complainant must sign a formal complaint requesting an investigation and submit it to the Title IX Coordinator. A formal complaint is a document filed in writing by and signed by a complainant or signed by the Title IX Coordinator that alleges conduct prohibited under this policy by a respondent and requests that the university officially investigate and resolve the allegation. The formal complaint may be filed with the Title IX Coordinator by in-person delivery, by mail, by electronic mail, or through the online reporting form and must contain the Complainant’s physical or digital signature. In the instances when the Title IX Coordinator signs and submits a formal complaint, the Title IX Coordinator is not a complainant or a party during a Formal Resolution and must comply with requirements for any person involved in the response and/or resolution to be free from conflicts and bias. The complaint must be submitted in writing and must include the following:

- Name and contact information of complainant;
- Name(s) of respondent(s) (if known);
- A detailed description of the alleged conduct or incident that is the basis of the alleged violation under this policy;
- Dates(s), time(s), location(s) of the alleged occurrence(s); and
- Names of any witnesses to the alleged conduct or incident

The Complainant may also submit any documents or information relevant to the formal complaint. The Respondent will have access to all information gathered during an investigation, including the formal complaint and any materials submitted with it.

Dismissal of Formal Complaints

a. Required Dismissal

Under the Title IX regulations, the university is required to distinguish between prohibited conduct under the purview of Title IX and prohibited conduct that may be a violation of other university policies. The university is legally required to dismiss a Formal Complaint of Title IX - Sexual Harassment as defined by this policy, in whole or in part, when Sexual Harassment is alleged and where:

- The conduct does not meet the definition of Title IX-Sexual Harassment;
- The alleged conduct did not occur in the university's education program or activity; or
- The alleged conduct did not occur against a person in the United States.

A required dismissal under this section applies only to allegations of Title IX - Sexual Harassment. The university may still investigate a formal complaint to assess whether other institutional policies have been violated. The university may also investigate allegations of prohibited conduct under this policy but not technically under the purview of Title IX.

b. Discretionary Dismissal

A formal complaint may be withdrawn if the complainant informs the Title IX Coordinator in writing that he or she wants to withdraw the complaint or the allegations. The Title IX Coordinator may choose to withdraw a formal complaint if a respondent is no longer participating in or attempting to participate in the education or program activity of the university, the complainant submits a written request to withdraw the complaint, or specific circumstances prevent the university from gathering evidence sufficient to reach a determination. No matter the reason for the withdrawal of a complaint, the parties will be notified in writing of the decision, including the reasoning.

c. Notice of Dismissal

If the university dismisses a formal complaint pursuant to the preceding paragraph, the university will provide both parties a written notice of the dismissal in addition to the reason(s) for the dismissal.

d. Appeal of Decision to Dismiss

Either party may appeal that university's decision to dismiss a formal complaint, utilizing the appeal process outlined in Section X.I. Appeals.

e. Concurrent Criminal or Civil Proceedings

As a matter of practice, the University will not wait for the outcome of a concurrent criminal or civil proceeding to take action on a formal complaint. At the university's discretion, the university may pause or delay an investigation for a brief period of time due to concurrent criminal or civil proceedings on a case-by-case basis.

Notice of Formal Complaint

Once a formal complaint is received, the Title IX Coordinator will provide a written notice to the parties of the formal complaint and available university resources. The written notice of the formal complaint will include the following:

- A notice of the grievance process as outlined in this policy;
- A notice of the allegations that potentially constitute prohibited conduct under this policy, including sufficient details about the alleged conduct known to the university at the time of receipt of the formal complaint. "Sufficient details" include the identity of the parties (if known), as well as the date(s), time(s), and location(s) of the alleged conduct;
- A statement of the potential policy violations being investigated;
- A statement that the respondent is presumed not responsible for the alleged conduct and that the determination regarding responsibility will be made at the conclusion of the grievance process;
- The rights of both parties to an advisor of their choice who may be, but is not required to be, an attorney, and that their advisor may inspect and review all evidence;

- A statement that the parties may review evidence gathered as part of any investigation;
- A reference to the provision of this policy (Section IX.A.1) that knowingly making false statements or submitting false information during the grievance process is prohibited and subject to disciplinary action; and
- Any other information relevant to the written notice.

Informal Resolution

The university may, in the Title IX Coordinator's discretion, facilitate an informal resolution in accordance with the protocol outlined below.

Generally, informal resolution involves a structured, supervised interaction between the parties and/or other affected community members that seeks to identify and meet the needs of the complainant while providing an opportunity for the respondent and/or other affected community members to accept responsibility and repair harm (to the extent possible). Informal resolution may not include an investigation, hearing, or disciplinary action against a respondent (including transcript notations) but may include imposing appropriate and reasonable remedies as agreed to by the parties. All informal resolutions are facilitated by a trained administrator or outside expert.

1. Informal Resolution Availability

Informal resolution is available in matters in which the Title IX Coordinator, in the Title IX Coordinator's discretion, determines it is appropriate. Factors the university will consider when determining whether a report of Prohibited Conduct is suitable for informal resolution include, but are not limited to:

- the nature and severity of the conduct, including whether the use of force or a weapon was involved;
- the respondent's prior known disciplinary or criminal conduct, including whether the university has received other reports of Prohibited Conduct committed by the respondent;
- whether the alleged incident poses a risk of harm to other individuals or the community;
- the dynamics of power or control commonly associated with the alleged conduct or the nature of the parties' relationship;
- whether multiple parties are affected or involved;
- any admissions of responsibility by the Respondent; and
- any other factor deemed relevant by the Title IX Coordinator or their designee in the interest of overall campus safety or safety of the parties involved.

Informal resolution will not be permitted if the respondent is a non-student employee accused of committing Sexual Harassment against a student.

2. Informal Resolution Process

At any time after the parties are provided written notice of the formal complaint, and before the completion of any appeal, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the formal complaint by agreement of the parties.

The specific manner of any informal resolution process will be determined by the parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another university official, or a suitable third-party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a Party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each Party must voluntarily provide written consent to the Title IX Coordinator before the informal resolution may commence. The University will not pressure or compel any

individual to engage in mediation, to directly confront the other, or to participate in any form of informal resolution. Individuals may be accompanied by an advisor or support person at any meetings related to the informal resolution process.

3. Informal Resolution Timeframe

Informal resolutions of a formal complaint will typically be concluded within 30 calendar days after notice to the university that both parties wish to proceed with the informal resolution process. The Title IX Coordinator may adjust any time periods or deadlines in the informal resolution process for good cause. During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

4. Termination of Informal Resolution

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized. If a party exercises their right to terminate an informal resolution, the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

5. Informal Resolution Agreements and Documentation

If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signatures. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, appeal, remediation, or discipline by the university, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to the university.

Any final resolution pursuant to the informal resolution process will be documented and kept for at least seven years as required by law. However, no recording of the informal resolution process will be made, and all statements made during the informal resolution process may not be used for or against either party (and the hearing officer and appeal officer may not consider any such statement made during informal resolution) should the parties resume the grievance process. Failure to comply with an informal resolution agreement may result in disciplinary action.

Investigations of a Formal Complaint

1. Time to Respond

After the university provides the parties with a written notice of a formal complaint, the respondent will be allowed a reasonable time to respond in writing and through an interview with the investigators.

2. Notice of Meetings, Proceedings, and Interviews

The university will provide written notice to a party whose participation is invited or expected of the date, time, location, participants, and purpose of all meetings, investigative interviews, or other proceedings in the grievance process, with sufficient time for the party to prepare to participate. The complainant and respondent may have an advisor of their choice attend any related interview, meeting, or proceeding in the grievance process. Advisors are not permitted to actively participate in meetings or proceedings in the grievance process, unless explicitly provided for in this policy.

3. Evidence

The parties may present the investigator with any information or evidence that may be relevant to the formal complaint. The parties may present the names of any fact or expert witnesses who may provide relevant information, and how the witnesses may be relevant to the formal complaint. The parties may submit to the investigators any questions they would like asked of any known potential witnesses or parties.

4. Witness Interviews

The complainant and respondent may present witnesses to the investigator. The investigator(s) will interview relevant and available witnesses.

5. Investigation Timeframe

The investigation of a formal complaint will typically be concluded within 90 days of the filing of a formal complaint. The university, for good cause, may extend the time frame and will notify both parties of any such extension, including the reason for such an extension. The parties will be updated on the progress of the investigation as needed.

6. Access to Evidence

After the investigation report has been drafted, but not yet finalized, the investigators will provide each party and each party's advisor, if any, with access to all evidence obtained (relevant or not) as part of the investigation. Both parties will have at least 10 calendar days to inspect, review, and respond to the evidence. All responses to the evidence must be submitted by the parties, in writing, to the investigators. Advisors are not permitted to submit written response to the evidence on their own or on behalf of the party they are advising. The investigators will consider all timely responses submitted by the parties in finalizing the investigation report.

7. Completed Investigation Report

The investigators will complete an investigation report that summarizes all relevant evidence. In addition, the completed investigation report will contain the following:

- A list of each of the allegations that potentially constitutes prohibited conduct under this policy;
- A timeline of the procedural steps of the investigation;
- Summaries of participant statements and responses to questions.

The investigators will provide the completed investigation report concurrently to both parties and each party's advisor, if any, at least 10 calendar days prior to the date of the scheduled hearing in order to review and prepare for the hearing. A copy of the completed investigation report will also be issued to the Title IX Coordinator and the hearing officer(s) assigned to the hearing.

Standard of Evidence and Presumption of Not Responsible

Respondents have the right to be, and will be, presumed not responsible for a violation of Prohibited Conduct unless found in violation at the end of the grievance process. All decisions in the grievance process will be made using the preponderance of the evidence standard.

Hearing

1. Written Notice of Hearing

The university will provide written notice to participants of the hearing, and the participant's advisor, if any, at least 10 calendar days in advance of the hearing. The written notice shall include the date, time, and location for the hearing as well as names of all participants in the hearing (including the hearing officer(s) and all parties and participants in the investigation report). The notice shall also include the purpose of the hearing, a statement of the alleged prohibited conduct, and a summary statement of the evidence gathered.

2. Challenges to the Hearing Officer(s)

Both the complainant and the respondent have the right to challenge the hearing officer(s) based on fairness, impartiality, or objectivity. The challenge must be submitted in writing to the hearing officer(s) within five (5) calendar days after receiving notice of the name of the hearing officer and must state the reasons for the challenge. The hearing officer(s) will be the sole judge of whether they can serve with fairness, impartiality, and objectivity. If the hearing officer(s) recuses themselves, another Hearing Officer will be selected.

3. Duties of the Hearing Officer(s) During the Hearing

The hearing officer(s) is/are responsible for conducting the hearing in an efficient and orderly fashion. The hearing officer(s) may question participants who testify at the hearing at any time and will rule on the relevancy of questions posed to participants at the hearing. Additionally, the hearing officer(s) will rule on all procedural matters and on any objections that may arise during the hearing.

4. Physical and Virtual Hearing Space

The university may provide for a live hearing to occur either in person or virtually, utilizing technology that allows both parties and the hearing officer to simultaneously see and hear participants answering questions. At the request of either party, the university will arrange for the hearing to occur with the parties in separate rooms and allowing participants to participate virtually. Participants may choose to appear at the hearing virtually and are not required to be physically present at the same physical location as the hearing.

5. Access to Evidence

Each party will have access to all the evidence from the investigation, including a copy of the completed investigation report.

6. Recording of the Hearing

The hearing will be recorded. The university will determine if the recording is made in audio or audiovisual format. The hearing proceedings may be transcribed at the sole discretion of the university. The recording or transcript, if applicable, will be available for the parties to inspect and review, upon request.

7. Advisor of Choice

Both parties are entitled to an advisor of their choice at the hearing. If a party does not have an advisor, the university will provide one. Advisors are not permitted to actively participate in the hearing, except for asking questions of the other party and of any witnesses.

8. Opening and Closing Statements

Both the complainant and respondent may make opening and closing statements.

9. Exclusion of Privileged Information

The hearing officer(s) may not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege in the state of Nebraska, unless the person holding such privilege has waived the privilege. This includes information protected by attorney-client privilege and physician-patient privilege.

10. Questioning Participants

a. Questioning by the Hearing Officer(s)

The hearing officer(s) may ask questions of any participant in the hearing at any time and may be the first person to ask any question of any party or witness.

b. Questioning by Advisors

Each party's advisor will have the opportunity to ask relevant questions and follow up questions of the other party and of any witnesses that participate in the hearing. This includes questions challenging credibility. The parties will not be permitted to question other participants themselves. Each advisor can ask questions verbally, directly, and in real time at the hearing. After an advisor asks each question, but before the participant being questioned responds, the hearing officer(s) will rule as to whether the question is relevant to the alleged conduct charges. If the hearing officer(s) decides the question is irrelevant, the hearing officer(s) must explain their decision to exclude the question. If the hearing officer(s) decides the question is relevant, the participant must answer it.

c. Prior Sexual History

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove the complainant consented to the alleged conduct.

d. Not Submitting to Cross-Examination

If a party or witness refuses to submit to cross-examination during the hearing, the hearing officer(s) will not rely on any statement of that party or witness, when reaching a responsibility determination. The hearing officer(s) will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing

or refusal to answer questions.

11. Hearing Officer(s) Determination

Within ten (10) business days of the conclusion of the hearing, the hearing officer(s) will issue a written decision, which will include the following:

- The allegations that potentially constitute prohibited conduct under this policy and were under review at the hearing;
- A timeline of the procedural steps of the grievance process, beginning with the receipt of the formal complaint through the conclusion of the hearing;
- The findings of fact that support the hearing officer(s)'s determination;
- The decision and rationale as to whether the respondent is responsible for each allegation;
- Any disciplinary sanctions imposed, if applicable;
- The remedies, if applicable, designed to restore the complainant's access to the education program or activity; and
- The university's procedures and permissible basis for the complainant and respondent to appeal.

The hearing officer(s) will send a copy of the written decision concurrently to both parties. In addition, a copy will be sent to the Vice President for Student Affairs and Athletics (for student respondents) or appropriate administrator (for employee respondents) and the Title IX Coordinator.

Sanctions and Remedies

The following sanctions and remedies may be imposed by the hearing officer(s) in accordance with this policy:

1. Student Respondents

- Educational training;
- Prohibition on shared classes or extra-curricular activities;
- Suspension or revocation of rights and privileges, including but not limited to participation in athletic or extracurricular activities and ability to reside in University owned or operated housing;
- Withholding of grades, official transcript, and/or degree;
- Bar against readmission, bar against enrollment, drop from one or more classes, and/or withdrawal from the University;
- Denial of degree;
- Revocation of degree and withdrawal of diploma;
- Disciplinary probation;
- Denial of admission to and/or removal from a university program or activity;
- Suspension from the university. Suspension is for a set period and is noted on the academic transcript. At the request of the student, the notation can be removed from the transcript when the period of suspension has concluded, and all conditions of the suspension and any other sanctions have been met;
- Expulsion (permanent removal from the University). Expulsion creates a permanent notation on the student's academic transcript; and/or
- Other sanction(s) or remedies as deemed appropriate by the hearing officer.

2. Employee Respondents

- Employment probation;
- Job demotion or reassignment;
- Suspension (with or without pay) for a specific period of time;
- Dismissal or termination;
- Ineligibility for rehire; and/or
- Other sanction(s) or remedies as deemed appropriate by the hearing officer(s).

Appeals

Either party may appeal either the university's decision to dismiss a formal complaint or a hearing officer(s)'s decision in writing within 10 calendar days of notification of the decision to dismiss the complaint or the hearing officer(s)'s determination. Appeals are limited to the following basis:

- There was a procedural irregularity that affected the outcome of the matter;
- There is new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- The Title IX Coordinator, investigator(s), or hearing officer(s) had a conflict of interest or bias for or against the parties (generally or the parties specifically involved in this matter) that affected the outcome of the matter.

When an appeal is filed, both parties will be notified in writing of the appeal, and the university will promptly provide a copy of the appeal to the non-appealing party. Any non-appealing party will have seven calendar (7) days from the notification of the appeal to submit a written statement in support of the outcome. The appeal officer will review the appeal and issue a written decision within 21 calendar days from the date the appeal was submitted.

At the conclusion of their review, the appeal officer will issue a written decision to:

- Affirm the university's decision to dismiss a formal complaint;
- Affirm the hearing officer's determination regarding the respondent's responsibility and affirm the disciplinary sanction(s) and remedies, if applicable;
- Affirm the hearing officer(s)'s determination regarding the respondent's responsibility and amend the disciplinary sanction(s) and remedies, if applicable;
- Remand the process back to the hearing stage for the original hearing officer to remedy any procedural irregularity or consider new evidence;
- Remand the process back to the hearing stage for a new hearing officer to conduct a new hearing on the matter;
- Reverse the University's decision to dismiss a complaint, reinstate the complaint, and imitate the formal grievance process;
- Reverse the hearing officer's determination of the respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable; or
- Affirm or amend the sanctions and/or remedies outlined in an administrative resolution.

Record Keeping

The university will retain all the documentation included in the grievance process for at least seven years, in accordance with state and federal records laws and university policy. Records of all matters resulting in expulsion (students) and ineligibility for rehire (employees) will be kept permanently. All documentation of records is private and confidential. Student records of the grievance process are disciplinary records under FERPA.

Alternative Grievance Process for Students

For all other formal complaints where the respondent is a student at the time of the alleged conduct, the grievance process as outlined below applies:

1. Investigation Report and Preliminary Determination Regarding Responsibility

Section X.F of this policy applies except that the investigator(s) will include a preliminary determination of responsibility for each allegation in the completed investigation report. The preliminary determination of responsibility will also include the findings of fact that support the investigators' determination as well as the rationale for the determination for each allegation. The completed investigation report will be forwarded to the Title IX Coordinator (or designee). The Title IX Coordinator (or designee) will conduct an independent review of the investigation report and, at the conclusion of the review, will:

- Accept the preliminary determination regarding responsibility of the respondent, and either dismiss the matter or proceed to resolution (if applicable);
- Amend the preliminary determination regarding responsibility of the respondent and either dismiss the matter or proceed to resolution (if applicable); or
- Remand the process back to the investigation stage to address an investigation concern.

2. Resolution

Where there is a determination of responsibility the process will proceed to the resolution stage, and the complainant and respondent may elect one of the following options:

a. Administrative Resolution

Both parties agree to the determination of responsibility outlined in the completed investigation report and waive their right to a hearing. The matter is referred to the Vice President for Student Affairs and Athletics to implement sanctions and/or remedies. Both parties retain the right to appeal the sanctions and/or remedies as outlined in Section X.J of this policy. The finding of responsibility may not be appealed by either party.

b. Hearing

If either party chooses this option, then a hearing must be convened for the resolution of the allegations. In a hearing, the determination regarding responsibility of the respondent will be made by a hearing officer(s). Both parties retain the right to appeal the outcome of the hearing, as described in Section X.J of this policy.

3. Hearing Procedures Under the Alternative Grievance Process

The hearing procedures described in Section X will apply to hearings conducted under this alternative grievance process, with the following exceptions:

a. Advisor of Choice

Each party may have an advisor of their choice at the hearing. Upon request, the university will provide an advisor to either party. Advisors are not permitted to actively participate in any portion of a hearing conducted under the alternative grievance process.

b. Questioning Participants

The hearing officer(s) may ask questions of any participant in the hearing at any time and may be the first person to ask questions of any party or witness. Each party may ask relevant questions of any participant in the hearing by submitting the questions they would like to be asked to the hearing officer(s) in writing. The hearing officer(s) will determine whether the question is relevant to the alleged charges. The hearing officer(s) will then ask relevant cross-examination questions to the participant and allow for relevant follow up questions, if applicable. Advisors are not permitted to ask any questions of participants during hearings conducted under the alternative grievance process.

c. Prior Sexual History

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove the complainant consented to the alleged conduct.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. Victim's rights include:

- To be treated with respect by University officials.
- To take advantage of campus support resources (such as the Counseling Center, the Health Center and Campus Ministries).
- To experience a safe living, educational, and work environment.

- To have an advisor or advocate during the process.
- To be free from retaliation.
- To have complaints heard in substantial accordance with procedures.
- To full participation in any process whether the injured party is serving as the complainant, or the University is serving as complainant.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible.

Concordia University complies with Nebraska law in recognizing protection orders by contacting local law enforcement authorities in the event of a protection order violation. Any person who obtains a protection order from Nebraska or any other issuing jurisdiction, should provide a copy to the Campus Security Department, the Office of the Title IX Coordinator or Human Resources. A complainant may then meet with Campus Security and the Title IX Coordinator to develop a Safety Action Plan, which is a plan for Campus Safety 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, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. The University cannot apply for a protection order for a victim. University officials will assist individuals with obtaining a protection order. Information regarding Protection Orders is available through the Seward Police Department or by visiting the State of Nebraska Judicial Branch website at <https://supremecourt.nebraska.gov/self-help/protection-abuse>.

To the extent possible, identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. This includes maintaining confidential any accommodations or protective measures provided to the victim or other necessary parties, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures. The University will inform a victim or other necessary parties prior to sharing personally identifiable information about the victim or other parties that the University believes is necessary to provide an accommodation or protective measure. The University does not publish the name of crime victims or other parties nor house identifiable information regarding victims in the Campus Security Department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources. Victims or other necessary parties may contact the Vice President for Student Affairs and Athletics or the Human Resource Department for assistance.

Responsible Employee Policy (Mandatory Reporters)

Faculty, staff, and student employees (including RAs) are considered mandatory reporters (Responsible Employees). A mandatory reporter (responsible employee) must report all allegations of sexual misconduct to the Title IX Coordinator immediately. A victim of sexual assault, dating violence, domestic violence, or stalking may report an incident to any mandatory reporter, including a Residential Director (RD) or Residential Assistant (RA). Concordia employees who hold a professional license who are not employed by Concordia as a counselor, health service provider, or an ordained LCMS minister, are considered mandatory reporters (responsible employee).

If You Are the Survivor of a Sexual Assault...

Your safety and well-being are of paramount importance. Survivors of sexual assault are encouraged to take the following actions immediately:

1. Go to a safe place.
2. Contact or have a friend contact Security at **402-643-3033**. Security will assist you in reporting the crime to the police and in getting medical and counseling services.
3. Do not touch any evidence or straighten up the area where the assault occurred.
4. Do not shower, bathe, douche, brush your teeth, use mouthwash, comb your hair or change your clothes, as these actions will destroy evidence of the attack.
5. Go to a hospital emergency room. Medical evidence for use in a criminal prosecution of a criminal offense is collected at the hospital. **NOTE:** You are **NOT** obligated to press charges just because you consent to this procedure; however, this evidence is very important should you later decide to prosecute. Security or the police will provide transportation if needed. Bring a full change of clothing because the clothes you were wearing at the time of the attack may be kept as evidence.
6. Do not blame yourself.
7. Contact the Title IX Coordinator, Gene Brooks, at (402) 643-7373.

Survivor's Bill of Rights

1. Survivors have the right to be treated with dignity and seriousness by campus personnel.
2. Survivors of crimes against one's person have the right to be reasonably free from intimidation and harm.
3. University personnel shall be encouraged to inform a survivor that they are not responsible for crimes against their person.
4. Survivors shall be made aware of existing counseling and other student services that are available, both on and off campus.
5. Survivors shall be entitled to the same support opportunities the University permits the accused in a campus disciplinary proceeding, which includes the opportunity to have an advisor present during a disciplinary proceeding (see the Concordia University *Student Handbook* for further information).
6. Both the survivor and the accused shall be informed of the outcome of any disciplinary proceeding brought alleging a sex offense. This includes the final determination of the proceeding and any sanction imposed against the accused. The sanctions that may be imposed are detailed in the Concordia University *Student Handbook*.
7. Any survivor who does not wish to remain in his or her present residence hall or class section may be granted a transfer to any available housing or class section, upon request, if reasonably available.

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 the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." Concordia University wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. 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.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

The 5 steps of Bystander Intervention

1. Notice something is happening
2. Recognize something is wrong
3. Take personal responsibility
4. Know how you can help
5. Use the 3 D's:
 - Direct
 - Delegate
 - Distract

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.
- 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 cash 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 to find a way out of a bad situation. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- 10) 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.
- 11) Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- 12) Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated, considering the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- 13) 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).
- 14) 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, etc.
- 15) 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?
- 16) 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.

Prevention and Educational Programs

Concordia University recognizes that the most effective way to achieve a community free of sexual misconduct is to equip all community members with the skills to recognize and prevent these prohibited forms of conduct.

Throughout the year the university offers educational programs to promote awareness of sexual misconduct. Prevention programs include an overview of the university's policies and procedures, relevant definitions, including Prohibited Conduct (sexual misconduct), consent, discussion of the impact of alcohol and illegal drug use, safe and positive options for bystander intervention, and information about risk reduction. Incoming first-year students and new employees will receive primary prevention and awareness programming as part of their orientation.

Concordia University offers regular primary prevention programs and ongoing education and awareness programs for all students and employees. Employees who play a key role in implementing the policy, including those faculty and staff who are likely to receive reports of Prohibited Conduct (sexual misconduct) will receive regular in-depth training to assist with a timely, sensitive, respectful, and effective institutional response.

Concordia University is committed to ensuring that all employees understand how to respond to reports of this nature. Education programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies sexual harassment, sexual assault, domestic violence, dating violence, and stalking as prohibited conduct;
- Defines what conduct constitutes sexual harassment, domestic violence, dating violence, sexual assault, and stalking;
- Defines what conduct and actions constitute consent to sexual activity in the State of Nebraska;

- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander. Bystander intervention includes recognizing situations of potential harm, understanding University structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

For additional information, please contact the Student Life Office 402-643-7411.

The University also has a Title IX webpage as part of the University's main website. The webpage was recently updated and expanded to meet the Campus SaVE requirements while honoring Concordia University's Christian mission. New additions to the webpage include an electronic Title IX Complaint form, detailed description of resources and services, link to the University's Sexual Assault Resource Guide, as well as training and education opportunities.

Seward campus educational programs include:

Student Orientation - Title IX Training: All First-Year Students are expected to attend a presentation during new student orientation where the video *Honor One Another* is shown and discussed. This video addresses sexual harassment relating to students with content that also applies to faculty and staff. It touches on the topics of dating violence, stalking, sexual assault and consent. It also addresses how to be an active bystander. All students of the University are required to watch the video.

Student Leadership Training: All Resident Assistants are required to attend a two weeklong training in the summer to prepare for their role on campus. The training includes but is not limited to the following presentations and programming: Alcohol Awareness, Bystander Invention Training, and Responsible Employee (Mandatory Reporter) Training.

Alcohol Awareness: Training addresses the dangers of excessive alcohol use and how it relates to the risk of sexual assault. Students are provided with practical risk reduction techniques that they can use in social settings.

Title IX Training: Across campus, trainings are led by the Title IX Coordinator. During the trainings the Coordinator defines the university's Policy Against Sexual Misconduct, including but not limited the definitions of sexual harassment, non-consensual sexual intercourse, non-consensual sexual touching, dating violence, domestic violence, stalking, consent, incapacitation and how to support a student who needs to make a report and the procedures that follow a report.

Sexual Assault Survivor Support Training: Representatives from the Hope Crisis Center provide training on how to support a victim of sexual assault, dating violence or domestic violence, and the services that the center offers.

Bystander: Resident Assistants receive training on how to be an active bystander in a variety of social situations including ones involving dating violence and students at risk for sexual assault.

Sexual Assault Awareness Month: The University annually recognizes April as Sexual Assault Awareness Month and provides campus-wide programming focusing on being aware of and preventing sexual assault, dating violence, domestic violence and stalking.

Self-defense: The University has arranged for the Seward County Sheriff to provide self-defense classes to students and faculty on campus for free on multiple dates.

Student Athletes Title IX Training: The Title IX Coordinator makes separate presentations on Title IX to each athletics team. The presentations consist of education on the relationship between alcohol use and sexual assault, and how to be an active bystander. Additionally, this presentation has been recorded and is shared with all student athletes as needed.

Healthy Relationships: As part of First Year Experience course, the stages of a healthy romantic relationship are taught including how to identify and seek help when involved in dating violence, domestic violence, or stalking. Information on how to support a survivor of sexual assault and intimate partner violence is also provided.

Consent: As part of First Year Experience course, the topic of consent is addressed and the university's definition of consent in regard to sexual activity.

New Hires: All new hires, both faculty and staff, are required to complete an online module that explains that sexual harassment (including sexual assault), dating violence, domestic violence, and stalking are prohibited in the university community. The module also presents the signs and symptoms that are commonly present in such cases.

Sexual Harassment Training: All university employees must attend or view a training from outside legal counsel on sexual harassment explaining how it is prohibited in the university community, different words and actions that may constitute harassment and how to report it. The training also addresses the university's policy in regard to all employees being responsible employees/mandatory reporters on Title IX issues. The presentation emphasizes reporting in all circumstances to allow the university to investigate.

Sexual Assault Resource Guide: Concordia University has developed and distributes copies of the Title IX Resource Guide, which provides a listing of resources available to victims of sexual assault, dating violence, and domestic violence or stalking.

Policy Against Sexual Misconduct and University Employee Handbook: Concordia University has developed and distributed its Policy Against Sexual Misconduct and University Employee Handbooks, which provide a complete listing of all University's policies regarding sexual harassment, sexual assault, domestic & dating violence and stalking.

Drug and Alcohol Awareness: As part of the university's ongoing alcohol and drug education, student health services offers a variety of methods to educate students about the dangers of drugs and alcohol.

- The Nebraska State Patrol comes to campus with their drunk driving simulator and with the use of impaired vision goggles, students are given the opportunity to see what it is like to drive at various stages of impairment. There was also information available to students regarding the different alcohol content in drinks.
- Every month, in the form of our toilet talks, students receive information on various health topics including sexual assault, dating violence, domestic violence, and stalking as well as drugs and alcohol.

Additionally, the university's Title IX Team receives Title IX training, including how to identify sexual harassment and violence as well as how to respond under institutional procedures. This training also covers the psychological needs of the victims and survivors of sexual violence so that the team may properly investigate a claim. Also, the Title IX Team is continually selecting and implementing further campus-wide programming on sexual violence, the focuses on the prevention of sexual violence, dating violence, domestic violence, and stalking.

Notification of Missing Students

The following policy and procedure has been established to assist in locating Concordia students living in Concordia owned on-campus housing who, based on the facts and circumstances known to Concordia are determined to be missing.

Anyone who believes a student is missing should report their concern to Campus Security at 402-643-3033 or the Student Life Office. Every report made to Campus Security or the Student Life Office will result in an investigation when it has been determined that the student has been missing for 24 hours. Any missing student report must be referred immediately to the campus security department. Concordia will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing. If Security or law enforcement personnel have been notified and determine that a student who is the subject of a missing person report has been missing for more than 24 hours and has not been accounted for, Concordia will initiate the emergency contact procedures in accordance with the student's designation or circumstance.

At the beginning of each academic year, students residing on-campus will be asked to provide emergency contact information in the event he/she is reported missing while enrolled at Concordia.

This information will include the following:

- Students have the option of identifying an individual to be contacted by Concordia not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Student Life Office. The designated contact will remain in effect until changed by the student. Only authorized University officials and law enforcement will be given access to the designated person's contact information during any investigation.
- If the student is under 18 years of age, and not an emancipated individual, Concordia is required to notify a custodial parent or guardian not later 24 hours after the time that the student is determined to be missing.
- Concordia will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- If Concordia Security or law enforcement personnel has been notified and decides that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Concordia will initiate the emergency contact procedures in accordance with the student's designation.

Concordia will follow the following notification procedure for a missing student who resides in on-campus housing:

- Once Concordia, through any office or employee, receives a missing student report from any source the following offices will be notified:
 - Security
 - Student Life
- An official missing person report relating to the student shall be referred immediately to Security.
- If Security/Student Life, after investigating the official report, determines the student has been missing for more than 24 hours, Concordia will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply. This provision does not prevent Concordia from notifying identified emergency contacts and/or law enforcement earlier than 24 hours after a student has been determined to be missing.

Upon notification from any entity that any student may be missing, Concordia may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Student Life Staff may assist in physically locating the student by entering the student's assigned room and talking with known associates.
- Security/Student Life may search on campus public locations to find the student (library, cafeteria, etc.).
- Security/Student Life may use an ID picture to assist in identifying the missing student.
- Student Life may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Academic departments may be contacted to seek information on last sighting or other contact information.
- Security may access card access logs to determine last use of the card and track the card for future uses.
- Security may access vehicle registration information for vehicle location and distribution to authorities.
- Computing Services may be asked to look up email logs for last login and use of Concordia email system.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.

Crime Prevention

Concordia University Nebraska offers programs and information designed to inform students and employees about campus security procedures and practices. A common theme of all awareness and crime prevention programs is to encourage students, employees and visitors to be responsible for their own safety and for the safety of others on campus. Crime Prevention Programs on personal safety and security are sponsored by various campus organizations throughout the year. The programs include general crime prevention and security awareness, such as safety education briefings and materials, discussions and materials about alcohol and drug abuse, domestic violence, dating violence, sexual assault, stalking, self-defense, fire safety, emergency response and evacuation procedures. The Department of Campus Security, along with Residence Life staff, participates in fire prevention and safety briefings with all incoming students and new employees. Below is a sample of programs and services provided by the Department of Campus Security (main campus only unless otherwise noted):

Student Escorts: Anyone uncomfortable walking alone at night or those who may have temporary mobility impairment are encouraged to contact the Campus Security Department at 402-643-3033 from any campus phone for a safety escort. This service is available 24-hours a day.

Campus Safety Resident Assistant (RA) Training: The Student Life Office with assistance from the Campus Security Department provides training to Resident Assistants on current safety and security topics. Such topics include emergency procedures, theft prevention and personal safety. RA training is conducted annually before the beginning of the academic year.

New Employee Orientation: All new part-time and full-time employees attend campus safety training as part of the on-boarding process. Training includes such topics as workplace injury and illness prevention, crime prevention and basic emergency procedures.

Active Shooter: The Critical Incident Management Team conducted training to help faculty and staff prepare and survive an incident involving an active shooter. Active shooter response training is conducted routinely.

Campus Patrols: Campus Security Department officers patrol the campus on foot and in patrol vehicles. Officers also patrol academic and residential buildings.

Lost and Found: Lost and Found is located in the Student Life Office in the Janzow Campus Center. You may call (402) 643-7411 to inquire about a lost item. Recovered items may be claimed after proper identification has been produced.

Victim Assistance Program: Students, faculty, and staff are encouraged to report incidents of crime. Security will assist in reporting incidents to the police and if necessary, will also provide assistance dealing with the criminal justice system. Security will also assist in obtaining other necessary services such as medical and counseling services.

Residential Security: All residence halls are staffed by Concordia University Student Life Staff 24 hours per day, seven days per week. RAs and Resident Coordinators are trained at the beginning of each semester and also receive refresher training during the semester.

Self-defense: The University has arranged for the Seward County Sheriff to provide self-defense classes to students and faculty on campus for free on multiple dates.

Emergency Notification: A significant source of emergency information is CUNEAlert which is Concordia's emergency notification system. During an emergency appropriate for CUNEAlert, students will be notified via their cune.org email account and their registered mobile phone. Students, Faculty, and Staff of Concordia University are given the opportunity to provide other contact information (an alternate e-mail address and/or mobile phone number) by going to the "connectCUNE portal" under the New Student Tab, then Banner Self-Service, and then Personal Information. For more information about CUNEAlert please visit <http://www.cune.edu/cunealert>. CUNEAlert includes the following methods of communication:

- Phone, text or email message
- The Concordia web site (www.cune.edu)
- Campus or office phone

Other methods of communication include postings in or around campus buildings and loudspeakers.

Safety Awareness

Security:

- Inspects Concordia University properties and promptly makes repairs affecting safety and security.
- Requires Security officers to routinely walk through the campus to review lighting and other environmental concerns.
- Distributes information to the community.
- Patrols the campus in vehicles and on foot, including academic and residential buildings.
- Student Escorts: Anyone uncomfortable walking alone at night or those who may have temporary mobility impairment are encouraged to contact the Campus Security Department at 402-643-3033 from any campus phone for a safety escort. This service is available 24-hours a day.

Tips for Your Safety:

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

Report all suspicious activity to the Campus Security Department or the local law enforcement agency.

Program the Department of Campus Safety phone number into your cell phone:

- Campus Security Department (24-hour line): 402-643-3033
- Seward Police Department (emergency line): 911
- Seward Police Department (non-emergency line): 402-643-4578

Residence Hall Safety Tips:

- Never leave a door propped open.
- Always lock your door when you leave your room or go to sleep.
- Keep windows closed and locked when you are not in your residence.
- Identify visitors using the door viewer (peephole) before you let them in.
- Report any unusual telephone calls to Security.
- If you do receive a telephone call from someone you do not know, never give out any pertinent information (room number, telephone number, last name, social security number, etc.) about yourself or someone you know.
- Report suspicious activity to Security.
- Inventory your personal property and insure it appropriately with personal insurance coverage

Vehicle Safety Tips:

- Always lock your vehicle.
- Do not leave valuables in your vehicle.
- Park in well-lit areas.

Personal Safety Tips:

- Travel on streets where there is pedestrian traffic.
- If possible, use the buddy system – don't walk alone – especially at night.
- Be aware and alert to your surroundings. Instead of texting or looking down at the ground, watch for cars and people around you.
- Do not leave valuables unattended.
- Use Campus Security Officers as escorts.
- Always carry your keys and Concordia identification card and do not lend them to anyone

Social Situations:

- Before going on a date, know your date's name, address, and friends.
- Meet new friends in public places.
- Do not rely on someone you just met for your ride home.
- If sexual interaction on a date begins to make you uncomfortable, get out of that situation.
- Speak up! Communicate your wishes clearly. Don't let anyone assume you are going to have intimate relations with him/her.
- Assert yourself. Insist on being treated with respect.
- If you are assaulted, find a safe place and a friend, and call (anytime day or night) Security

Important Telephone Numbers

Emergency – 911

Campus Security – 402-643-3033

Student Life Office – 402-643-7411

University Health Center – 402-643-7224

University Counseling Services – 402-643-7398

Rape & Sexual Assault Hotline – 800-656-(HOPE) 4673

National Domestic Violence Hotline – 800-799-(SAFE) 7233

Preparation of the Annual Campus Security Report & Crime Statistics

The Student Life Office compiles statistics for the annual report based on incidents reported directly to the local police, Campus Security Department, Title IX Coordinator and other university officials with significant responsibility for student and campus activities. The 2023 report covers statistics for 2022, 2021, and 2020.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the Student Life Office, Title IX Coordinator, the Campus Security Department, the Seward Police Department, the Lincoln Police Department and other local law enforcement agencies having jurisdiction over separate campus and non-campus facilities and non-police officials. The Office of the General Counsel requested information from Concordia departments involved in Clery stays and study abroad programs. Relative to the information received, the Campus Safety Survey Administrator sent statistical request letters for specific dates of stay to the law enforcement agencies in those cities or countries where Concordia students stayed. The locations for student travel whose law enforcement returned a response are included in the statistics below. Not all law enforcement agencies provided crime statistics as requested or provided statistics in a suitable format. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all appropriate law enforcement agencies and non-police officials including campus security authorities. A designated campus security authority includes University officials that have significant responsibility for student and campus activities.

In addition, pastoral and professional mental health counselors as well as medical professionals encourage persons they are counseling to report crimes on a voluntary and confidential basis for inclusion in the annual crime statistics. Students can confidentially report an incident for inclusion in the statistical report to Security or Student Life.

A map, which defines the Concordia University main (Seward) campus, appears in this report.

Clery Geography Property Definitions

On-Campus: Reported On-Campus offenses include all offenses in/on 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 any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Residence Hall Facilities: A specific breakdown of offenses occurring in university-owned residence halls on campus appears under Residential Facilities. Note: Statistics for University housing facilities are recorded and included in both the all on-campus category and the on-campus residential only category.

Non-Campus Building or Property: Reported Non-Campus offenses include all offenses in/on any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: Reported Public Property offenses include all offenses in/on all public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Concordia University, Nebraska crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

Separate Campus: Any building or property owned or controlled by an institution that is not reasonably geographically contiguous with the main campus and has an organized program of study with at least one person on site acting in an administrative capacity.

Reporting Locations

Campus

Concordia University Nebraska Campus
800 N Columbia Ave,
Seward, NE 68434

Non-Campus Properties

"Non-Campus" statistics are provided by local police departments and include crimes committed in classroom locations and common areas of facilities rented by Concordia University, including statistics for crimes committed not involving Concordia students or employees but occurring at the location during the reporting period. Off-site classrooms and facilities, athletic team practice facilities, student travel locations, and other locations of student activities are included in this category. This report does not include crime statistics from local police departments that did not provide a statistical breakdown suitable for Clery Act reporting. Locations for student travel whose law enforcement returned a response to the University's request for statistical data are included in under Non-Campus. Non-Campus locations do not have a public property reporting requirement and statistics listed here are reported as part of non-campus statistics under the subcategory of non-campus.

Definitions of Clery Reportable Crimes

Criminal Homicide includes both:

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

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

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. This offense includes the rape of both males and females, and any victim, no matter the age, when no consent is given.

Fondling: 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: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent (16 in NE).

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 or violence and/or by putting the victim in fear.

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 accomplished by the use of a weapon or by a 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 that could and probably would result in serious personal injury if the crime were successfully completed.)

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 acts.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

Arson

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

Hate Crimes

Hate crime categories include all Clery Act offenses as well as any crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of

the perpetrator's bias. The categories of bias are: race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and disability. In addition to the above-noted crimes, if the crime committed is classified as a hate crime, statistics are required for the following four additional crime categories:

1. Larceny/Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
2. Simple Assault: The attack by one person on another without weapon, no obvious severe or aggravated bodily injury.
3. Intimidation: Place a person in reasonable fear of bodily harm using threatening words/other conduct without displaying a weapon or subjecting the victim/victims to actual physical attack.
4. Destruction/Damage/Vandalism of Property: To destroy willfully and maliciously, damage, deface or otherwise injure real or personal property without owner's consent or the person who has control or custody of it.

Other Offenses

- Liquor Law Violations – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging, operating a still; furnishing liquor to a 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 activities. **(Drunkness and driving under the influence are not included in this definition.)**
- Drug Law Violations – The violation 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 derivative (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non- narcotic drugs (barbiturates, Benzedrine).
- Weapon Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

Sexual Violence and VAWA

The Violence Against Women Reauthorization Act of 2013 (VAWA) requires that institutions report incidents of sexual assault, domestic and dating violence (also known as 'intimate partner violence) and stalking in its annual security report. The following federal law definitions apply to this reporting requirement. In addition, VAWA requires that institutions publish state law jurisdictions of the same crimes.

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

- (i) By a current or former spouse or intimate partner of the victim;
- (ii) By a person with whom the victim shares a child in common;
- (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (iv) By a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- (v) 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 or the jurisdiction in which the crime of violence occurred.

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

- (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse;
- (ii) Dating violence does not include acts covered under the definition of domestic violence.

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

- (i) Fear for the person's safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

For this definition:

- (i) Course of conduct means two or more acts, including, but not limited to, acts in 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.
- (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- (iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily

require medical or other professional treatment or counseling.

Crime Statistics

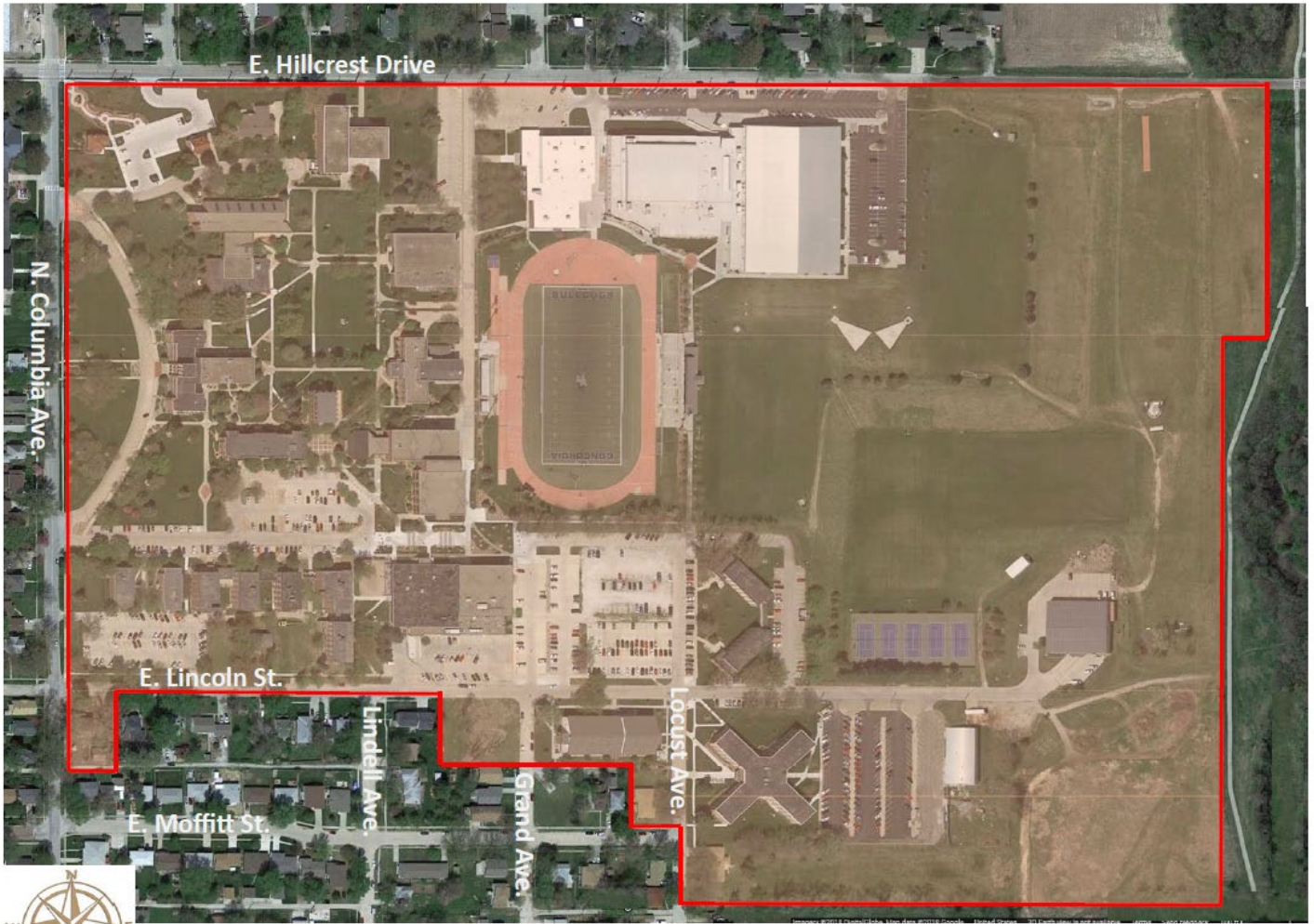
Total numbers for On Campus Clery crimes include those committed in Residence Halls (which are a subset of On Campus per the Clery Act). The information below provides context for the crime statistics reported as part of compliance with the Clery Act. The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. The Student Life Office submits the annual crime statistics published in this report to the Department of Education (DOE). The statistical information gathered by the Department of Education is available to the public through the DOE website. In addition, a daily crime/fire log is available by visiting the Campus Security Department located in the Thom Leadership Education Center (TLEC) Building, Room 014.

----- SEWARD -----

Criminal offense	Year	On Campus	On Campus Student Housing	Non-Campus*	Public Property
Murder/ Non-Negligent manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Rape	2020	1	1	0	0
	2021	1	0	0	0
	2022	1	1	0	0
Fondling	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Incest	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Statutory rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Robbery	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Aggravated assault	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Burglary	2020	1	1	0	0
	2021	0	0	0	0
	2022	0	0	3	0
Motor vehicle theft	2020	0	0	0	0

	2021	0	0	0	0
	2022	0	0	1	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Hate crimes	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
VAWA Offenses					
Domestic Violence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Dating Violence	2020	1	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Stalking	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arrests					
Weapons: carrying, possession, etc	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	0	0	0
Drug abuse violations (arrests)	2020	8	0	0	2
	2021	0	0	0	0
	2022	1	0	0	0
Liquor law violations (arrests)	2020	5	0	0	2
	2021	1	0	0	0
	2022	2	0	0	0
Disciplinary Actions					
Weapons: carrying, possession, etc.	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Drug abuse violations	2020	4	4	0	0
	2021	4	4	0	0
	2022	1	1	0	0
Liquor law violations	2020	23	23	0	0
	2021	21	21	0	0
	2022	25	25	0	0
Unfounded Crimes	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

Seward



 Concordia University Property

Concordia University Nebraska

Higher Education Opportunity Act

Campus Fire Safety Annual Compliance Report for 2023

Overview

The Higher Education Opportunity Act (PL 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining the fire safety practices, standards, and all fire-related on-campus housing statistics. The following public disclosure report details all information required by this law as it relates to Concordia University, Nebraska.

This report contains information regarding the fire safety practices and standards for Concordia University Nebraska, including statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire and the value of the property damage caused by the fire occurring in the residential halls. This report is available for review 24 hours a day on the University's website at <https://www.cune.edu/policies-and-reports/annual-campus-security-and-fire-safety-report>. A physical copy may be obtained by making a request to the Campus Security Department at Campus Security Office at 402-643-3033.

Fire Safety

A daily fire log is available for review by visiting the Department of Campus Security office located in the Thom Leadership Education Center (TLEC) Building, Room 014. The fire log includes information about fires that occur in residential facilities, including the nature, date, time and general location. A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

General Statement of University Owned /Controlled Student Housing

Concordia University, Nebraska's 11 Residence Halls are completely covered by State Fire Marshall approved and regularly inspected fire alarm systems, which are monitored 24 hours/day, seven days/week. All 11 of the Residence Halls are covered by automatic fire suppression sprinkler systems.

David Hall 500 Locust Avenue, Seward, NE 68434
 Dorcas Hall 199 College Avenue, Seward, NE 68434
 Esther Hall 210 E. Lincoln Street, Seward, NE 68434
 Jonathan Hall 329 E. Lincoln Street, Seward, NE 68434
 Philip Hall 642 Locust Avenue, Seward, NE 68434
 Ruth Hall 187 College Avenue, Seward, NE 68434
 Boaz Hall 173 College Avenue, Seward, NE 68434
 Obed Hall 155 College Avenue, Seward, NE 68434
 Schuelke Hall 131 College Avenue, Seward, NE 68434
 Strieter Hall 125 College Avenue, Seward, NE 68434
 Timothy Hall 612 Locust Avenue, Seward, NE 68434

Dormitory	Fire Alarm Monitoring Done on Site by Campus Security	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of fire drills each school year
David Hall	X	X	X	X	X	2
Dorcas Hall	X	X	X	X	X	2
Esther Hall	X	X	X	X	X	2
Jonathan Hall	X	X	X	X	X	2
Philip Hall	X	X	X	X	X	2

Ruth Hall	X	X	X	X	X	2
Boaz Hall	X	X	X	X	X	2
Obed Hall	X	X	X	X	X	2
Schuelke Hall	X	X	X	X	X	2
Strieter Hall	X	X	X	X	X	2
Timothy Hall	X	X	X	X	X	2

All Campus Security Officers, Buildings and Grounds employees and residence hall staff receive comprehensive fire safety training at the beginning of the academic year. In addition, a program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each residence hall. Emergency Evacuation maps are posted on each dorm floor to direct residents to exits. Fire drills are conducted each semester in accordance with the National Fire Protection Association’s Life Safety Code. Basic fire safety instruction is provided to both new and current employees.

Specific Fire Prevention Policies

It is the policy of Concordia University, Nebraska to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University’s Fire Safety Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. The goal is accomplished by conducting periodic safety inspections of all University buildings and increasing the fire safety awareness of employees and students by conducting periodic basic fire safety.

In regard to Fire Safety Inspections, fire and life safety features of the buildings will be in compliance with the standards of the National Fire Protection Association (NFPA) and the local Authority Having Jurisdiction (AHJ). The Environmental Health, Safety and Security Office conducts fire safety inspections of all campus buildings.

Basic fire safety instruction will be provided during New Employee Orientation. Additional training is available upon request by a department. Basic fire safety instruction is provided to all Resident Assistants (RA’s) and Resident Hall Coordinators (RC’s) at the beginning of each academic year.

The Environmental Health and Safety Office will coordinate fire investigations with the Seward Volunteer Fire Department, Seward Police Department and the Nebraska State Fire Marshal’s Office.

Prohibited Items and Activities in Residence Halls

To minimize the potential for fires at Concordia University, Nebraska, it is the policy of the University to prohibit open burning and open flames (unless in accordance with university policies and procedure). In accordance with Chapter 8 of the Concordia University Safety Plan the following items and open flames are prohibited on campus:

1. Candles except in approved religious ceremonies
2. Incense
3. Fireworks
4. Oil lamps or other fuel burning lamps.
5. Any open flames or burning, except as part of an approved scientific project, maintenance project or a wood fire in the fire pit at the outdoor chapel, are prohibited on campus. Wood fires in the fire pit at the outdoor chapel must be approved in advance in accordance with the rules established by the Student Life Office.
6. Flammable liquids must be stored in approved safety cabinets. Flammable liquid are not allowed to be stored in residence hall rooms (including paint thinner, solvents, lighter fluid and lamp oil.)
7. Barbeque grills are prohibited with the exception of the permanently mounted grills provided by the university.
8. Smoking is prohibited within all buildings on campus.
9. Portable space heaters are prohibited in dorm rooms.

To minimize the potential for fires at Concordia University, Nebraska, it is the policy of the university to prohibit cooking in any dormitory room except at Jonathan Hall. Kitchens are provided in several dorms that can be used to cook pizzas, bake cookies etc. within the guidelines established by the Student Life Office. Accordingly, cooking devices/equipment is prohibited in dorm rooms. This includes microwave ovens, toaster ovens, griddles, grills, slow cookers, electric skillet,

deep fryers and other such small appliances.

To minimize the potential for fires at Concordia University, Nebraska, it is the policy of the University to prohibit the use of combustible decorations. All decorations used in used on campus must be fire-resistant or non-combustible. Decorative lights and extension cords must be UL rated and not used so as to present a fire hazard or trip-hazard. Live trees or greens are prohibited as decoration.

Procedure for Student Housing Evacuation in Case of Fire

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Once safely outside a building, it is appropriate to contact 911 and Campus Security. Students and/or staff are informed where to relocate to by staff if circumstances warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Per federal law, Concordia University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student of housing. These are fires for which you are unsure whether Concordia University Security may already be aware. If you find evidence of such a fire or hear about such a fire, please contact one of the following:

Concordia University Security (402) 643-3033

Student Life Office (402) 643-7411

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Statistical Report

YEAR	2020	2021	2022
Fire Damages #	0	0	0
Fire Injuries #	0	0	0
Fire Fatalities #	0	0	0
Total Fires	0	0	0