The safety and security of the SCC Community is everyone’s responsibility.
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Education Square

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Dear students, employees and visitors,

Southeast Community College serves 15 counties in southeast Nebraska, although our students come from homes throughout the country and the world. Our state is a safe place to live, attend college and work, and we will make every effort to maintain that record in the future. However, even in southeast Nebraska, we must implement preventive measures and precautions to ensure the safety of our students and employees.

The crime rates at SCC locations are very low, but one person who experiences a crime against property or person is one too many. We address safety and security at our locations through prevention, in the hope that we can protect students, employees and visitors from any crime BEFORE it happens. Students, employees and visitors also are encouraged, however, to be responsible for their own security and the security of others.

Please read this publication carefully. It includes campus crime statistics and preventive measures instituted by the College, along with College policies regarding drug and alcohol use and weapons possession. If you have questions about this information, please contact the Assistant Campus Director/Dean of Students at the Beatrice, Lincoln or Milford locations. I would also welcome the opportunity to meet with any student, employee, parent, guardian, or visitor who wishes to discuss any safety or security issues with me.

Working together, SCC will continue to be a great, and safe, place to work and learn.

Sincerely,

Dr. Paul Illich, President

This report was prepared by the Student Affairs Division, with support from the Safety & Security Office, Office of Access, Equity and Human Resources in order to comply with the Clery Act (formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990) on 10/1/2018. The report describes security practices and procedures at Southeast Community and lists crime statistics for the most recent calendar year and the two preceding calendar years. This publication is intended to provide a general description of campus security arrangements, and not to serve as a contractual agreement between SCC and the recipient. Security procedures are subject to change without notice.
CHAPTER 1
ANNUAL SECURITY REPORT

Introduction
Southeast Community College (SCC) is a publicly-funded, multi-campus system of higher education with primary campuses in Beatrice, Lincoln and Milford. SCC has more than 700 full-time employees and serves more than 33,000 credit and non-credit students annually. Through the years, SCC’s campuses have experienced a very low crime rate. However, the College recognizes the potential for escalating crime and believes that preventive measures and preparedness best ensure the safety of lives and the security of property.

As a community college, SCC shares many of the same interests and concerns as the larger community of citizens it serves. A primary goal of the College is the safety and security of students, employees and visitors at all of our locations. The College’s 2015-2019 Strategic Plan describes SCC’s dedication to excellence by enhancing and maintaining educational environments that promote learning, engagement, innovation, creativity and safety. SCC is committed to improving readiness for emergencies to maximize student and employee safety and enhancing safety and security at all College locations.

The safety and security policies established for SCC and described in this report apply to all of its campuses and learning locations.

Report Purpose
In accordance with the Crime Awareness and Campus Security Act of 1990 (20 U.S.C., section 1092), now the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act and the Higher Education Opportunity Act (HEOA), SCC publicizes an annual report by every October 1 containing three years of campus crime statistics. This report provides prospective students and/or their parents or guardians, current students and employees information regarding College policies, crime statistics, fire statistics, safety tips, emergency phone numbers and an overview of some of the programs offered by the college meant to inform students, employees and applicants of the nature and amount of crimes that occur on any SCC campus, non-campus and reasonably contiguous public property. The annual statistics are prepared by collecting crime data from SCC Security records and incident reports, in addition to information on crime statistics for specified geographic locations from other local law enforcement agencies. Crime statistics are included in the Annual Security and Fire Report and submitted to the Department of Education. The full text of this report is available at www.southeast.edu/campussafety/.

All SCC employees, enrolled students, prospective students and prospective employees receive notification of the website to access this report. Persons interested in accessing a paper copy of this report should contact the Dean of Students on their campus. Crime statistics for SCC locations, local jurisdictions and other institutions nationwide can be found at http://ope.ed.gov/security/.

Safety/Security/Law Enforcement on Campus
The College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules established by College officials. All persons on an SCC Campus or Learning Center are subject to these laws and rules at all times. As part of a multi-campus system that includes Learning Centers throughout a 15-county service area, safety and security is the responsibility of everyone and the management of it falls to a number of individuals who have, as a portion of their assigned responsibilities, safety and security
duties. SCC has assigned lead administrative responsibility for 1) enforcing institutional rules of conduct related to safety/security, and 2) referring potential or alleged violations of law to government authorities to the Assistant Campus Directors (or designee) at each location and designated the following as "Safety Personnel":

**Beatrice**

Toni Landenberger, Assistant Campus Director/Dean of Students, 402-228-8286, tlandenberger@southeast.edu
Mark Meints, Safety & Security Specialist, 402-228-8279, mmeints@southeast.edu

**All Lincoln Campus Locations (8800 O Street, ESQ, CEC/ENT)**

Theresa Webster, Assistant Campus Director/Dean of Students, 402-437-2559, twebster@southeast.edu
Sam Loos, Safety & Security Specialist, 402-437-2408, sloos@southeast.edu

**Milford**

Stacy Riley, Assistant Campus Director/Dean of Students, 402-761-8270, sriley@southeast.edu
Darrell Eastin, Safety & Security Specialist, 402-761-8266, deastin@southeast.edu

**All SCC Locations**

Brian Torrence, Safety & Security Coordinator, 402-323-3391, btorrence@southeast.edu

These College officials maintain campus safety/security related documents, files, and materials; have a legitimate educational interest in reviewing student records/files; and are authorized to share security/safety-related materials (e.g. files, documents, information, etc.) with other College officials determined to have a need to know, and with other outside third parties for purposes of safety, security and law enforcement.

Local law enforcement officers may enter the campus to conduct official business as needed. Additionally, the officers also patrol the campus to assist SCC in deterring crime. SCC maintains a close working relationship with each of the Beatrice, Lincoln and Milford Police Departments, the Lancaster County Sheriff, the Nebraska State Patrol, and other local law enforcement agencies. SCC has been in contact with local law enforcement agencies requesting their cooperation in informing the institution about crimes reported to SCC that may warrant timely warnings. Through Memoranda of Understanding and other close working relationships, SCC continuously connects with numerous agencies to ensure the safety and security of its designated properties including:

- Lancaster County: Sheriffs’ Department, Lincoln-Lancaster County Emergency Management, Southeast Fire and Rescue.
- The City of Lincoln: Lincoln Police Department and Lincoln Fire and Rescue.
- The City of Beatrice; Beatrice Police Department and Beatrice Fire & Rescue.
- Gage County; Sheriff’s Department and Gage County Fire and EMS.
- The City of Milford; Milford Police Department and Milford Fire and Rescue.
- Nebraska Emergency Management Agency

College safety/security personnel are responsible for maintaining a safe environment for students and to respond to reports of suspected criminal action taking place on campus. College safety/security personnel do not have arrest authority, but will call for local law enforcement assistance when needed. Campus safety and security leaders with the local/state law enforcement agencies maintain open and frequent communication. All college personnel have the authority to ask students to show valid identification (e.g., current student card, driver’s license,
state identification card) and to call 911 when they believe an emergency exists (i.e. crime, fire, medical, etc.).

**Campus Security Authorities (CSAs)**
Crime reports may also be made to the following SCC personnel who are designated Campus Security Authorities (CSAs). For Clery Act reporting purposes, CSAs are SCC officials who have significant responsibility for student and campus activities, including, but not limited to, student activities, student athletics, and student judicial and discipline proceedings.

<table>
<thead>
<tr>
<th>Safety and Security Coordinator</th>
<th>Safety and Security Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President Human Resources</td>
<td>Vice President Instruction</td>
</tr>
<tr>
<td>Vice President Access, Equity &amp; Diversity</td>
<td>Vice President Student Services</td>
</tr>
<tr>
<td>Beatrice Campus Assistant Campus Director/Dean of Students</td>
<td>Milford Campus Assistant Campus Director/Dean of Students</td>
</tr>
<tr>
<td>Lincoln Campus Assistant Campus Director/Dean of Students</td>
<td>Lincoln Campus Associate Dean of Students</td>
</tr>
<tr>
<td>Dean of Student Enrollment</td>
<td>Beatrice Campus Director</td>
</tr>
<tr>
<td>Dean, Community Services &amp; Extended Learning</td>
<td>Milford Campus Director</td>
</tr>
<tr>
<td>Beatrice Campus Residential Service Manager</td>
<td>Milford Campus Residential Service Manager</td>
</tr>
<tr>
<td>Beatrice Campus Assistant Residential Service Manager</td>
<td>Milford Campus Assistant Residential Service Manager</td>
</tr>
<tr>
<td>Beatrice Campus Athletic Director</td>
<td>Beatrice Campus Athletic Department Trainer and Coaches</td>
</tr>
<tr>
<td>Beatrice Campus Athletic Department Assistant Coaches</td>
<td>Advisors of Clubs or Organizations (all campuses)</td>
</tr>
<tr>
<td>Beatrice Campus Student Life Coordinator</td>
<td>Lincoln Campus Student Life Coordinator</td>
</tr>
<tr>
<td>Milford Campus Student Life Coordinator</td>
<td>Director of Student Success</td>
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<tr>
<td>Student Success Coaches (all campuses)</td>
<td>Director of TRiO Upward Bound</td>
</tr>
<tr>
<td>Director of TRiO Student Support Services (SSS)</td>
<td>TRiO SSS Success Coaches (all campuses)</td>
</tr>
<tr>
<td>Learning Center Coordinators</td>
<td>POAA Coordinator</td>
</tr>
<tr>
<td>Director, The Career Academy</td>
<td>Director, SENCAP</td>
</tr>
</tbody>
</table>

**Reporting Criminal Actions or Crimes**
SCC expects students, visitors and employees to promptly report suspected crimes or criminal activity, suspicious behavior, or other emergencies at any SCC location, college-sanctioned event/organization, or off-campus crime involving an SCC student to local law enforcement by calling 911. In addition to contacting emergency responders, students, employees and guests are encouraged to contact any of the Campus Safety Personnel or Campus Security Authorities listed in this report via phone, email or by utilizing the TIPS Reporting System.

Reports of suspected criminal activity on SCC campuses will be reviewed and evaluated by security personnel and campus administrators. Appropriate action, including referral to local law enforcement authorities or other state or federal agencies such as the FBI or the Drug Enforcement Administration will be taken to address criminal activity. Substantiated cases are adjudicated through either the city or county and/or through the College’s disciplinary system.
Crime Log
The SCC Safety and Security office prepares a log of reported crimes by date that details the date, time, location and disposition of reported incidents. The daily crime log for the last 60 days is open to public inspection upon request to Campus Administration from 8am to 5pm Monday-Friday except on holidays. The daily crime log for entries older than 60 days will be made available within two business days of a request for public inspection.

TIPS/Incident Reporting
SCC has established a confidential/anonymous reporting site, TIPS, for students, employees and visitors to report suspicious or unusual behavior, or other incidents, on any College-owned or College-operated facility or at any College-sponsored event or activity, either on or off campus. Confidential reports can be submitted at SCC TIPS Notification System.

Reporting Exemption
Professional counselors on college campuses may not be required by law to report crimes for inclusion into the Annual Security Report. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of their license or certification. SCC's Counseling Assistance Program for Students (CAPS) counselors, whose job responsibilities include providing psychological counseling to eligible students and their families, are encouraged to inform persons being counseled of SCC’s procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics. Under Title IX of the Education Amendments of 1972, 20 U.S.C. Â§1681 et seq., these counselors are not required to report any information regarding an incident of alleged sexual violence to the Title IX coordinator or other appropriate school designee. The exemption from reporting obligations for pastoral and professional counselors under Title IX is consistent with the Clery Act. For additional information on reporting obligations under the Clery Act, see Office of Postsecondary Education, Handbook for Campus Safety and Security Reporting (2011), available at http://www2.ed.gov/admins/lead/safety/handbook.pdf.

Reporting Sex Crimes, Sexual Misconduct and Civil Rights Violations
Any member of the community, guest or visitor who believes that the SCC policy on Equal Opportunity, Harassment and Nondiscrimination (College Handbook A-14 and 15) has been violated, which includes acts of sexual harassment, sexual assault, sexual exploitation, bullying or intimidation, stalking, indecent exposure, domestic or dating violence is expected to report the incident to:

Jose J. Soto, SCC,
Vice President Access/Equity/Diversity and Title IX/Equity
402-323-3412 or jsoto@southeast.edu.

Reports may also be made to:

Beatrice Campus, Nebraska City & Falls City Learning Centers:
- Toni Landenberger, Assistant Campus Director/Dean of Students, 402-228-8286, tlandenberger@southeast.edu
- Mark Meints, Safety & Security Specialist, 402-228-8279, mmeints@southeast.edu
- Beatrice Police Department, 402-223-4080
- Gage County Sheriff, 402-223-5221
- Otoe County Sheriff, 402-873-9560
- Richardson County Sheriff, 402-245-2479
Lincoln Campus, Plattsmouth & Wahoo Learning Centers
(Including 8800 O Street, Education Square, Continuing Education Center, Entrepreneurship Center):

- Theresa Webster, Assistant Campus Director/Dean of Students, 402-437-2559, twebster@southeast.edu
- Sam Loos, Safety & Security Specialist, 402-437-2408, sloos@southeast.edu
- Lincoln Police Department, 402-441-6000
- Lancaster County Sheriff, 402-441-6500
- Cass County Sheriff, 402-296-9370
- Saunders County Sheriff, 402-443-1000

Milford Campus, York & Hebron Learning Centers:

- Stacy Riley, Assistant Campus Director/Dean Students, 402-4761-8270, sriley@southeast.edu
- Darrell Eastin, Safety & Security Specialist, 402-761-8266, deastin@southeast.edu
- Milford Police Department, 402-761-2772
- Seward County Sheriff, 402-643-4578
- York County Sheriff, 402-362-4927
- Thayer County Sheriff, 402-768-6139

External Resources for Reporting and Assistance

- Office of Civil Rights, Department of Education’s webpage: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html
- National Sexual Assault Hotline - 1.800.656.HOPE
- National Sexual Assault Online Hotline https://ohl.rainn.org/online/
- National Domestic Violence Hotline 800-799-7233 TTY 800-787-3224
- National Resource Center on Domestic Violence 800-537-2238 x5 TTY 800-553-2508

Reporting Hate Crimes
Regulations require institutions to report as hate crimes any occurrence of crimes reported to local law enforcement agencies or a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. A hate or bias-related crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender’s bias.

For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim’s race, sexual orientation, etc., then the assault is also classified as a hate/bias crime. Anyone who directly witnesses, experiences, finds evidence of, or hears of bias activity on an SCC campus, center, or college-sanctioned event or activity, or in an area that impacts the SCC community, should immediately report the incident to any campus security personnel as described previously.

Voluntary Confidential Reporting
If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential/anonymous report. With your permission, SCC safety personnel can file a report on the details of the incident or offense without revealing your identity. The purpose of a confidential/anonymous 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 College can keep an accurate record of the number of incidents or offenses involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger.
Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Voluntary confidential/anonymous reports should be made to the one of the following individuals:

**Beatrice Campus, Nebraska City & Falls City Learning Centers:**
- Toni Landenberger, Assistant Campus Director/Dean of Students, 402-228-8286, tlandenberger@southeast.edu
- Mark Meints, Safety & Security Specialist, 402-228-8279, mmeints@southeast.edu Beatrice Police Department, 402-223-4080
- Gage County Sheriff, 402-223-5221
- Otoe County Sheriff, 402-873-9560
- Richardson County Sheriff, 402-245-2479

**Lincoln Campus, Plattsmouth & Wahoo Learning Centers:**
(Including 8800 O Street, Education Square, Continuing Education Center, Entrepreneurship Center)
- Theresa Webster, Assistant Campus Director/Dean of Students, 402-437-2559, twebster@southeast.edu
- Sam Loos, Safety & Security Specialist, 402-437-2408, sloos@southeast.edu
- Lincoln Police Department, 402-441-6000
- Lancaster County Sheriff, 402-441-6500
- Cass County Sheriff, 402-296-9370
- Saunders County Sheriff, 402-443-1000

**Milford Campus, York & Hebron Learning Centers:**
- Stacy Riley, Assistant Campus Director/Dean Students, 402-4761-8270, sriley@southeast.edu
- Darrell Eastin, Safety & Security Specialist, , 402-761-8266, deastin@southeast.edu
- Milford Police Department, 402-761-2772
- Seward County Sheriff, 402-643-4578
- York County Sheriff, 402-362-4927
- Thayer County Sheriff, 402-768-6139

**NOTICE:** No College employee can guarantee confidentiality/anonymity in every case. If a person (complainant) making a report of a crime that involves an ongoing threat to safety, an alleged civil rights violation or a discriminatory act and the complainant continues to ask that their name or other identifiable information not be revealed, the College will evaluate the request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students and employees. The College will inform the complainant if it cannot ensure confidentiality/anonymity.

**Off Campus Jurisdiction**
In addition to conduct that occurs on College property or in connection with official College functions, SCC’s policy (*Student Code of Conduct*) gives the college the discretion to exercise jurisdiction over an SCC student’s off-campus behavior.

In determining whether to exercise off-campus jurisdiction, the College will consider the seriousness of the alleged harm, the risk of harm involved, whether the complainant(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions which occurred both on and off campus. The discretion to exercise off-campus jurisdiction includes but is not limited to the following behavior:
• Physical abuse, including but not limited to, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.
• Sexual harassment; unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
• Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.

Students or employees who are victims of crimes that occur at an off campus location can contact any of the campus security personnel for assistance and referral to community resources.

Non-Emergency Notification
To report any safety or security hazards and concerns of a non-emergency nature, students, faculty and staff may contact physical plant staff or security personnel.

Beatrice Campus ................................................................. 402-228-8221
Education Square ............................................................ 402-429-0299
Entrepreneurship Center .................................................. 402-525-4480
Jack J. Huck Continuing Education Center ....................... 402-525-4480
Lincoln Campus ............................................................... 402-437-2570, OR
............................................................... 402-440-5853
Milford Campus ............................................................... 402-761-8253 / 8254
Falls City Learning Center ................................................ 402-323-3396
Hebron Learning Center ................................................... 402-323-5591
Nebraska City Learning Center ......................................... 402-323-3636
Plattsmouth Learning Center ............................................ 402-437-2298
Wahoo Learning Center ................................................... 402-323-5581
York Learning Center ...................................................... 402-323-3634

TIPS is a completely anonymous system for students, faculty and community. To securely and confidentially report a suspicious incident within Southeast Community College visit www.southeast.edu/tips to report:
• Abuse/Neglect
• Accident/Injury
• Assault
• Bullying/Cyberbullying
• Drugs or Alcohol
• Harassment/Intimidation
• Medical Incident
• Possession of Weapons
• Suicide Risk
• Threats of Violence
• Vandalism
• Vehicle Accident/Incident

TIPS is not an emergency reporting system. For medical emergencies or suspected crime, please immediately dial 911.
Emergency Notifications/Timely Warnings/Notification Matrix

The College is committed to the safety and well-being of its students, employees, and visitors to its campuses. In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of persons on Southeast Community College property or in the near vicinity of a campus or center, numerous and diligent efforts are made to advise members of the campus community. The College takes its duty seriously to inform students and campus community members of threatening situations and how they can best protect themselves from harm. As a result, information related to crime or other potentially threatening situations is provided in an accurate and timely fashion. Every effort is made to keep the College apprised, on a timely basis, of emergencies or incidents confronting the campus community. The College will release information that can be used by students and other College community members to reduce their chances of becoming victims or harmed. These notices will be issued as a means of a “Campus Timely Warning Notice” or an “Emergency Notification” using a combination of the following methods:

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC Regroup Alert (Text and Email)</td>
<td>Regroup is an automated text messaging service sponsored by SCC. It can also deliver an e-mail message. Individuals must sign up for this service through <a href="https://southeast.regroup.com/signup">https://southeast.regroup.com/signup</a></td>
</tr>
<tr>
<td>Alertus Desktop Notification</td>
<td>Alertus is a notification system that allows campus security personnel to send a notification that takes over all college computers with important safety information.</td>
</tr>
<tr>
<td>Public Address (PA) System</td>
<td>Emergency alerts will be sounded through an audible system located in the hallways/classrooms of all main campus buildings advising of the situation and how to respond.</td>
</tr>
<tr>
<td>SCC Home Page (<a href="http://www.southeast.edu">www.southeast.edu</a>)</td>
<td>An alert banner and link to emergency information will appear on the front page of SCC’s website.</td>
</tr>
<tr>
<td>SCC Intranet/Portal (<a href="https://thehub.southeast.edu">https://thehub.southeast.edu</a>)</td>
<td>An alert banner and link to emergency information will appear on the front page of The Hub.</td>
</tr>
<tr>
<td>Media Outlets</td>
<td>The College will use local media to inform the community of an emergency situation as needed.</td>
</tr>
<tr>
<td>Social media</td>
<td>The College will use Facebook and Twitter to inform followers of an emergency when appropriate.</td>
</tr>
<tr>
<td>Campus Main Phone Greetings</td>
<td>When a decision to close an individual Campus is made, the Campus main phone message is changed to reflect the closing. The main phone greeting can also be updated to reflect information about an incident.</td>
</tr>
<tr>
<td>NOAA Weather Radios</td>
<td>Provides automatic alerts of weather watches/warnings issued by the National Weather Service.</td>
</tr>
<tr>
<td>Emergency 2-way radio transceivers</td>
<td>As part of the Emergency Preparedness Program, all Building Emergency Managers are equipped with a hand-held 2-way radio transceiver to communicate during the emergency.</td>
</tr>
<tr>
<td>Emergency Alarm System</td>
<td>All buildings have an individual alarm that sounds (fire) along with flashing strobes to signal building evacuation is necessary.</td>
</tr>
<tr>
<td>Bullhorns</td>
<td>Manual loudspeaker devices for communicating emergency instructions to large groups.</td>
</tr>
</tbody>
</table>

SCC has established procedures to immediately notify the College community and will, in a timely manner, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. College administration has a process to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and
initiate the notification system including protective advice that will aid in the prevention of similar occurrences. Follow-up information will be posted periodically through the College Emergency Notification Systems as the situation changes or new information becomes available. The appropriate mode(s) of distribution will be determined on a case-by-case basis depending upon the incident, timeline and populations affected.

The employees (or designees) responsible for initiating the emergency notification process are:

**Beatrice Campus, Nebraska City & Falls City Learning Centers**
- Bob Morgan, Campus Director, 402-228-8272, bmorgan@southeast.edu
- Toni Landenberger, Assistant Campus Director/Dean of Students, 402-228-8286, tlandenberger@southeast.edu
- Mark Meints, Safety & Security Specialist, 402-228-8279, mmeints@southeast.edu

**All Lincoln Campus Locations, Plattsmouth & Wahoo Learning Centers**
- Bev Cummins, Campus Director, 402-437-2554, bcummins@southeast.edu
- Theresa Webster, Assistant Campus Director/Dean of Students, 402-437-2559, twebster@southeast.edu
- Sam Loos, Safety & Security Specialist, 402-437-2408, sloos@southeast.edu

**Milford Campus, York & Hebron Learning Centers**
- Ed Koster, Campus Director, 402-761-8224, ekoster@southeast.edu
- Stacy Riley, Assistant Campus Director/Dean of Students, 402-761-8270, sriley@southeast.edu
- Darrell Eastin, Safety & Security Specialist, 402-761-8266, deastin@southeast.edu

**Emergency Response and Evacuation Procedures**
The SCC Safety Management Plan is a resource for SCC employees, including Area and Campus Safety Team members, and includes College emergency procedures for evacuation, shelter/severe weather, armed intruder, medical emergencies, etc., by providing information and guidelines in planning and responding during an emergency. While the plan does not cover every conceivable emergency, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. All campus employees, especially those whose responsibilities and authority include the operational areas specified in the manual, must adhere to these guidelines.

The College also maintains a Campus Safety & Security website ([https://www.southeast.edu/campussafety/](https://www.southeast.edu/campussafety/)) which contains Campus Safety and Security Mission and Goals, information about emergency response procedures for the campus community to follow and links to pertinent safety and security resources. Emergency Procedures and Standard Response Protocol posters that outline what to do in case of a variety of emergencies are found throughout all campus classrooms and open areas as well as the safety and security website such as [https://www.youtube.com/watch?v=GwuFco9_tvQ](https://www.youtube.com/watch?v=GwuFco9_tvQ) and [https://www.southeast.edu/WorkArea/DownloadAsset.aspx?id=16292](https://www.southeast.edu/WorkArea/DownloadAsset.aspx?id=16292). Students, employees and visitors also are encouraged, however, to be responsible for their own security and the security of others.

Campus Safety Personnel will coordinate the response of emergency responders and the evacuation of the community in the event of an emergency. These officials also test the emergency response and evacuation procedures and publicize the emergency response and evacuation procedures throughout the community. Annual testing may be either announced or unannounced and drills were held for the Residence Halls during the 2017 calendar year (see also the Fire Statistics Report section). The Emergency Response Team for each campus
location underwent revisions and changes in order to review the success of past evacuations and revise the planning and response process. This resulted in no planned campus drills at each of the campus locations in 2017. Drills are scheduled for the 2018 year along with an assessment process to determine level of safety and security. Documentation of all testing, to include a description of the exercise, the date, time and whether it was announced or unannounced, is maintained and retained by the appropriate Campus Safety & Security Specialist. SCC Campus Safety & Security Personnel also receive training in incident command and responding to critical incidents on campus.

Students are informed of campus safety and security procedures through:
- New Student Orientation
- Annual Notification
- Public Website (https://www.southeast.edu/campussafety/)
- Evacuation Drills
- Campus Student Senate representation on Campus Safety Team
- Classroom announcements

Employees are informed of campus safety and security procedures through:
- New Employee Orientation
- Annual mandatory Safety Management Plan review and quiz
- Annual mandatory safety activities
- Annual Notification
- Public Website (https://www.southeast.edu/campussafety/)
- Representation on Campus Safety Team

**Emergency Response and Evacuation Procedures**

Emergency preparedness is simply the state of being prepared. It encompasses the process of being ready to respond to emergencies and encompasses disaster mitigation, response, recovery, and education. In that light, training for an emergency should never be viewed as merely a mandated requirement, but should be embraced as an opportunity to engage in controlling the outcome of our own safety. GCC’s Safety Management Plan outlines the College’s response to an emergency and sets the standards for the creation of individual campus emergency plans and all SCC employees are expected to be knowledgeable of the SCC Emergency Management Plans, and to provide supervision and guidance to students and visitors of the SCC campuses. Students and visitors of the SCC campuses will look to faculty and staff for leadership in the event of an emergency.

Before any emergency occurs, SCC employees should be familiar with:
- The contents of the SCC Safety Management Plan.
- The location of emergency shelters on their home campus.
- The location of emergency exits, evacuation routes and locations of campus emergency gathering locations.
- The location and proper use of basic emergency tools (fire alarm pull stations, emergency exits and alternate emergency exits, fire extinguishers, and the number to their home campus Switchboard).
- How to protect themselves from injury while taking shelter or evacuating the building

Additionally, employees are encouraged to consider completing certification courses in Standard First Aid and Cardiopulmonary Resuscitation.
Standard Response Protocol
A critical component of a safe campus is a uniform response to incidents. Weather events, fires, accidents, intruders and other threats to student, employee and visitor safety are scenarios that are planned and trained for by campus administration. The Standard Response Protocol (SRP) is based on four (4) actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be part of the timely notification process.

LOCKOUT – Secure the Perimeter
Lockout is called when there is a threat or hazard OUTSIDE of the building.
- Students: return to inside the building with business as usual.
- Faculty & Staff: recover students and staff from outside the building with increased situational awareness as business is continued as usual, being sure to account for all students

LOCKDOWN – Locks, lights, out of sight
Lockdown is called when there is a threat or hazard INSIDE the building.
- Students: move away from sight, maintaining silence and prepare to evade or defend
- Faculty & Staff: lock classroom/office doors with lights out and moving away from sight. Maintain silence and prepare to evade or defend. Do not open the door, accounting for all students.

EVACUATE – To a location
Evacuate is called to move students and staff from one location to another.
- Students: bring phone but leave rest of things behind. Be ready to show hands and be prepared for alternative instructions.
- Faculty & Staff: grab roster if possible, lead students to Evacuation Location. Take roll to account for students

SHELTER – For a hazard using safety strategy
Shelter is called when the need for personal protection is necessary, such as in a tornado or hazmat situation.
- Students: use appropriate safety strategy
- Faculty & Staff: use appropriate safety strategy and account for students and occupants

Active Shooter or Active Threat on Campus
An Active Shooter or Active Threat is defined as an individual actively engaged in or attempting to injure or cause harm to people in a confined and populated area with no typical pattern or method to their selection of victims. If an Active Shooter or Active Threat exists on campus, the Campus Emergency Notification System will announce the presence of the danger on campus. Faculty and staff will direct all students to take shelter or evacuate the area, based on the location and imminence of the threat.

Off-Campus Threat (a situation off-campus that does not pose an immediate threat)
An announcement will be made through the Campus Emergency Notification System alerting students and staff of the off-campus threat. Students and staff should continue with their normal classroom and office activities until further instructions are given. In the event of a known or perceived off-campus threat in close proximity to the campus, campus administrators will make every effort to "Lockdown" the campus, to prevent the threat from accessing the campus buildings.

Tornado, Severe Weather Warning
A tornado warning indicates a tornado is imminent and has been indicated by Doppler radar or reported by storm spotters. Tornado sirens will be activated anytime a tornado warning is issued for the area. If a tornado warning is issued, all occupants of SCC facilities must move to a place of safety immediately. Building occupants may be alerted of a possible tornado in the following ways:
- Campus announcements will occur via the Campus Emergency Notification System
- Civil Defense siren warning
- Designated staff alerting building occupants

When the threat of severe weather or tornado has ended, campus administrators will use the Campus Emergency Notification System that the “all clear” has been issued or that the tornado warning has expired or been lifted. SCC staff who monitor radios and who they will notify in severe weather situations:

- **Lincoln Campus** (8800 “O” St) - Switchboard Operator notifies Campus Director or Designee
- **Continuing Education Center (CEC)** - 2nd Floor Receptionist notifies the Vice President of Human Resources.
- **Education Square (ESQ)** - Arts & Sciences Office staff notifies the Dean of Arts & Sciences.
- **Beatrice Campus** - Campus Switchboard Operator – during business hours, Custodial staff – during the evening and report to Campus Director or Designee. The Housing Director monitors for the housing areas.
- **Milford Campus** - Campus Switchboard Operators notifies Campus Director or Designee.
- **Learning Centers** – Each Learning Center has a Coordinator who is the on-site contact for inclement weather decisions and notifications.

**Security and Access to Campus Facilities**

In the three academic years associated with this report (2015-2016, 2016-2017, 2017-2018), a total of 102,236 credit and non-credit students attended Southeast Community College (SCC Fact Book [https://www.southeast.edu/institutional-research/factbook-enrollment/](https://www.southeast.edu/institutional-research/factbook-enrollment/)). The College employs approximately 700 full-time staff and faculty on the three campuses and affiliated locations in addition to numerous part-time staff and adjunct instructors. These individuals are, at various times, moving about the different college locations as students, visitors, or employees during the normal operating hours for each campus. Outside normal operating hours, access is provided by custodial/security personnel after validation of identification and a need to be on the premises.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Physical Plant as well as Safety and Security staff regularly patrol the campus and report potentially unsafe physical conditions to plant operations for correction. Other members of the College community may also report equipment for facility-related safety concerns.

**Escort to your Vehicle**

Any student or employee desiring to be escorted to their vehicle or SCC residence hall during the evening hours (6-10 p.m.) should contact:

**Beatrice**
- Custodial Supervisor.......................................................... 402-239-3312 (Sunday-Thursday)

**Jack J. Huck Continuing Education Center/SCC Entrepreneurship Center**
- Custodial Supervisor.......................................................... 402-239-3312 (Sunday-Thursday)
Education Square
  • Academic Division - Suite 112 ................................................... 402-323-3441
  • Custodial Supervisor .......................................................... 402-429-0299

Lincoln
  • Reception desk (V section) ..................................................... 402-471-3333 (M-Th)
  • Custodial Supervisor .......................................................... 402-440-5853 (M-F)

Milford
  • Residential Services Manager .............................................. 402-761-7398
  • RA On-Duty ................................................................. 402-418-1315

Video Monitoring
SCC continues to install and enhance video monitoring at strategic locations at all College campuses and locations. Specific buildings have cameras focused on areas of higher risk, such as facility entrances, elevators, and secure areas. Designated college administrators or designees manage the recording, storage and potential sharing of all video monitoring conducted at SCC locations. The Assistant Campus Director/Dean of Students at each location, in consultation with area administration, will determine the appropriate circumstances in which recorded images would be disclosed to outside third parties.
CHAPTER 2
SCC POLICIES, PROCEDURES, PREVENTION PROGRAMS & RESOURCES

The following policies and procedures apply to all members of the college community: students, employees, vendors/contractors, and visitors. College policies are set by the College’s Board of Governors, and are responsive to local, state and federal laws. As a large, diverse community college with numerous campuses and locations, whose constituents engage in a wide variety of activities, these policies and procedures affect education by impacting the community’s decision making and behavior. Administrative Guidelines are provided to guide implementation of the Board’s policies and procedures.

Drug, Alcohol and Controlled Substance Policy
Policy E-2i(1-2): Southeast Community College policy absolutely prohibits the unlawful manufacturing, dispensing, possession, use, distribution or being under the influence of illicit drugs, controlled substances, and/or alcohol by students, employees and visitors on College property or at any College-related activity. SCC employees and students shall observe all state and federal laws and city ordinances governing the possession and use of alcoholic beverages, illicit drugs and controlled substances.

Staff, students or visitors suspected of being under the influence of drugs or alcohol while on campus or at a College-related activity may be requested to leave and may be reported to law enforcement officials.

Students, employees or visitors that violate federal or state laws concerning the possession, use or sale of drugs or alcohol are subject to criminal prosecution. In addition, for students and employees, the College considers a violation of its drug and alcohol policies to be a major offense that can result in mandated participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action, up to and including termination from employment (for employees) and either suspension or expulsion from the College (for students).

Legal Sanctions for Students and Employees
Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution. The College will refer violations of proscribed conduct to appropriate authorities for potential prosecution. Federal regulations and state laws provide penalties of fines and imprisonment for violations of the criminal statutes that include possessing, offering for sale, possessing with the intent to offer for sale, distributing or manufacturing controlled substances such as opiates, narcotics, depressants, stimulants or hallucinogenic drugs.

Disciplinary Sanctions for Students and Employees
An employee who violates any provision of the College’s alcohol and substance abuse policies (Student Code of Conduct, Article 5) will be subject to disciplinary action (consistent with local, state, and federal law), up to and including termination of employment or suspension, and referral for potential prosecution, and thus may have legal consequences. Referral to counseling, treatment and rehabilitation may also be an appropriate consideration. A student who violates any provision of the College’s alcohol and substance abuse policies shall be subject to appropriate disciplinary action including, but not limited to, one or more combination of the following disciplinary sanctions:

- Re-assignment and/or re-direction of student/classroom activities
- Dismissal from class session and/or course
- Verbal or written warning
- Disciplinary probation
- Suspension or expulsion
- Referral to an appropriate drug/alcohol treatment program
- Referral to law enforcement agencies

In addition, any student or employee who violates the Code of Conduct, Article 5 may be subject to discipline and/or prosecution. Information regarding educational and disciplinary sanctions for alcohol and drug violations can be found in the SCC Student Code of Conduct Handbook.

The term "controlled substance" as used in this policy means substances included in Schedules I through V as defined by Section 813 of Title 21 of the United States Code and as further defined by the code of Federal Regulations, 21 C.F.R. 1300.11 through 1300.15. The term does not include the use of a controlled substance pursuant to a valid prescription of other uses authorized by law. The term “alcohol” as used in this policy means any product of distillation or a fermented liquid which is intended for human consumption and which is defined in Nebraska statute.

Student and employee violations of the policy and Code of Conduct will be subject to disciplinary procedures consistent with applicable federal, state, and local laws, rules, College policy, and collective bargaining agreements. If a student’s behavior or action constitutes a significant disruption, safety concern and/or potential harm to themselves or others, the College will apply restrictions and/or disciplinary action appropriate and specific to the behavior, setting, and program of study. All sanctions and the resulting action will be documented. The College will attempt to handle each situation at the lowest level of intervention possible. Actions include, but are not limited to, one or a combination of the following:

- Re-assignment and/or re-direction of student/classroom activities
- Dismissal from class session and/or course
- Verbal/Written Warning
- Disciplinary probation
- Suspension/termination/eviction from on-campus facilities
- Referral to an appropriate drug/alcohol treatment program
- Referral to law enforcement agencies
- Housing fines
- Any other action deemed necessary by college officials

The Campus Dean of Students/Designee and the Vice President of Student Service/ Designee will be notified of any violations by students. When cause exists, as evidenced by disruptive behavior and/or transitory physical or mental impairment, a student suspected of being under the influence of a controlled substance, including illegal drugs and alcohol, may be requested to submit to a drug/alcohol test.
Students accused of violating the drug/alcohol policy shall have the right to respond through the appeals process outlined in the Student Code of Conduct. Information regarding the following federal penalties and sanctions may be found at http://www.dea.gov/druginfo/ftp3.shtml. Relevant Nebraska laws pertaining to drugs and alcohol may be found at http://nebraskalegislature.gov/laws/browse-statutes.php and also found in Student Code of Conduct, Article 5.

Drug, Alcohol and Controlled Substance Abuse Prevention Programs and Resources
Southeast Community College has adopted these policies to prevent the illegal possession, use and sale of alcohol and drugs by College students, visitors and employees on College premises or as part of College-sponsored or College-sanctioned activities. In addition, the College has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. These programs provide services related to alcohol and drug abuse including dissemination of informational materials, educational programs, counseling services, referrals and College disciplinary actions.

Alcohol and Drug Education and Assistance
- All events and activities hosted by Student Activities and Residence Life are alcohol free.
- Employee Assistance Program through Continuum EAP is available at no cost to full-time SCC employees. Counseling assistance is available via face-to-face meetings, telephone, secure video system and email. All Continuum assistance is confidential. In addition to alcohol and drug use, Continuum provides assistance in other areas such as anxiety or depression, change, conflict, depression, anxiety, financial/legal challenges, grief, marital/family difficulties, and stress. Employees may obtain information about the EAP through the Human Resource Office, and/or contacting them directly at 402-476-0186 or www.4continuum.com.
- SCC partners with students needing internship hours through their Masters in Counseling program. The Counseling Assistance Program for Students (CAPS) provides students with access to counseling free of charge (see https://www.southeast.edu/caps/). The CAPS program is allowed for students actively enrolled in any SCC class with no minimum number of credit hours. A referral to counseling does not ensure that a student will agree to counseling. SCC will make no demands of students that they receive counseling. It is voluntary and may be discontinued at will by students. Contact the Campus Student Success Office:
  - Beatrice 402-228-3468
  - Lincoln 402-437-2678
  - Milford 402-761-8416
- Assistance for students is provided via referral to community resources. Information can be obtained by contacting the Assistant Campus Director/Dean of Students or the Nebraska 211 Office at www.ne211.org.
- ScreenU Alcohol, ScreenU Rx and ScreenU Marijuana which administers screening, brief intervention, and referral to treatment (SBIRT) to college students is available free to all students and can be accessed by contacting the Assistant Campus Director/Dean of Students.
- New students are provided information about the Drug-Free Schools and Communities Act, Student Code of Conduct and sanctions during new student orientation, the college website, student planners and via the college catalog.
- Posters annually displayed in designated areas around campuses that promote awareness of local and campus resources and increase awareness of the risks associated with drug and alcohol consumption.
• Residence Hall handbooks, Student-Athlete Handbooks and Student Planners contain information about policies, protocol, and community referral information.
• Annual Safety and Security Reports are made available online and on each campus
• SCC either hosts or makes information available about Alcoholics Anonymous meetings that are open to all employees and students in recovery or seeking help. For further information, contact the campus office or Assistant Campus Director/Dean of Students.
• Many community agencies are available to assist employees and students seeking alcohol and drug counseling and treatment. College departments including Assistant Campus Directors/Deans of Students, Student Success, Transitions Lab, and Human Resources will provide referrals to students and employees seeking assistance, education and prevention strategies regarding drug and alcohol abuse. In addition to these, many area hospitals and community agencies are available to provide drug and alcohol treatment and rehabilitation. For further information access the website at http://www.ne211.org/ or dial 2-1-1.

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Campus</th>
<th>NIAAA College Aim Ratings</th>
<th>Reach</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ScreenU Alcohol (college-wide) IND-22</td>
<td>All Campus es</td>
<td>***</td>
<td>$$</td>
<td>##</td>
</tr>
<tr>
<td>ScreenU Alcohol Awareness Campaign (dorm) IND-22</td>
<td>Milford</td>
<td>***</td>
<td>$$</td>
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</tr>
<tr>
<td>ScreenU Alcohol Awareness Campaign (campus-wide) IND-22</td>
<td>Milford</td>
<td>***</td>
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<td>##</td>
</tr>
<tr>
<td>ScreenU Alcohol Awareness (Campus-wide) IND-22</td>
<td>Beatrice</td>
<td>***</td>
<td>$$</td>
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</tr>
<tr>
<td>ScreenU Alcohol Awareness (Fall Quarter Awareness Campaign) IND-22</td>
<td>Lincoln</td>
<td>***</td>
<td>$$</td>
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</tr>
<tr>
<td>ScreenU Alcohol Awareness (Spring Quarter Awareness Campaign) IND-22</td>
<td>Lincoln</td>
<td>***</td>
<td>$$</td>
<td>##</td>
</tr>
<tr>
<td>ScreenU Alcohol Conduct - IND-22</td>
<td>All Campus es</td>
<td>***</td>
<td>$$</td>
<td>##</td>
</tr>
<tr>
<td>Event Description</td>
<td>Location</td>
<td>Contact Person(s)</td>
<td>Cost</td>
<td>Frequency</td>
</tr>
<tr>
<td>-------------------</td>
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</tr>
<tr>
<td>ScreenU Alcohol as part of their sanction</td>
<td>Beatrice and Milford</td>
<td>***</td>
<td>$$</td>
<td>#</td>
</tr>
<tr>
<td>ScreenU Marijuana – IND-22</td>
<td>Beatrice and Milford</td>
<td>***</td>
<td>$$</td>
<td>#</td>
</tr>
<tr>
<td>Athletic Team Meetings (Drug/Alcohol Education and policy review) – ENV-1</td>
<td>Beatrice</td>
<td>X</td>
<td>$</td>
<td>#</td>
</tr>
<tr>
<td>Awareness print messaging – IND-1</td>
<td>College-wide</td>
<td>X</td>
<td>$$</td>
<td>#</td>
</tr>
<tr>
<td>Alcohol/Drug Awareness and resources table – IND-1</td>
<td>Beatrice</td>
<td>X</td>
<td>$$</td>
<td>#</td>
</tr>
<tr>
<td>Water Pong activity with Alcohol facts – ENV-4</td>
<td>Beatrice</td>
<td>?</td>
<td>$</td>
<td>#</td>
</tr>
<tr>
<td>RA Training with Beatrice Police Department - IND-1</td>
<td>Beatrice</td>
<td>X</td>
<td>$</td>
<td>#</td>
</tr>
<tr>
<td>Beatrice Police Department Drug Dog meet &amp; greet - IND-1</td>
<td>Beatrice</td>
<td>X</td>
<td>$$</td>
<td>#</td>
</tr>
<tr>
<td>“The Real Deal” Alcohol Poisoning Awareness Presentation – IND-1</td>
<td>Beatrice</td>
<td>?</td>
<td>$</td>
<td>#</td>
</tr>
<tr>
<td>“Summer Tailgate”</td>
<td>Lincoln</td>
<td>?</td>
<td>$$</td>
<td>#</td>
</tr>
</tbody>
</table>
### SCC ANNUAL SAFETY, SECURITY AND CRIME/FEIRE STATISTICS

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Location</th>
<th>Effectiveness</th>
<th>Cost</th>
<th>Rating</th>
<th>Date/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Awareness – ENV-4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>participated in pour station and provided information about standard drink and binge drinking; free food and yard games provided</td>
</tr>
<tr>
<td>Free Mocktails and Alcohol Awareness – ENV-4</td>
<td>Lincoln</td>
<td>$</td>
<td>$</td>
<td>#</td>
<td>5/26/2017; Students received free mocktail after completing ScreenU assessment</td>
</tr>
<tr>
<td>Root Beer Pong Alcohol Awareness – ENV-4</td>
<td>Milford</td>
<td>$</td>
<td>$</td>
<td>#</td>
<td>11/8/2017; students received information on reduction of alcohol-related harms which engaging in safe social activity.</td>
</tr>
<tr>
<td>National Night Out ENV-4</td>
<td>Milford</td>
<td>$</td>
<td>$</td>
<td>#</td>
<td>August 2017; Distracted Driving Simulator and Prevention/Safety/Alcohol Awareness information provided</td>
</tr>
<tr>
<td>Sexual Assault/Alcohol Awareness Safety Presentation – ENV-6</td>
<td>Milford</td>
<td>$</td>
<td>$</td>
<td>#</td>
<td>4/14/2017; Student leaders provided information about safe alcohol use and potential harms related to alcohol use; bystander intervention</td>
</tr>
<tr>
<td>New Student Orientation Drug-Free Schools and Community Act and Student Code of Conduct Expectation – ENV-1</td>
<td>All Campus</td>
<td>$</td>
<td>$</td>
<td>#</td>
<td>The Deans of Students on each campus reviews the policies, conduct expectations and sanctions related to violations</td>
</tr>
<tr>
<td>Title IX/Bystander Intervention – ENV-6</td>
<td>Milford</td>
<td>$</td>
<td>$</td>
<td>#</td>
<td>8/18/2017; training provided for all student leaders</td>
</tr>
<tr>
<td>Addition of Amnesty Policy to SCC Student Code of Conduct – ENV-5</td>
<td>College-wide</td>
<td>$</td>
<td>$</td>
<td>#</td>
<td>All Students Additional information below</td>
</tr>
</tbody>
</table>

**NIAAA Legend:**
- Effectiveness: ***=Higher; **=Moderate; *=Lower; X=Not Effective; ?=Too few studies to rate
- Cost: $$=Higher; $=Moderate-range; $=Lower
- Barriers: ###=Higher; ##=Moderate; #=Lower

**Continuous Program Improvement**

During the 2017 calendar year, 650 students completed the ScreenU Alcohol assessment as part of awareness events, housing requirements or conduct sanctions. During the 2016 year, the total was 61. This increase is attributed the new requirement that all student living in residence halls complete ScreenU Alcohol as a condition of their housing contract. Additionally, ScreenU was promoted more frequently during alcohol awareness events where incentives (raffle and scholarship drawings) for completion were offered. Results from the 650 students who completed ScreenU Alcohol indicate that 58% of students report no use of alcohol, 25% engage in low risk drinking behavior, 10% engage in risky or hazardous behavior and 1% engage in high risk drinking behavior. Data obtained from the ScreenU Alcohol screenings will be used to develop...
college and campus-wide social norming campaign messages as part of college-wide prevention and harms reduction programming. For conduct violations involving alcohol, ScreenU and CHOICES are used as a part of the sanctions. The results are reviewed with Residence Life staff or the Dean of Students during educational conferences with students.

During the 2017 calendar year, the Deans of Students on each campus standardized the content related to policies related to the Drug-Free Schools and Communities Act for the on-campus New Student Orientation. All student in attendance receive consistent information regarding the expectations and sanctions. Additionally, the SCC Student Code of Conduct was revised for the 2017-18 academic year to include an amnesty policy which states the following: “… any College student who brings their own use, addiction, or dependency to the attention of College officials independent of the threat of drug tests or conduct sanctions and seeks assistance; a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the assistance plan by the student. Failure to follow the action plan may nullify the amnesty protection and campus conduct processes may be initiated.” Additionally, SCC added to their Code of Conduct sanctions that included educational programming, college service or behavioral requirements including, but not limited to, community service, creation of service learning campaign for peers, seeking academic counseling or substance abuse screening.

Through an affiliation agreement with the Doane Counseling and UNL Marriage and Family Therapy programs, SCC was able to offer mental health counseling services free to enrolled students. While counseling is not a required sanction, students who are exhibiting problematic behavior related to drug and alcohol use are referred to not only community resources but on-campus mental health services as well. SCC continues to evaluate programming and activities to best inform students on safe choices and improving wellness.

Sexual Misconduct Policy
SCC is committed to promoting and maintaining a positive and safe learning and working environment. SCC students and employees are responsible for assuring that SCC maintains an environment for study and work free from sexual assault or misconduct. All members of the SCC community are expected to conduct themselves in a manner that ensures a safe and welcoming environment.

Title IX, Campus SaVE Act
Title IX of the Education Amendments of 1972
http://www.justice.gov/crt/about/cor/coord/titleix.php protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence and sexual assault, is a form of sex discrimination prohibited by Title IX. Although Title IX is perhaps best known for its mission to achieve gender equity in athletic programming, Title IX’s protections are much broader in scope. It applies to all forms of sexual discrimination, including sexual harassment, sexual misconduct, and sexual violence. It also applies to all forms of gender-based harassment. Title IX applies equally to students, college employees, or nonemployee third parties.

Gender and Sex-based Discrimination Not Condoned
Members of the SCC community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. SCC does not condone gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this
policy (Policy E-3f(1), College Handbook), serious sanctions will be used to reasonably ensure that such actions are not repeated.

**Definitions of Sex Related and Civil Rights Offenses**

The following are definitions of sexual misconduct (broad term encompassing any behavior of a sexual nature that is non-consensual, committed by force or intimidation or that is otherwise unwelcome) offenses that are prohibited by Southeast Community College.

**What You Should Know About Consent**

Consent is an important concept when it comes to sexual assault. Consent must be a willingness or agreement to engage in sexual activity that is freely given with full information of the facts and circumstances.

In Nebraska according to Neb. Rev. Stat. §28-318, **without consent** is defined as:

- (a) (i) The victim was compelled to submit due to the use of force or threat of force or coercion, or (ii) the victim expressed a lack of consent through words, or (iii) the victim expressed a lack of consent through conduct, or (iv) 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;
- (b) The victim need only resist, either verbally or physically, so as to make the victim's refusal to consent genuine and real and so as to reasonably make known to the actor the victim's refusal to consent; and
- (c) A victim need not resist verbally or physically where it would be useless or futile to do so; and

Force or threat of force is defined as:

- (a) the use of physical force which overcomes the victim's resistance or
- (b) the threat of physical force, express or implied, against the victim or a third person that places the victim in fear of death or in fear of serious personal injury to the victim or a third person where the victim reasonably believes that the actor has the present or future ability to execute the threat.

In Nebraska according to Neb. Rev. Stat. §28-319.01 a person is guilty of first-degree sexual assault of a child when a person:

- (a) subjects another person under twelve years of age to sexual penetration and the actor is at least nineteen years of age or older; or
- (b) When he or she subjects another person, who is at least twelve years of age but less than sixteen years of age to sexual penetration and the actor is twenty-five years of age or older.

In Nebraska according to Neb. Rev. Stat. §28-320.01, a person is guilty of second- or third-degree sexual assault of a child when a person subjects another person fourteen years of age or younger to sexual contact and the actor is at least nineteen years of age or older.

In Nebraska, according to Neb. Rev. Stat. § 28-320, a person is guilty of second- or third-degree assault when any person subjects another person to sexual contact:

- (a) without consent of the victim, or
- (b) who knew or should have known that the victim was physically or mentally incapable of resisting or appraising the nature of his or her conduct.

At the heart of consent is the concept that every person, woman or man, has a right to personal sovereignty – not to be acted upon by someone else in a sexual manner unless given clear permission to do so. Connected with this concept is the notion that consent may be broad or
narrow and can be limited. Consent to one form of sexual activity does not automatically imply consent to other forms of sexual activity.

Consent is given verbally or non-verbally, based on an active, informed, mindful, freely decided choice. Intoxication may make this (legally) impossible. Consent means that you cannot make assumptions about what your partner does or does not want. Absence of clear signals is a sign to stop.

The idea of consent eliminates the need to engage in force and resistance behaviors. There is no biological harm to either sex in stopping at any point.

No means no, but nothing also means no. Silence and passivity do not equal permissions.

SUBMISSION DOES NOT EQUAL CONSENT!

If you receive a “no” and keep pressuring/continuing to interact sexually, your behavior is a coercive influence on the other party. To be valid, consent must be given prior to or contemporaneously with sexual activity.

In a nonviolent community, it is expected that all members respect all other members at all times, including in the context of sexuality. Respect means paying attention to verbal and non-verbal cues, desires, and boundaries. “After the fact” is not the time to discuss boundaries. Communicate!

Sexual Harassment
Sexual harassment is any unwelcome behavior (verbal, written or physical) that is directed at someone because of the person’s sex or gender and that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the College’s programs and/or activities by creating a hostile, humiliating, demeaning or sexually offensive academic, residential, working or social environment; and/or is based on real or reasonable perceived power differentials and submission to or rejection of such conduct is believed to carry consequences for the student’s education or employment.

Sexual Assault
In Nebraska, sexual assault is defined as any person who subjects another person to sexual penetration
  a. without the consent of the victim
  b. who knew or should have known that the victim was mentally or physically incapable of resisting or appraising the nature of his or her conduct
  c. when the actor is nineteen years of age or older and the victim is at least twelve but less than sixteen years of age.

Stalking
In Nebraska, stalking, for purposes of prosecution is defined as any person who willfully harasses another person or a family or household member of such person with the intent to injure, terrify, threaten, or intimidate commits the offense of stalking. Stalking can be carried out in person or by electronic mechanisms (cell phone, Internet, fax, cameras) and examples include repeated maintenance of physical or visual proximity to the victim; repeated following, approaching or confronting the victim; entering property occupied by the victim; photographing or videotaping the victim without permission; or unwelcome or unsolicited written or electronic communication with the victim.
Sexual Exploitation
Sexual exploitation involves taking or attempting to take non-consensual sexual advantage of another person. Sexual exploitation can include observing another person’s nudity or sexual activity without consent; distribution of images, photos, videos, or audio recordings of sexual activity or nudity with the knowledge and consent of all parties involved; prostituting another person; engaging in sexual activity with another person while knowingly infected with a sexually transmitted disease or the human immunodeficiency virus (HIV), without informing the other person; or exposing one’s genitals in non-consensual circumstances.

Domestic Abuse/Violence
Domestic abuse/violence includes crimes of violence, physical pain, bodily injury and/or nonconsensual sexual contact or penetration committed by a current or former spouse or intimate partners 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.

Dating Violence
Dating violence is a pattern of abusive behaviors (physical, verbal and/or emotional) used to exert power and control over a dating partner. The existence of this relationship is gauged by the length, type and frequency of interaction within the relationship.

Reporting an Incident of Sexual Misconduct
The reporting of sexual misconduct encompasses incidents that occur both on and off campus when it involves a Southeast Community College student and when the conduct negatively affects the victim’s school experience or overall school environment. Any behavior, which results in the sexual abuse/assault of another person, will not be tolerated and is a violation of the College’s Code of Conduct and may result in sanctions including warnings, disciplinary probation, suspension or termination, of student/employee status or expulsion.

If a student or employee reports to SCC they have been a victim of dating violence, domestic violence, sexual assault or stalking, either on or off campus, SCC will provide them with a written explanation of their Rights and Options.

If you have experienced sexual assault, domestic violence, dating violence, or stalking, you have the right to
- make a report to SCC Safety Personnel, local law enforcement, and/or state police
- choose not to report
- report the incident to SCC
- be protected by SCC from retaliation for reporting and incident
- receive assistance and resources from SCC

All reports will be taken seriously. If you report an incident, SCC Safety Personnel can also assist you in filing a criminal complaint and in obtaining and enforcing a court order of protection. Even if you are unsure about filing a complaint, consultation with campus Safety Personnel can lead to actions being taken on your behalf, including accommodations, such as assistance in changes to academic, living, transportation and working situations, and protective measures, such as no-contact orders.

Reporting to Law Enforcement and Protective Orders
You are encouraged to report to SCC Safety Personnel or a local law enforcement agency any incident of sexual assault, domestic violence, dating violence, or stalking. A report is an account or description of a specific incident. You may make a report via email, phone, in person or via the TIPS reporting system. When reporting, please inform Campus Safety Personnel if you are safe
and about any injuries you may have. You will need to explain where and when the incident took place and whether the assailant is known to you.

Campus Safety Personnel may assist you in notifying local law enforcement, if you so choose, and provide information on pursuing a criminal complaint or other legal action, such as an order of protection. The College will comply with and enforce an order of protection, or similar lawful order issued by a criminal, civil, or tribal court. For complaints against a third party, the matter will be referred to local law enforcement for investigation and the victim will be referred and assisted as needed to ensure their safety. SCC will take any necessary action in the best interest of the victim during the pendency of the investigation.

Southeast Community College strongly encourages any person subjected to sexual misconduct to report the conduct to law enforcement and to the College’s Title IX office. There are several reporting options available to you.

**Anonymous Reporting**

You may choose to file a report with the College and request that your name not be used in the investigation process. However, it is often difficult to investigate allegations when an individual requests their name not be disclosed during an investigation. Reporting anonymously may limit the College’s ability to conduct a full investigation and take action. Regardless, you may report anonymously through the College’s TIPS reporting system (see next bullet).

**File a Report Using the College’s Incident Reporting System**

You may share a concern or file a complaint using TIPS reporting. The TIPS link may be found on The Hub and the college’s website: www.southeast.edu. TIPS provides an online method by which SCC leadership may share campus concerns. Concerns expressed through TIPS which contain potential sexual misconduct allegations will be investigated by the Title IX Coordinator and/or his or her designee. Do not use this site to report events presenting an immediate threat to life or property. Call 911 to report emergencies.

**Contact a Responsible Employee**

Responsible employees are individuals working at SCC who have an obligation to inform the Title IX Coordinator of allegations of sex discrimination or sexual misconduct. **Responsible Employees cannot keep your concerns confidential.** If you talk to these individuals, your concerns will be reported, and the College will follow up on your concerns. Faculty, staff, and student employees (including RAs) are considered mandatory reporters (Responsible Employees). To the extent you want Southeast Community College to act, you need to report to a Responsible Employee, campus Safety & Security Specialist, Campus Security Authority, or the Title IX Coordinator. Each campus has identified individuals to assist you as needed:

**Beatrice Campus, Nebraska City & Falls City Learning Centers:**
- Toni Landenberger, Assistant Campus Director/Dean of Students, 402-228-8286, tlandenberger@southeast.edu
- Mark Meints, Safety & Security Specialist, 402-228-8279, mmeints@southeast.edu

**Lincoln Campus (Including 8800 O Street, Education Square, Continuing Education Center, Entrepreneurship Center), Plattsmouth & Wahoo Learning Centers:**
- Theresa Webster, Assistant Campus Director/Dean of Students, 402-437-2559, twester@southeast.edu
- Sam Loos, Safety & Security Specialist, 402-437-2408, sloos@southeast.edu
SCC ANNUAL SAFETY, SECURITY AND CRIME/FIRE STATISTICS

Milford Campus, York & Hebron Learning Centers:
- Stacy Riley, Assistant Campus Director/Dean Students, 402-4761-8270, sriley@southeast.edu
- Darrell Eastin, Safety & Security Specialist, 402-761-8266, deastin@southeast.edu

File a Title IX Report with the College
SCC's Title IX Administrator is
Jose J. Soto,
301 South 68th Street Place, Lincoln NE 68510
402.323.3412 Office, 402.613.1181 Cell
jsoto@southeast.edu

IMPORTANT TO NOTE: The Title IX Administrator or Responsible Employee/Campus Security Authority can assist you with the reporting process, getting help, explaining your rights as a student/employee, investigation processes and protection options. If you decline to pursue a formal criminal action through a local law enforcement agency, you can pursue institutional actions consistent with the SCC Student Code of Conduct, Title IX and Clery Act. Alternatively, you can choose not to pursue any institutional action, but pursue criminal action or make a report to law enforcement. Complaints against third parties who are not students or employees of the College can be reported to the Title IX Administrator or any Responsible Employee.

Contact Local Law Enforcement
Students should immediately report all sex offenses (e.g., rape, acquaintance rape, forcible/non-forcible sex) to local law enforcement officials.
- Beatrice Police Department ...........................................402-223-4080
- Lincoln Police Department ..........................................402-441-6000
- Milford Police Department ...........................................402-761-2772
- Falls City Police Department .......................................402-245-4422
- Hebron – Thayer County Sheriff Department .................402-768-6139
- Nebraska City Police Department .................................402-873-6666
- Plattsmouth Police Department .....................................402-296-3311
- Wahoo Police Department ..........................................402-443-4155
- York Police Department ...............................................402-363-2640

File a Title IX Complaint with the Office of Civil Rights.
The Office for Civil Rights (OCR) of the U.S. Department of Education enforces Title IX. For more information, see http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html.

Assistance, information and/or counseling is also available through:

LINCOLN
Voices of Hope...............................................................402-475-7273 (24-hour Crisis Line)

BEATRICE/MILFORD/Learning Centers
Blue Valley Crisis Intervention .................................877-409-6600

Retaliation
Retaliation against a grievant or witness for filing or participating in an investigation is prohibited. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy (Policy E-3g(1) College Handbook). The college will follow up on any reports of retaliation and take appropriate action.
Complaint and Investigation Procedures of Sexual Misconduct
SCC follows the College’s Student Code of Conduct process (described below) in investigating all allegations of sexual misconduct with the exception that only committee members trained annually on Title IX issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability conduct sexual misconduct hearings. During these hearings, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the responding student.

Standard of Evidence
The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be relevant by the Committee Hearing Chair. All such information sought to be admitted by a party or the College will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Chair. Demonstration of a pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing. The party bringing any complaint alleging sexual misconduct, other behavior falling within the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

Southeast Community College uses a “preponderance of evidence” (whether a policy violation is more likely to have occurred than not) standard in all sexual misconduct proceedings.

1. Complaint Inquiry
Disciplinary action on the part of the College does not preclude the possibility of criminal charges against the individual. In cases involving allegations of sexual misconduct, upon receipt or notice of a complaint, the Title IX Administrator, an appropriate administrator or designee of the Title IX Administrator or other designated staff, hereinafter referred to as “Investigator,” will promptly investigate the complaint.

Where the complaint/report involves an employee, the Vice President of Human Resources will be notified. As noted in the Student Code of Conduct, an initial determination is made whether a violation of the Sexual Misconduct Policy may have occurred and/or whether an informal resolution might be appropriate. NOTE: An informal resolution such as mediation cannot be used for sexual harassment or non-consensual sexual contact or intercourse cases. If the complaint does not appear to allege a policy violation or if an informal resolution is desired by the complainant and appears appropriate given the nature of the alleged behavior, then the complaint may not proceed to a formal investigation. Complaints may be resolved through formal or informal procedures. The complainant has the right to terminate the informal resolution procedure at any time and pursue a formal complaint investigation process, or vice-versa.

2. Investigation Process
A formal investigation will be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. Preliminary investigation usually takes between 1-7 business days to complete to determine if there is reasonable cause to believe that the responding student violated SCC policy and to determine what specific policy violations should serve as the basis for the complaint. If it is determined that a more thorough investigation is required, this can take an additional 5-10 days. The College aims to complete all investigations within a 60 business-day time period, which can be extended as necessary for
appropriate cause by the Title IX Administrator with notice to the parties. If an allegation of sexual misconduct involves a student athlete, someone outside the athletic department will oversee the grievance process.

The College may undertake a short delay (10-14 days, to allow for evidence collection) when criminal charges based on the same behaviors that initiated the process are being investigated. The investigator will make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not) and present the investigation report and findings to the responding student, who may:

- accept the findings,
- accept the findings in part and reject them in part,
- or may reject all findings;

The Investigator will make a report to the Assistant Campus Director/Dean of Students or Vice President of Human Resources (as applicable) with a determination as to whether a violation of the sexual misconduct is likely to have occurred and if so, a recommendation on an appropriate sanction for any violation. Note that college action will not be altered claiming civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. The Investigator will also share the findings and/or update the party bringing the complaint on the status of the investigation and the outcome if appropriate. There may be instances due to anonymity or confidentiality that full disclosure to the complainant regarding the outcome would be inappropriate, however, allowable information will be shared.

3. Findings/Educational Conference

Next steps are determined based upon whether the responding student is found responsible and whether the responding student accepts or rejects the findings and/or sanctions, either in whole or in part.

- The responding student is found “Not Responsible”
- The responding student accepts a finding of “Responsible”
  - The responding student accepts a finding of “Responsible” and accepts the recommended sanctions
  - The responding student accepts a finding of “Responsible” and rejects the sanctions recommended. This results in convening a Conduct Committee Special Hearing.
  - The responding student rejects the findings complete or in part. This results in convening a Conduct Committee Special Hearing. All parties have a right to an advisor/advocate of their own choosing, including attorneys and be accompanied to any related meeting or proceeding.

In all investigations, SCC will

- provide simultaneous notification, in writing, to both the accuser and the accused that the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking.
- provide written notification to victims about options for, available assistance in, and a means to request changes to academic, living, transportation and working situations or other protective measures. SCC will make accommodations or provide protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus Safety Personnel or local law enforcement. These requests can be made through the Title IX Administrator, Safety Personnel, or designee.
Appeal Procedures
When a party wishes to present for consideration new evidence or challenge the sanction, an appeal request of the decision of the Conduct Committee Hearing may be filed in writing to the Dean of Students or designee within three (3) business days of the notice of the outcome to the hearing, barring urgent circumstances. All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision when appropriate by procedure or law. The Dean of Students or designee will refer the request(s) to the Vice President of Student Services who will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.

All decisions of the original decision-maker or new Conduct Committee are to be made within seven (7) business days of submission to the Panel and are final, as are any decisions made by the original hearing body, Dean of Students or Title IX Coordinator as the result of reconsideration consistent with instructions from the Vice President of Student Services. Any changes to the institution’s procedures will be made in writing to both the accuser and the accused.

Sanctions SCC may Impose Related to Sex Offenses
The following are the usual sanctions that may be imposed upon employees, students or student organizations singly or in combination following a final determination of an institutional disciplinary proceeding regarding forcible or non-forcible sex offenses:

Written Disciplinary Warning: An official written notice that the student has violated College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.

Disciplinary Probation: The student is put on official notice that, should further violations of College policies occur during a specified probationary period, the student may face additional sanctions. Regular probationary meetings may also be imposed.

Disciplinary Suspension: Separation from the College for a specified period of time not to exceed one year, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students. During the suspension period, the student is banned from college-owned or controlled property, functions, events and activities without prior written approval from the Dean of Students. This sanction may be enforced with a trespass action as necessary.

Disciplinary Expulsion: Permanent separation from the College. The student is banned from college owned or controlled property and the student’s presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. Readmission to the College will not be granted.

Restitution: Compensation for damage caused to the College or any person’s property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

College Service or Behavioral Requirements: Student will be required to complete a specific supervised College service or activity including, but not limited to, community service, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
Loss of Privileges: The student will be denied specified privileges for a designated period.

Educational Program: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

Housing Probation: Official notice that, should further violations of Residence Life or College policies occur during a specified probationary period, the student may immediately be removed from College housing. Regular probationary meetings may also be imposed.

College Housing Reassignment: Reassignment to another College housing facility. Residential Life personnel will decide on the reassignment details.

College Housing Suspension: Removal from College housing for a specified period after which the student is eligible to return. Conditions for re-admission to College housing may be specified. Under this sanction, a student is required to vacate College housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Residential Service Manager. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for College housing, the student must gain permission from the Dean of Students. This sanction may include restrictions on visitation to specified buildings or all College housing during the suspension.

College Housing Expulsion: The student’s privilege to live in, or visit, any College housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

Eligibility Restriction: The student is deemed “not in good standing” with the College for a specified period of time. Specific limitations or exceptions may be granted by the Dean of Students and terms of this conduct sanction may include, but are not limited to, the following: a) Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College; or b) Ineligibility to represent the College to anyone outside the College community in any way including: participating in the study abroad program, attending conferences, or representing the College at an official function, event or intercollegiate competition as a player, manager or student coach, etc. c) Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time for group/organization violations.

Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students or designee.

Disciplinary Records All conduct records are maintained by the Dean of Students seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

Interim Actions/Sanctions
The College may take interim actions as necessary to protect the community from a threat to the health or safety of the community, to any particular member of the community, or in cases where there may be a risk of substantial disruption to the normal operations of the College. The College offers a range of resources, support services, and measures to protect the safety and well-being of the complainant, the respondent, and the community and to promote an accessible educational environment. After receiving a report or pending resolution of a complaint, the College may place interim measures, including reasonably available accommodations, such as assistance in
changes to academic, living, transportation, and working situations, and protective measures, such as no-contact orders, security escorts, or temporary suspensions. The Campus Safety Personnel is responsible for determining and issues interim measures for students.

In all cases, the subject of the interim action will be given an opportunity to be heard by the Assistant Campus Director/Dean of Students or designee on the necessity of the restriction within three days of the issuing of the restrictions. These actions may include but are not limited to suspension, restricted access to facilities, housing and/or event, no-contact orders with specific individuals, provision of a campus escort, class and/or work schedule reassignment, referrals to campus and community support resources, etc. or any other restrictions deemed by the Title IX Administrator, campus Dean of Students or designee, to be necessary to achieve the goals stated above.

Confidentiality
All actions taken to resolve grievances or complaints through this process will be conducted with as much privacy, discretion and confidentiality as possible without compromising the thoroughness and fairness of the process. All persons involved are to treat the process with respect.

If you do not wish to report a sexual misconduct incident to SCC Safety Personnel, but wish to seek confidential assistance and advice, please see the section on Counseling, Mental Health and Other Victim Services. If you decide not to pursue resolution of the incident with the College, SCC will honor your request if doing so does not impact the College’s ability to provide a safe and non-discriminatory environment for all members of the SCC community, including the complainant.

The Title IX Administrator will evaluate requests for confidentiality. Regardless of whether the complainant requests confidentiality or decides not to pursue resolution, the Title IX Administrator or designee will assist the complainant with reasonably available accommodations, which may include academic, housing, transportation, employment, and other accommodations. These accommodations will vary depending on the nature of the reported prohibited conduct, whether the complainant is a student, faculty or staff member and the wishes of the complainant regarding confidentiality. The Title IX Administrator and designees will maintain as private any accommodations or protective measures provided to the complainant. The Title IX Administrator or designee may disclose to an appropriate college official only information that is necessary to provide the accommodations or protective measures in a timely manner.

The College recognizes that participants should be protected from unreasonable disclosure of their involvement in processes under any of the applicable procedures, and of any information, they reveal during their participation. However, the college also recognizes that there are legal mandates that govern disclosure and afford participants certain rights to disclose information. The college expects parties not to reveal any information they learn in the course of their participation in processes set forth in the applicable procedures, other than for the purpose of consulting with advisors and attorneys, and incident to seeking support and advice from family, clergy, health professionals, and others playing a similar role. If you are eighteen (18) years or older, no college office will contact your parents or other family members. Friends, faculty, coaches, supervisors, co-workers, etc. are not contacted either, unless they are witnesses or necessary to implement interim measures or resolution. Parties may choose whether to disclose or discuss with others the outcome of a sexual misconduct complaint. The College will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without inclusion of personally identifying information about the victim.
Duty to Report.
Responsible employees are individuals working at SCC who have an obligation and duty to inform the Title IX Coordinator of allegations of sex discrimination or sexual misconduct. **Responsible Employees cannot keep your concerns confidential.** If you talk to these individuals, your concerns will be reported, and the College will follow up on your concerns. Faculty, staff, and student employees (including RAs) are considered mandatory reporters (Responsible Employees). To the extent you want Southeast Community College to act, you need to report to a Responsible Employee, campus Safety & Security Specialist, Campus Security Authority, or the Title IX Coordinator.

All employees of the College holding a designated supervisory position and others as specifically designated by the College shall have a duty to report to SCC’s Title IX Administrator any suspected Sexual Misconduct they become aware of that involves a student or an employee.

**Individual Rights**

**Statement of the Rights of a Party Bringing a Grievance (the party that could be referred to as the accuser)**
- To be treated with respect by College officials.
- To take advantage of campus support resources.
- To experience a safe living, educational and work environment.
- To have an advisor/advocate present during the investigatory process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have grievances heard in substantial accordance with these procedures.
- To full participation of the injured party in any grievance panel process whether the injured party is serving as the party bringing a grievance or the College is serving as party bringing a grievance.
- To be simultaneously informed in writing of the outcome/resolution of the grievance (both accuser and accused), the result of any institutional disciplinary sanctions where permissible and the rationale for the outcome where permissible.
- The right to appeal the result of the institutional disciplinary proceeding.

**Statement of the Rights of the Responding Party (the party that could be referred to as the accused)**
- To be treated with respect by College officials.
- To take advantage of campus support resources.
- To have an advisor/advocate present during the investigatory process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To have grievances heard in substantial accordance with these procedures.
- To be simultaneously informed of the outcome/resolution of the grievance (both accuser and accused) and the rationale for the outcome, in writing.
- The right to appeal the result of the institutional disciplinary proceeding.

**Sexual Assault Education and Prevention**
The College provides information and orientation to promote the awareness of sex offenses and has awareness and prevention programs designed to provide education regarding safety and security, including prevention of sexual assault. These programs are organized through the
campus Student Success, Student Life and Residence Life staff along with the Office of Professional Development and includes a program designed around Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for employees and students. This program consists of a series of online and face-to-face courses that cover the College’s policies and expectations related to Title IX, Clery Act and VAWA (Student Code of Conduct, Article 3). Completion of the course is required for all employees of the College, including active student employees. The class is offered, but not required for all other students. Additional opportunities to attend on-going programming sessions related to personal safety issues such as; sexual assault, domestic and dating violence, hate crimes, stalking, active bystander, and drug & alcohol issues.

Students are made aware of SCC’s policies and prevention and awareness programming through:

- New Student Orientation
- On-Campus Activities posted on electronic signs, fliers on campus, Hub and web notices
- Student Senate reports
- Everfi eLearning modules
- Annual Notification

Employees are made aware of SCC’s policies, prevention and awareness programming through:

- New Employee Orientation
- Everfi eLearning modules
- Professional Development offerings
- Annual Notification
- Campus Security Authority (CSA) Training

**Safety Tips**

**On Campus**

- **Never walk alone at night. Call a friend or an employee to escort to your vehicle.**
  - Beatrice: Custodial Supervisor 402-239-3312 (Sunday-Thursday)
  
  Jack J. Huck Continuing Education Center/SCC Entrepreneurship Center: Custodial Supervisor 402-239-3312 (Sunday-Thursday)

  Education Square: Academic Division - Suite 112 402-323-3441
  
  Lincoln: Reception desk (V section) 402-471-3333 (M-Th)
  
  Milford: Residential Service Manager 402-761-7398
  
  - Always be aware of your surroundings. Walk purposefully and make eye contact with strangers.
  - In parking lots, have keys ready when you approach your car to make your entry easier.
  - After dark, try to park in a well-lit area close to your destination.
  - Always lock car doors and roll up windows. Keep valuables out of sight or in the trunk.
• If you feel threatened, immediately go to an open building where there are other people.
• Never leave personal items unattended or unlocked.
• Emergency 911 telephone calls on cellular telephones will be directed to a 911 Call Center. For faster assistance, please advise the officer who answers the telephone that your emergency is occurring at an SCC location.

**At Home**

• Always lock all doors, even when you are there. Take keys with you, even when stepping out for “just a second.”
• Keep windows locked.
• Do not loan out your keys or leave them lying around. Detach house keys from the main ring when having vehicles serviced.
• Utilize peepholes or safety chains. Do not open doors without verifying the identity of the person on the other side.
• Do not keep expensive jewelry, collectibles or large amounts of cash at home.
• Do not advertise your absence, especially on your phone mail or a social media site.

**In Social Situations**

• When dating someone you do not know well, ask people you trust about your date.
• Socialize in groups so that you are not alone with just one person. There really is safety in numbers.
• Drive yourself and carry extra money in case you need to get home alone.
• If you feel uncomfortable, there is probably a reason. It is better to do something you may consider rude than to remain in a dangerous situation.
• Remember that alcohol impairs both your decision-making processes and the ability to communicate.
• Keep all drinking glasses, bottles or other open containers in sight at all times. When accepting a drink of some kind, make sure that you open the container yourself and be aware that ice cubes could contain harmful substances as well.

**Guard Your Privacy on Social Networking Sites**

• Do not give out information simply because it is requested.
• Giving out birthdates, full names, addresses, phone numbers, Social Security numbers, bank or credit card accounts and other personally identifiable information can lead to identity theft and cyber stalking.
• Select gender-neutral usernames.
• Protect your passwords.
• Be cautious about posting pictures of yourself, as stalkers sometimes can become obsessed by photos or images.
• Versions of online information can be archived, so once you post information, deleting it does not ensure that it is no longer available online.
• Be cautious about arranging personal meetings with new online acquaintances.
• Only post information that you are comfortable having others see, including parents, potential employers, instructors, etc.
• Trust your instincts.

**Protecting Yourself from Drug/Alcohol Facilitated Sexual Assault**

• Never leave your drink unattended. Because they are colorless and odorless, drugs used in drug-facilitated sexual assault can be slipped into any type of beverage.
• Do not accept drinks from anyone but a bartender or server. Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
• If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

Community Resources
In addition, several local and national resources are available to provide information and assistance:

• **Nebraska Coalition to End Sexual and Domestic Violence**: Nebraska has a network of domestic violence and sexual assault programs to ensure that a safety net of services are available across our state 24-hours a day. [www.nebraskacoalition.org](http://www.nebraskacoalition.org/)
  - **Voices of Hope (Lancaster county)**
    - 24-Hour Crisis Line: (402) 475-7273
    - Email Address: info@voicesofhopelincoln.org
    - Mailing Address: 2545 N St., Lincoln, NE 68510
    - Website: [www.voicesofhopelincoln.org](http://www.voicesofhopelincoln.org/)
  - **Hope Crisis Center** (York, Seward, Fillmore, Saline, Gage, Thayer & Jefferson counties)
    - 24-Hour Crisis Line: 877-388-HOPE (4673)
    - Website: [www.hopecrisiscenter.org](http://www.hopecrisiscenter.org)
  - **The Bridge** (Saunders county)
    - 24-Hour Crisis Line: 888-721-4340; 402-727-7777
    - Website: [www.bridgefromviolence.com](http://www.bridgefromviolence.com)
  - **Project Response** (Otoe, Johnson, Nemaha, Pawnee, & Richardson counties)
    - 24-Hour Crisis Line: 800-456-5764
    - Website: [www.projectresponseinc.org](http://www.projectresponseinc.org)

• **Lincoln Police Department's Victim Witness Unit**: provides information and support services to victims and witnesses of crime
  - (402) 441-7181

• **Friendship Home**: provides shelter and support for battered women and their children
  - (402) 437-9302

• **National Sexual Assault Hotline**: provides free, confidential counseling 24 hours a day from a national (not a local) service provider, that can help connect to local providers
  - On-line, 24-hour chat with a trained professional: [online.rainn.org](http://online.rainn.org)
  - 24-Hour Crisis Line: (800) 656-HOPE (4673)

• **Law Enforcement**:
  - Emergency - 911
  - Beatrice Police - Non-emergency (402) 223-4080
  - Lincoln Police - Non-emergency (402) 441-6000
  - Milford Police - Non-emergency (402) 761-2772
  - Falls City Police Department - Non-emergency 402-245-4422
  - Hebron – Thayer County Sheriff Department - Non-emergency 402-768-6139
  - Nebraska City Police Department - Non-emergency 402-873-6666
  - Plattsmouth Police Department - Non-emergency 402-296-3311
  - Wahoo Police Department - Non-emergency 402-443-4155
  - York Police Department - Non-emergency 402-363-2640
• Medical Treatment:
  o Beatrice Community Hospital and Health Center; 4800 Hospital Parkway; (402) 228-3344
  o Bryan LGH East Campus; 1600 S. 48th St., Lincoln, NE; (402) 481-1111
  o Bryan LGH West Campus; 2300 S. 16th St., Lincoln, NE; (402) 481-1111
  o CHI Health St. Elizabeth Medical Regional Center; 555 S. 70th St., Lincoln, NE; (402) 219-8000
  o Memorial Health Care Center; 300 North Columbia, Seward, NE; (402) 643-2971

Continuous Program Improvement
Southeast Community College continually assesses and updates its prevention and awareness programs to ensure a transfer of learning. The College will continue to expand alcohol and other drug and sexual misconduct awareness and prevention student and employee training using current and relevant evidence-based practice.

What To Do If You Are Sexually Assaulted

1. Get to a safe place.
   For your protection, call 911 or local law enforcement, especially if the accused is still nearby. Law Enforcement will assist you whether you choose to prosecute the accused. Once you are safe, call a friend or family member for support or SCC will provide you with community resources that can provide victim’s advocate/support services. Also, a number of College personnel are available to assist in reporting assaults to the proper authorities.

2. Get medical attention immediately and preserve evidence.
   The primary purpose of a medical examination is to check for physical injury, the presence of sexually transmitted diseases or pregnancy because of the assault. The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings. It is important to preserve evidence. Do not shower, bathe, eat/drink, brush your teeth, change clothes, or disturb the scene of the attack. The evidence collected may be important to prove rape, domestic violence, dating violence, sexual assault or stalking or other sexual assault, and may assist in obtaining a protection order.

3. Report the incident to law enforcement.
   You are strongly encouraged to report the incident. You can report directly to law enforcement or upon request, the College will assist you with reporting to the appropriate authorities. It is up to you, but reporting is not the same thing as prosecution. Prosecution can be determined later. You may contact any SCC Campus safety personnel who can provide you with the telephone numbers for area organization(s) that can provide victim’s support/services. Again, College personnel are available to assist you in reporting assaults to the proper authorities.

   Beatrice Police Department
   201 N 5th Street, Beatrice
   402-223-4080

   Lincoln Police Department
   575 S 10th Street, Lincoln
   402-441-6000

   Milford Police Department
   505 1st Street, Milford
   402-761-2772
Falls City Police Department
1820 Towle ST, Falls City
402-245-4422

Hebron Police Department – Contact Thayer County Law Enforcement
324 Olive Ave, Hebron
402-768-6139

Nebraska City Police Department
1518 Central Ave, Nebraska City
402-873-6666

Plattsmouth Police Department
336 Main ST, Plattsmouth
402-296-3311

Wahoo Police Department
605 N Broadway ST, Wahoo
402-443-4155

York Police Department
315 N Grant Ave, York
402-363-2640

Emergency or Police Assistance - Dial 911
If you are a victim of a sexual assault and decide not to notify SCC personnel or the local police, please secure medical attention and contact any of the victim support resources listed in this publication.

Enforcing a Restraining or No Contact Order at SCC.
A restraining order is an order from a court that requires one party to do, or refrain from doing, certain acts. For example, it can protect you from being physically abused, threatened, stalked or harassed. If you have a court order, you should inform Campus Security Authorities and/or the Title IX Administrator. SCC can help to ensure that the restraining or no-contact order is followed on campus and at SCC events. Even if you do not have a court order, SCC may issue a no-contact order as part of its Title IX sexual misconduct procedures or take further protective action to minimize the interactions between you and the accused, such as rearranging College schedules or adjusting College employment arrangements.

Right To Be Informed
Every victim of a crime has the right to be informed about how their case will be handled by law enforcement. If the incident is reported, SCC Safety Personnel will:

- Provide the case number assigned to the victim’s case, if requested.
- Explain the processing of a criminal case.
- Provide guidance on how to obtain information about the processing of the case.
- Provide contact information to enable a victim to request information about the status of their case.
- Provide the victim with victim advocacy resource information throughout the process to address a victim’s needs and concerns as well as those of significant others.
- If possible, accommodate a victim’s request to speak to an officer of the same gender
- Make arrangements for medical treatment with respect for a victim’s choice of medical facility.
• Assist any local, state and federal authority investigating the assault.

A victim’s name and identifying information will be withheld from the public and the media, in accordance with Nebraska open records laws. This may be accomplished by withholding or redacting documents, as well as excluding the victim’s name and identifying information from reports made available to the public and the media.

**What Can You Do If Someone You Know Has Been Sexually Assaulted?***

If you know someone who has been sexually assaulted, you can be of help. After a sexual assault, the victim may experience fear, insecurity, and/or frustration and need care and support from others. You, as a friend (or spouse or family member), can play an important role by providing reassurance and support without judgment or criticism.

Allow your friend to reflect upon what has happened and the feelings experienced, but do not press for details. Let them set the pace. Listening is one of the best things you can do at this time. In short, be a trusted friend.

If your friend has not received medical attention, encourage them to do so. Know that there is a possibility the medical facility will notify the police. However, it is up to your friend to make the final decision as to whether a formal police report will be initiated.

You can be a valuable resource to your friend by seeking out and providing information that will assist in understanding available options. For example, you can let your friend know that reporting the rape and collecting evidence does not automatically lock them into pursuing prosecution of the offender. What it does do is assist the police in identifying the method and possible identity of the accused. Any information that can be provided may prevent the sexual assault of someone else. You may be asked to testify in conduct proceedings regarding your friend’s remarks, actions, and state of mind, especially if you were one of the first people they approached. Jotting down a few notes may prove to be of benefit later.

Making the decision to report a sexual assault to the police and to undergo the subsequent processes of evidence collection and possible legal and conduct proceedings will be very difficult for your friend. Although it is only natural that you will want to give advice, you must avoid trying to control the situation. A victim of sexual assault needs to regain control and must be allowed to make their own decisions whether we agree with them or not.

Whatever decisions are made, your friend needs to know that they will not be judged, disapproved of, or rejected by you. The victim of sexual assault can suffer a significant degree of physical and emotional trauma both during and immediately following the sexual assault that may remain for a long time. By being patient, supportive, and nonjudgmental, you can provide a safe accepting climate into which your friend can release painful feelings.

Sometimes friends or family members take the sexual assault of a loved one very personally, almost as if the assault had happened to them. They may feel resentment or anger and unleash this anger on the victim and/or others. Sometimes their sense of frustration and helplessness is pitted against a powerful urge for revenge. Do not make the mistake of discounting or ignoring your own emotional responses. It is very important to realize that you too are responding to an unwanted crisis. You are trying to understand what has happened and adjust to unfamiliar realities. Therefore, do not hesitate to take advantage of support services in your community, which offer counseling for victims of sexual assault and their significant others.

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1 “This resource is intended for informational purposes and general guidance only. It is not a substitute for professional diagnosis, intervention or treatment.”
Counseling, Mental Health and Other Victim Services

Every fall, in addition to the Annual Notifications of Consumer Information and Student Right to Know, SCC provides information to students, staff, faculty and the general public information on how to report incidents of sexual assault, domestic violence, dating violence, and stalking with written notification of their rights and options, including the options for assistance as detailed above. Below is a list of services available for victims, both within the institution and in the community.

Nebraska Coalition to End Sexual and Domestic Violence: Nebraska has a network of domestic violence and sexual assault programs ensure that a safety net of services are available across our state 24-hours a day. www.nebraskacoalition.org/

- **Voices of Hope (Lancaster county)**
  - 24-Hour Crisis Line: (402) 475-7273
  - Email Address: info@voicesofhopelincoln.org
  - Mailing Address: 2545 N St., Lincoln, NE 68510
  - Website: www.voicesofhopelincoln.org

- **Hope Crisis Center** (York, Seward, Fillmore, Saline, Gage, Thayer & Jefferson counties)
  - 24-Hour Crisis Line: 877-388-HOPE (4673)
  - Website: www.hopecrisiscenter.org

- **The Bridge** (Saunders county)
  - 24-Hour Crisis Line: 888-721-4340; 402-727-7777
  - Website: www.bridgefromviolence.com

- **Project Response** (Otoe, Johnson, Nemaha, Pawnee, & Richardson counties)
  - 24-Hour Crisis Line: 800-456-5764
  - Website: www.projectresponseinc.org

Lincoln Police Department’s Victim Witness Unit: provides information and support services to victims and witnesses of crime. (402) 441-7181

Friendship Home: provides shelter and support for battered women and their children. (402) 437-9302

Blue Valley Behavioral Health: A private, non-profit corporation serving 16 counties in southeast Nebraska for mental health and substance abuse services. 877-409-6600

National Sexual Assault Hotline: provides free, confidential counseling 24 hours a day from a national (not a local) service provider, that can help connect to local providers
  - On-line, 24-hour chat with a trained professional: online.rainn.org
  - 24-Hour Crisis Line: (800) 656-HOPE (4673)

Law Enforcement:
  - Emergency - 911
  - Beatrice Police - Non-emergency (402) 223-4080
  - Lincoln Police - Non-emergency (402) 441-6000
  - Milford Police - Non-emergency (402) 761-2772

Medical Treatment:
  - Beatrice Community Hospital and Health Center; 4800 Hospital Parkway; (402) 228-3344
  - Bryan LGH East Campus; 1600 S. 48th St., Lincoln, NE; (402) 481-1111
Sex Offender Registry
The Nebraska Sex Offender Registration Act (Neb. Rev. Statute 29-4001-29-4115) requires sex offenders to register with local law enforcement officials. Registry information is available to the public on the Nebraska State Patrol’s website: https://sor.nebraska.gov/.

College Handbook Policy E-2j: places certain restrictions on registered sex offenders and requires they report to the Dean of Students Office each term they are enrolled in classes. (NOTE: Any suspected criminal activity or emergencies should first be reported to local authorities by calling 911.)

Should you have an interest in accessing registry information while on campus, computers are available in the Library Resource Center on each SCC campus and other areas around each campus location. To report any persons, activities or behaviors you deem to be suspicious or questionable, please contact the Campus Dean of Students or any Campus Security Authority at your location.

Other SCC Policies and Programs Affecting Safety

Residence Life
The college provides housing for approximately 600 students in six total residence halls on the Beatrice and Milford Campuses (Living on Campus) for more information regarding living on campus at SCC). Detailed information regarding Residence Life guidelines can be found in the online Housing Handbook. Safety and security in the residence halls is established to ensure a safe environment for all.

Residence Hall Staff
At each SCC campus that offers on campus living, there is a Residential Service Manager that is responsible for the operation of the residence halls. All Residential Service Managers, Assistant Residential Service Managers and Resident Assistants live on campus and oversee all aspects of Residence Life on Campus. Below is a listing of positions at the Beatrice and Milford campuses:

Beatrice Campus
Residential Service Manager – Lacey Jurgens
4771 W Scott Rd, Beatrice NE 68310
402-228-8291, 800-235-5027, extension 1291
ljurgens@southeast.edu

Milford Campus
Residential Service Manager – Liz Molsen
600 State Street, Milford NE 68405
402-761-7399, 800-933-7223, extension 6200
emolsen@southeast.edu

Resident Assistants (RAs) are the members of the Residential Life Staff that students will probably get to know best. RAs receive special ongoing training in areas of peer advising and referral, interpersonal communication, programming, team building, community development and administration. RAs are individuals who are committed to making on-campus living a fun and
rewarding experience. RAs are assigned an evening or weekend to be “on-duty.” In the evening, a resident’s first resource is the On-duty RA.

Residence Hall Security and Guests
All doors are locked 24 hours a day. Residents are issued keycards/FOBs that allow entry. Emergency exit doors are alarmed and may only be opened from the inside without a key. Residents are permitted overnight guests (of the same gender), but permission of all roommates is required. Overnight guests are limited to no more than two nights per term. The behavior of the guest is the responsibility of the host student.

Unacceptable Behavior

Aggressive and/or Disruptive Behavior
Aggressive and disruptive behavior is not permitted within the residence halls. Verbal abuse of staff in conflict and/or disciplinary situations will not be tolerated. Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, or sexual orientation has no place in a learning environment. In addition, violence has no place in a learning environment. Fighting, hazing, harassment or intimidation, whether verbal, physical, or sexual in nature of another individual will not be tolerated. Residents participating in aggressive and/or disruptive behavior, including bullying, physical, verbal, or sexual harassment, are in violation of Housing and College policies and could face possible termination of the housing contract and other disciplinary sanctions.

Harmful Behavior
Residents are expected to desist from any behavior that directly or indirectly endangers themselves or the safety of any person in housing. Examples of violations that can lead to contract revocation include, but are not limited to, bomb threats, the activation of false fire alarms, tampering with emergency equipment, or infliction/threat of bodily harm.

Harassment/Discrimination
“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” – Title IX of the Education Amendments of 1972

Southeast Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. Accordingly, harassment based on an individual’s race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law is prohibited. The College will not tolerate harassment or retaliation in the workplace (Policy E-3f(1), College Handbook) or educational environment whether committed by faculty, staff, or students, or by visitors to the College while they are on College property or at events conducted, sponsored or sanctioned by the College. Each member of the College community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

Prohibited discriminatory harassment is defined as conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person’s ability to participate in or to receive the benefits, services, or opportunities of the College, and/or has the effect of creating an intimidating, hostile, or offensive environment.

Sexual Misconduct (Title IX)
The following are definitions of sexual misconduct (broad term encompassing any behavior of a sexual nature that is non-consensual, committed by force or intimidation or that is otherwise unwelcome) offenses that are prohibited by Southeast Community College.

• Sexual Harassment
Sexual harassment is any unwelcome behavior (verbal, written or physical) that is directed at someone because of the person’s sex or gender and that meets one or more of the following conditions:
- Is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the College’s programs and/or activities by creating a hostile, humiliating, demeaning or sexually offensive, academic, residential, working or social environment; and/or
- Is based on real or reasonable perceived power differentials and submission to or rejection of such conduct is believed to carry consequences for the student’s education or employment.

- Sexual Assault
In Nebraska, sexual assault is defined as:
- Any person who subjects another person to sexual penetration:
  - without the consent of the victim
  - who knew or should have known that the victim was mentally or physically incapable of resisting or appraising the nature of his or her conduct, or
  - when the actor is nineteen years of age or older and the victim is at least twelve but less than sixteen years of age is guilty of sexual assault in the first degree.

(Source: Nebraska Revised Statute 28-319. Sexual assault; first degree; penalty. Nebraska Revised Statute 28-320. Sexual assault; second or third degree; penalty. Nebraska Revised Statute 42-903. Nebraska Revised Statute 28-311.03)

Sexual intercourse is defined as:
- any sexual penetration (anal, vaginal, or oral), however slight, with any object or body part (e.g. penis, tongue, finger, hand, etc).

Sexual intercourse without consent is sexual assault (rape), even if it is with a friend or acquaintance. Persons who are intoxicated cannot legally consent to sexual intercourse and this may also be considered sexual assault.

Sexual contact is defined as:
- any intentional sexual touching of another, however slight with any object or body part. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

- Stalking
The Clery Center for Security on Campus (2015) defines stalking as:
- engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

Stalking can be carried out in person or by electronic mechanisms (cell phone, Internet, fax, cameras) and examples include repeated maintenance of physical or visual proximity to the victim; repeated following, approaching or confronting the victim; entering property occupied by the victim; photographing or videotaping the victim without permission; or unwelcome or unsolicited written or electronic communication with the victim.

- Sexual Exploitation
Sexual exploitation involves taking or attempting to take non-consensual sexual advantage of another person. Sexual exploitation can include observing another person’s nudity or sexual activity without consent; distribution of images, photos, videos, or audio
recordings of sexual activity or nudity with the knowledge and consent of all parties involved; prostituting another person; engaging in sexual activity with another person while knowingly infected with a sexually transmitted disease or the human immunodeficiency virus (HIV), without informing the other person; or exposing one’s genitals in non-consensual circumstances.

- **Domestic Abuse/Violence**
  Domestic abuse/violence includes crimes of violence, physical pain, bodily injury and/or nonconsensual sexual contact or penetration committed by a current or former spouse or intimate partners 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.

- **Dating Violence**
  Dating violence is a pattern of abusive behaviors (physical, verbal and/or emotional) used to exert power and control over a dating partner. The existence of this relationship is gauged by the length, type and frequency of interaction within the relationship.

**Alcohol & Controlled Substances Information**
While alcohol itself is not an illegal substance for individuals 21 and older, in accordance with the federal Drug Free Schools and Community Act possession of alcohol, consumption of alcohol, and/or being under the influence of alcohol while on campus by any person and/or being in a room where alcohol or alcohol containers are present, regardless of age, and/or displaying empty alcoholic beverage containers, are all violations of Southeast Community College “Conduct Expectations”. In addition, drink mixes intended to make alcoholic beverages such as daiquiri mixes and long island ice tea mixes are not allowed in student rooms/apartments.

Situations including but not limited to the following, are violations of Southeast Community College “Conduct Expectations” and will result in an Alcohol Violation:
- Resident is in possession of alcohol (alcohol found in resident’s room, refrigerator, desk, closet, backpack, vehicle, etc.)
- Resident is under the influence of alcohol on campus (stumbling, yelling, vomiting, passed out in commons areas, slurring speech, smells of alcohol, etc.)
- Resident is in room where alcohol/and or alcohol containers are present
- Resident is in possession of empty alcoholic beverage containers (liquor bottles, beer cans, etc.)
- Resident is in possession of other containers with alcohol residue inside (drinking glass, bottle of pop, flask, shot glasses, etc.)
- Resident is in possession of drink mixes intended to make alcoholic beverages (daiquiri mixes, long island ice tea mixes, etc.)

Items that give Residential Life and/or Safety and Security Staff probable cause to search a resident’s belongings for alcohol but do not result in an Alcohol Violation unless alcohol is found:
- An empty flask (no alcohol smell or residue)
- Decorative shot glasses (no alcohol smell or residue)
- A Crown Royal bag (no bottle)
- An empty cardboard beer box (sitting in the room, trash can, cut and posted on wall)

If alcohol or alcoholic containers are present in a room, all the residents and SCC students found in the room are responsible for the policy violation (2018-2019 Residence Life Handbook), including fines, sanctions and housing probation. As College employees, the Residential Life Staff is responsible for addressing all violations. Alcohol will be disposed of by Residential Life and/or
Safety and Security Staff. Incidents will be documented, and the student will be subject to disciplinary action. Eviction can result from such incidents, even if it is a first offense.

Law enforcement will be contacted if alcohol is found. Local law enforcement may arrange for transportation to a detoxification facility for students who are determined by law enforcement to be under the influence and at risk. Should Residential Life and/or Safety and Security Staff have concern that a student or residents are at risk medically because of an excessive ingestion of alcohol, emergency services will be contacted (911). These procedures also apply to guests of residents.

All students who violate Southeast Community College “Conduct Expectations” guidelines regarding alcohol and drug use must complete both the ScreenU alcohol survey and the Choices curriculum and discuss it with a designated administrative person on their home campus. This is considered a sanction and must be completed as a condition of disciplinary probation. On the Beatrice or Milford campuses, the designated administrative person will be the Dean of Students or the Residential Services Manager or the Assistant Residential Services Manager. In Lincoln, the designated administrative person will be the Dean of Students, the Associate Dean of Students or the Student Activities Wellness Coordinator.

A controlled substance is defined as prescription medication that is not prescribed to the person in possession, illegal drugs, or any other type of material, compound, or substance that is considered to be restricted or controlled by local, state, and federal laws and statutes. This includes paraphernalia.

Residents are not permitted to possess controlled substances on any part of campus, including but not limited to inside residence halls or resident’s cars. Possession or use of illegal drugs while on campus and/or being in a room, where illegal drugs are present or in use, are violations of the Southeast Community College “Conduct Expectations,” local, state, and federal law. Residents viewed to be under the influence will be subject to disciplinary action, fines, sanctions, probation, and/or eviction.

Local law enforcement will be contacted if a resident or residents are suspected to be in possession of a controlled substance. Law enforcement may arrange for transportation to a detoxification facility. Should Residential Life staff have concern that a resident or residents are at risk medically because of an excessive ingestion of a controlled substance, emergency services will be contacted (911). These procedures also apply to guests of residents.

All students who violate Southeast Community College “Conduct Expectations” guidelines regarding alcohol and drug use must complete both 10 hours of community service and the ScreenU controlled substances survey and discuss it with a designated administrative person on their home campus. This is considered a sanction and must be completed as a condition of disciplinary probation. On the Beatrice or Milford campuses, the designated administrative person will be the Assistant Campus Director/Dean of Students or the Residential Services Manager or the Assistant Residential Services Manager. In Lincoln, the designated administrative person will be the Assistant Campus Director/Dean of Students, the Associate Dean of Students or the Student Activities Wellness Coordinator.

Safety & Security 24/7 Dorm Lockdown
The residence halls will be locked 24 hours a day, 7 days a week for the security of the residents. Residents must always carry their ID key cards/FOBs with them. Residents need it to gain access to the residence halls. Each resident’s help and cooperation are necessary in creating a secure environment for all who reside in Southeast Community College Campus Housing. Never leave doors unlocked or propped open, even when residents are in their apartment/room, and remember to close and lock all windows when residents are asleep or leave their apartment.
addition, it is a policy violation to allow another individual to use a resident’s assigned keys. Lost keys pose a security risk. If an apartment/room key is lost, the resident will be charged to have the lock changed and new keys will be issued to the resident and his/her roommates. Each resident must report lost keys as soon as possible to the Residential Life Office. It is a misdemeanor to reproduce Southeast Community College keys. Unauthorized use of keys may lead to disciplinary and/or legal sanctions.

Missing Student Notification
The Missing Student Notification Guidelines Procedures are established pursuant to Section 485 (j) of the Higher Education Opportunity Act of 2008 and apply only to SCC students who reside in on-campus housing at the Beatrice and Milford campuses.

If anyone has reason to believe that a student who resides in on-campus housing (Beatrice/ Milford) has been missing from campus for 24 hours, they are required to immediately report their concerns to the Dean of Students at their location:

- Beatrice: Toni Landenberger, Assistant Campus Director/Dean of Students, 402-228-8286
- Milford: Stacy Riley, Assistant Campus Director/Dean of Students, 402-761-8270

Law Enforcement Notification: The Assistant Campus Director/Dean of Students, or their designee, within 24 hours will immediately refer a missing student report to local law enforcement having jurisdiction in the area.

- Beatrice: Police 402-223-4080; Gage County Sheriff 402-223-5221
- Milford: Police 402-761-2772; Seward Country Sheriff 402-643-2359

Emergency Contact Notification: Once a law enforcement investigation determines that a student is missing, the Assistant Campus Director/Dean of Students, in consultation with the SCC President or designee, will, within 24 hours of the determination, notify emergency contact(s) identified by the student. The Assistant Campus Director/Dean of Students (or designee) will notify their custodial parent or guardian and any other designated contact person within 24 hours that the student is missing.

Student Designation of Contact Person: Students residing in on-campus housing are asked to confidentially register with the College one or more individuals to be an emergency contact strictly for “missing persons” purposes. This information will be accessible only to authorized campus officials and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Students may opt out if they so choose.

Bullying
Bullying is a widespread and serious problem that can happen anywhere. It is not a developmental phase an individual has to go through, it is not "just messing around," and it is not something to grow out of. Bullying can cause serious and lasting harm and is prohibited at SCC. Additionally, bullying can be a precursor to sexual misconduct offenses.

Bullying is any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- harming a student or employee, whether physically or mentally;
- damaging a student's or employee's property;
- placing student or employee in reasonable fear of harm to their person;
- or placing a student or employee in reasonable fear of damage to the student's or employee's property.
Although definitions of bullying vary, most agree that bullying involves:

- **Imbalance of Power**: People who bully use power to control or harm and the people being bullied may have a hard time defending themselves.
- **Intent to Cause Harm**: Actions done by accident are not bullying; the person bullying has a goal to cause harm.
- **Repetition**: Incidents of bullying happen to the same person or group over and over by the same person or group.

Bullying can take many forms. Types of bullying include:

- **Verbal**: name-calling, hassling someone, degrading comments
- **Social**: spreading rumors, leaving people out on purpose, interfering negatively on other relationships
- **Physical**: hitting, punching, shoving
- **Cyberbullying**: using the Internet, mobile phones or other digital technologies to harm others, [http://www.stopbullying.gov/cyberbullying/index.html](http://www.stopbullying.gov/cyberbullying/index.html)

**Bystander Intervention and Risk Reduction**

A large part of preventing sexual misconduct and other inappropriate behavior (such as bullying) involves recognition of warning signs and early intervention efforts.

“**Bystander intervention**” means safe and positive actions that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, bullying or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

“**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.

**What Does It Mean to Be An Active Bystander?**

The College asks that every one of the SCC student body and staff ‘Be an Active Bystander. This means that as an Active Bystander you care about the SCC community, as well as the surrounding community you live in. Rather than being passive, when they witness troubling behavior, Active Bystanders take action to make sure that SCC is a safe, accepting and fun place to go to school and work.

Being an Active Bystander means

- **Being Aware**
- **Deciding to Act**
- **And when you,”See Something, Say Something.”**

There are many situations that would call for an Active Bystander to intervene, including disrespectful or abusive behavior, homophobic, racist or sexist jokes, discrimination, risky behavior resulting from substance use, hate behavior or comments or taking advantage of power imbalances (like status, size, or level of inebriation).

Being an Active Bystander doesn’t have to be dramatic. It can be as simple as saying something like, “Are you OK?” or “Can I talk to you for a sec?” or “That’s really not cool” or “Are you kidding me, really?” Some keys to safe Bystander Actions are:
Get backup
- Get your friends together. “It’s time to leave.”
- Get your friends for back-up. Sometimes having your friends to back you up makes it easier to intervene.
- If you feel intervening in the situation would be dangerous for you to do, call a campus security personnel OR call 911—it’s always an option for intervention.

Distraction
- Invite yourself to tag along.
- “Hey, this party is lame, let’s go somewhere else.”

Silent stare
- Sometimes a disapproving look can be far more powerful than words.

Humor
- Reduces the tension of an intervention and makes it easier for the person to hear you.
- Do not undermine what you say with too much humor. Funny doesn’t mean unimportant.

Bring it home
- Say something, "I hope no one ever talks to you like that."
- Challenge a sexist/rape joke, "I don’t get it, can you explain why that joke is funny?"

Be a friend
- "I gotta tell you that the way you acted makes you look like a jerk."
- "As your friend, I thought you were better than this."

Weapons Policy
SCC Policy A-21: The possession, concealment or use of firearms, weapons, fireworks and explosive materials, or other dangerous instruments, is prohibited in College-owned buildings, grounds, or vehicles, or at any location where a meeting, activity or athletics event is conducted, sponsored or sanctioned by the College.

Effective Jan. 1, 2007, Nebraska State Statute 28-1202 makes it unlawful to carry a concealed handgun into a meeting of the governing body of a political subdivision, or collegiate athletic event; school, school grounds, school-owned vehicle, or school-sponsored activity or athletic event.

These prohibitions apply to EVERYONE (employees, students, invitees, and visitors) and are enforceable EVERYWHERE (all College property and all College-related events.) Violations of these prohibitions will result in disciplinary and/or law enforcement action. Law enforcement officers on official business are exempt.

Safety and Security is Everyone’s Responsibility
The cooperation and involvement of employees and students in a campus safety, security, sexual misconduct and substance prevention and awareness is important to a successful and safe learning and working environment. Everyone must assume responsibility for their own personal safety, the security of their belongings, and assist in the security of others by taking simple common-sense precautions. Everyone’s awareness of his or her environment and surroundings is of the utmost importance. Below are some common-sense safety do’s and don’ts:
General Safety Tips: Do’s and Don’ts

- Do advise campus security or a SCC employee immediately of any emergency or suspicious person or circumstance.
- Do keep only small sums of cash in your room or office or with you.
- Do lock your car doors when you leave your vehicle unattended, and place packages and other items out of sight, preferably in the trunk.
- Don’t attach personal ID information to your keys.
- Don’t bring irreplaceable property and heirlooms to the campus.
- Don’t go out at night or away for the weekend without telling a roommate, family member, or friend where you are going, with whom, and when you will return.
- Don’t hitchhike and be wary of giving a stranger a ride. Controlling a situation inside a moving vehicle can be difficult.
- Don’t leave books, jackets, purse, backpacks, or other personal items of value unattended anywhere on campus.
- Don’t leave your unoccupied residence or office unlocked—and don’t prop exterior building doors open. Most thefts in college residence halls occur when outer and inner doors are left open. Lock your door even if you will be gone only briefly.
- Don’t lend your car keys or fob, your ID, or your credit cards to anyone, including a friend or roommate.
CHAPTER 3
CRIME REPORTING AND ANNUAL STATISTICS

Crime statistics provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are for your information. These statistics are compiled and released annually by the Southeast Community College Safety and Security Office. The totals you see in the charts at the end of this Annual Security Report represent the compilation of all designated Clery Act crimes reported to campus officials and Campus Security Authorities (CSAs).

To ensure that all designated CSAs are knowledgeable of Clery Act reporting requirements, CSAs of SCC are sent an email advisory each fall detailing the requirement that they provide to the SCC Safety and Security Office any information brought to their attention regarding any Clery Act reportable crime. Please note that under the guidelines of the Clery Act, this information can be brought to the attention of the CSA by a victim, witness, other third party or even the offender; and regardless of whether the individuals involved in the crime, or reporting the crime, are associated with the institution. If the CSA receives the crime information and believes it was provided in good faith, the CSA is required to report that information to campus safety administrators. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay and there is little or no reason to doubt the validity of the information.

The statistics provided in this report also include Clery Act crime report data received from other law enforcement agencies with jurisdiction in geographical areas outside of the main campus where SCC owns, leases, or controls property where significant student activity occurs. In order to comply with this portion of the statistical reporting requirement, the SCC Safety and Security Office completes an annual process of property identification, determination of law enforcement jurisdiction, request for Clery Act crime statistics from appropriate law enforcement agencies, and follow-up contact to ensure a reasonable, good-faith effort is completed in the collection of required statistics. This same process is also conducted with the local law enforcement agency that has jurisdictional control over public areas adjoining SCC campuses.

Definitions
Classifying Crime Reports

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

**Negligent Manslaughter:** The killing of another person through gross negligence.

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

- **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
- **Fondling:** The touching of 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.
Non-forcible Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Other sex offenses include:

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.

Robbery: The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person 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 where either the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages.

Drug Related Violations (Sale and Possession): The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance; or, the unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Domestic Violence: Includes 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 violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. (See “Sexual Assault and Misconduct” section above for domestic violence definition in this jurisdiction.)

Dating Violence: Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, (iii) The frequency of interaction between the persons involved in the relationship.
Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Classifying Hate Crime Reports
A hate crime is considered a criminal offense committed against a person or property, which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, gender or gender identity/national origin. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

Race: A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair, facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual orientation: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex (e.g., lesbian, gay, bisexual, and heterosexual).

Ethnicity: A preformed negative opinion or attitude toward a group of persons whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

National Origin: A preformed negative opinion or attitude toward a group of persons of the same national origin who share common or similar traits, languages, customs and/or traditions.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate Crimes contained in this Annual Security Report include any of the following offenses that are motivated by bias:
- Murder and Non-negligent manslaughter
- Forcible sex offenses:
  - Rape
  - Fondling
• Non-forcible sex offenses:
  - Incest
  - Statutory Rape
• Robbery
• Aggravated assault
• Burglary
• Motor vehicle theft
• Arson
• Larceny-theft
• Simple assault
• Intimidation
• Destruction/damage/vandalism of property

Classifying Geographic Locations of Crime Reports
The crime statistics reported are broken down geographically according to the following categories: Total Campus (Total); Non-campus Building or Property; and Public Property. The following definitions apply to these geographic categories:

**Campus**
1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and
2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Non-campus building or property:**
1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Note: SCC does not have any student organizations officially recognized by the institution with non-campus buildings or property.

**Public property:**
All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**SCC Geography & Crime Statistics for 2015, 2016 and 2017**
The remainder of this Annual Security Report contains descriptions and reportable crime statistics for SCC’s reportable campuses geographies. Due to modifications to crime definitions found in the FBI’s National Incident-Based Reporting System (NIBRS) edition of the Uniform Crime Reporting Handbook (UCR), the reporting categories for forcible and non-forcible sex offenses beginning in 2014 differ from previous reporting years.

**Beatrice Campus**
**Beatrice Geography & Crime Statistics**
SCC's campus in Beatrice, a community of approximately 12,500, is located at 4771 West Scott Road, Beatrice NE. Beatrice is the county seat of Gage County and is approximately 45 miles
south of Lincoln on U.S. Highway 77. The main part of campus is comprised of several classroom and office buildings, as well as three housing units and a gymnasium. Approximately 900 students take classes on the Beatrice Campus. Just south of the main campus is the Agriculture Center, situated on a nearly 900-acre laboratory where students receive hands-on.

The Security services are provided by the SCC Safety & Security Office and a Memorandum of Understanding (MOU) is in place with the Gage County Sheriff’s Office. Emergency and non-emergency requests for police services are also provided by the Beatrice Police Department. Emergency fire and medical service at the Beatrice campus is handled by the Beatrice Fire and Rescue Department and the Gage County Sheriff.

Crime statistics compiled for the Beatrice campus are all crimes reported to the Campus Security Authorities and the Beatrice Police Department. The crime statistics compiled are those that are reported to have occurred within the campus boundary.
A correction has been made to the original ASR released on October 1, 2018. The 2017 Liquor Law Violations at the Beatrice Campus were inadvertently miscounted. The number of violations and referrals have been corrected from 9 to 19, effective October 9, 2018.
Lincoln Campus

Lincoln 8800 O Street Campus Geography & Crime Statistics

SCC’s Lincoln main Campus is the College’s largest enrollment center with approximately 9,000 students. Located on the east edge of Lincoln at 8800 O Street, the Lincoln Main Campus is comprised of one large building divided into sections per academic discipline, a cafeteria, child development center, and gymnasium. Physically connected to the main campus building is The Career Academy, a partnership with Lincoln Public Schools for a dual-credit academy for juniors and seniors in high school. There also is a separate building for Fire Protection Technology and a concourse for the Professional Truck Driver Training program. It is a commuter campus with no residence halls.

The security services are provided by the SCC Safety & Security Office and an MOU is in place with the Lancaster County Sheriff’s Office. Emergency and non-emergency requests for police services are also provided by the Lincoln Police Department. Emergency fire and medical service at the Lincoln campus is handled by the Lincoln Fire and Rescue Department and the Lancaster County Sheriff.

Crime statistics compiled for the Lincoln 8800 O Street campus are all crimes reported to the Campus Security Authorities and the Lincoln Police Department. The crime statistics compiled are those that are reported to have occurred within the campus boundary. There are no crime statistics for on-campus housing because the Lincoln main campus does not have any on-campus housing.
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Jack J. Huck Continuing Education and Entrepreneurship Center (CEC/ENT)

CEC/ENT Geography & Crime Statistics
The Continuing Education/Entrepreneurship Center of Southeast Community College consists of two physically connected buildings located at 301 and 285 S 68th ST Place, Lincoln NE and offers various classrooms and a 75-seat auditorium, perfect for customized training for business and industry. Besides non-credit continuing education courses, the Center has classrooms for the Food Service/Hospitality program and Continuing Education health-related programs such as Emergency Medical Services, CPR and First Aid, and Nursing Assistant and Medication Aide. The College's Area Office, which includes administrative offices such as the president, several vice presidents and public information, is located on the fifth floor of the building. SCC's Entrepreneurship Center serves as a resource center for anyone interested in Entrepreneurship. Offered at the center is assistance for anyone interested in starting a business or looking for direction on their path to business independence. The third floor of the center is dedicated to Business Incubation. The center also hosts credit and non-credit classes on Entrepreneurship. It is an off-campus location with no residence halls.

The security services are provided by the SCC Safety & Security Office and an MOU is in place with the Lancaster County Sheriff's Office. Emergency and non-emergency requests for police services are also provided by the Lincoln Police Department. Emergency fire and medical service at the Jack J. Huck Continuing Education and Entrepreneurship Center is handled by the Lincoln Fire and Rescue Department and the Lancaster County Sheriff.

Crime statistics compiled for the CEC/ENT building are all crimes reported to the Campus Security Authorities and the Lincoln Police Department. The crime statistics compiled are those that are reported to have occurred within the campus boundary. There are no crime statistics for on-campus housing because the CEC/ENT building does not have any on-campus housing.
### SCC Annual Safety, Security and Crime/Fire Statistics

#### SCC Jack J. Huck Continuing Education & Entrepreneurship Center Annual Security Report

**2015-2017**

For the Calendar Years January 1 to December 31

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*The SCC Jack J. Huck CEC/ENT Location has no on-campus student housing.

**2015 is the first year the SCC Jack J. Huck CEC/ENT Location was reported independently from other Lincoln Campuses.
Education Square
ESQ Geography & Crime Statistics
SCC's downtown Lincoln location, called Education Square, is home to a large Academic Transfer program, along with the Criminal Justice and Graphic Design/Media Arts programs. Education Square is a popular center for University of Nebraska-Lincoln students to pick up classes that will transfer back to the university. In the heart of downtown Lincoln, SCC's Education Square located at 1111 O Street, is an off-campus location with no residence halls.

The security services are provided by the SCC Safety & Security Office and an MOU is in place with the Lancaster County Sheriff’s Office. Emergency and non-emergency requests for police services are also provided by the Lincoln Police Department. Emergency fire and medical service at Education Square is handled by the Lincoln Fire and Rescue Department and the Lancaster County Sheriff.

Crime statistics compiled for the Education Square building are all crimes reported to the Campus Security Authorities and the Lincoln Police Department. The crime statistics compiled are those that are reported to have occurred within the campus boundary. There are no crime statistics for on-campus housing because the ESQ location does not have any on-campus housing.
## SCC EDUCATION SQUARE ANNUAL SECURITY REPORT 2015-2017

For the Calendar Years January 1 to December 31

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<th>Total Crimes Reported For:</th>
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</table>

*The SCC Education Square Location has no on-campus student housing.

**2015 is the first year the SCC Jack J. Huck CEC/ENT Location was reported independently from other Lincoln Campuses.
Milford Campus

Milford Geography & Crime Statistics
SCC's campus in Milford, a community of approximately 2,000, is located on the southeast edge of the city at 600 State Street, Milford NE. The campus includes several classroom buildings, a cafeteria, a gymnasium, and residence halls. The Milford Campus is home to approximately 750 students who are enrolled in 25 Programs of Study.

The Security services are provided by the SCC Safety & Security Office and security staff have a working relationship with Milford Police Department. Emergency and non-emergency requests for police services are also provided by the Milford Police Department. Emergency fire and medical service at the Milford campus is handled by the Milford Fire and Rescue Department and the Seward County Sheriff.

Crime statistics compiled for the Milford campus are all crimes reported to the Campus Security Authorities and the Milford Police Department. The crime statistics compiled are those that are reported to have occurred within the campus boundary.
## SCC MILFORD CAMPUS ANNUAL SECURITY REPORT 2015-2017

For the Calendar Years January 1 to December 31

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*Includes On-Campus Student Housing*
Learning Centers
To serve the 15-county service area better, Southeast Community College opened six Learning Centers in Falls City, Hebron, Nebraska City, Plattsmouth, Wahoo and York. The location of the Learning Centers is geographically distributed across the service area to maximize the number of individuals living within a 35-mile radius from the centers. Programming at each center is determined by industry and community needs and includes both credit and non-credit courses.

The Learning Centers are supervised on site by a dedicated coordinator with shared administration by primary campus personnel. The security services are provided split between the three campus SCC Safety & Security Offices. Emergency and non-emergency requests for police services are also provided by the local law enforcement. Crime statistics compiled for each Learning Center are all crimes reported to the Campus Security Authorities and local law enforcement. The crime statistics compiled are those that are reported to have occurred within the campus boundary. There are no crime statistics for on-campus housing because the Learning Centers do not have any on-campus housing.

Falls City Learning Center
116 W 19th Street
Falls City NE 68355

Hebron Learning Center
610 Jefferson Avenue
Hebron NE 68370

Nebraska City Learning Center
819 Central Avenue
Nebraska City NE 68410

Plattsmouth Learning Center
537 Main Street
Plattsmouth NE 68048

Wahoo Learning Center
536 N Broadway Street
Falls City NE 68066

York Learning Center
3130 Holen Avenue
York NE 68467
### SCC FALLS CITY LEARNING CENTER
#### ANNUAL SECURITY REPORT 2015-2017

For the Calendar Years January 1 to December 31

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### SCC PLATTSMOUTH LEARNING CENTER
#### ANNUAL SECURITY REPORT 2015-2017

For the Calendar Years January 1 to December 31

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## SCC YORK LEARNING CENTER
### ANNUAL SECURITY REPORT 2015-2017

For the Calendar Years January 1 to December 31

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CHAPTER 4
CAMPUS FIRE SAFETY REPORT

Campus Fire Safety Annual Compliance Report
The Higher Education Opportunity Act (HEOA) became Public Law 110–315 in August 2008, requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. Contents of this report reflect the requirements outlined in HEOA, which are included in the Southeast Community College campus fire safety program. Elements of the Beatrice and Milford campus fire safety program consist of:

- Fire prevention policies and practices (Residence Life Handbook)
- Fire safety educational and training initiatives,
- Description of fire protection equipment
- Description of evacuation procedures
- Fire safety statistics
- Proposed plans for future improvements to the campus fire safety program.

The annual fire safety report summarizes the elements of the campus fire safety program, which is administered and maintained by the Southeast Community College Safety and Security Office in conjunction with the campus security personnel. This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at SCC, and SCC’s state of readiness to detect and respond appropriately to fire-related emergencies. Hard copies of the report are available for public review by contacting the Campus Dean of Students or by visiting the campus office Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding holidays.

Program Objectives
SCC complies with established industry practices to promote safe environmental conditions for faculty, staff, students and visitors that are free from foreseeable fire hazards. The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by:

- Conducting periodic review and update of fire prevention policies.
- Conducting regularly scheduled fire drills in SCC-owned residence halls and college buildings.
- Promoting fire safety awareness by conducting regularly scheduled training programs on fire prevention and emergency evacuation procedures.
- Inspecting, testing and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards
- Performing plan review and code consultation related to current capital improvement and remodeling projects.
- Mitigating fire hazards utilizing the information provided from regularly scheduled fire safety inspections performed by SCC and SCC’s property insurance loss control consultant and fire protection consultants.

Residence Halls Fire Prevention Policies & Procedures
Several fire prevention policies and procedures have been developed and implemented in an effort to complement the program objectives. The SCC Safety Management Plan was referenced during the development of these policies. Detailed information about what to do in case of a fire emergency can be found in the Campus Safety Manual or in the Residence Life Handbook. SCC houses students in four apartment-style residence halls on the Beatrice Campus and three traditional-style residence halls on the Milford Campus. Detailed information regarding Residence Hall policies and procedures can be found in the online Residence Life Handbook.
Procedures for Evacuation in the Event of a Fire
When a fire alarm sounds, or a staff member informs you to evacuate the building:

- Remain calm
- Close windows and turn on lights
- Close apartment/room doors (DO NOT lock doors) and Exit the building (use stairwells and not elevators)
- Each resident must proceed to his/her building/floor’s designated evacuation areas
- Do not re-enter the building until Residential Life Staff says it is safe to go back inside

Reporting a Fire
In the event of a fire, Call 911. In addition, contact the Assistant Campus Director/Dean of Students to report a fire that has occurred:

- **Beatrice:**
  Toni Landenberger, Assistant Campus Director/Dean of Students, 402-228-8286
  Mark Meints, Safety & Security Specialist, 402-228-8279

- **Milford Campus:**
  Stacy Riley, Assistant Campus Director/Dean Students, 402-4761-8270
  Darrell Eastin, Safety & Security Specialist, 402-761-8266

Residence Hall Fire Safety-Related Rules

Fire Safety Systems
Fire safety systems and equipment includes but is not limited to, smoke/heat detectors, sprinkler heads, fire extinguishers, pull stations, alarm panels, and exterior doors. Tampering with fire safety equipment is a serious offense and may be grounds for dismissal from student housing.

Smoking
The student apartment complex and residence halls are a smoke-free. Smoking or the use of vaping products is not permitted inside the buildings, or any halls, stairwells, patios or balconies. Smoking must only take place in the designated smoking areas outside each residence hall.

Electrical Appliances
Each room is allowed to have one of each of the following which must be plugged directly into the power outlet

- Small refrigerator no larger than four cubic feet and can draw no more than 2 AMPs.
- Small microwave no bigger than 1000 WATTs.
- Toaster
- Coffee maker

Residents are not permitted to have any of the following appliances within the apartments/rooms:

- Space or electrical heaters
- Hotplates
- Toaster ovens
- Countertop grills
- Rice cookers
- Candle warmers
- Freezers
- Washers/dryers
- Halogen bulb lamps
- Any other appliance with open flames, heating coils or which pose an electric overload hazard.
Candles/Incense/Open Flams
Candles and/or incense are not allowed within the residence hall apartments/rooms at any time (burned or non-burned). These items create a potential fire hazard. In addition, no open flames of any sort are allowed in the residence halls including halls, stairwells, patios or balconies.

FIRE SAFETY EDUCATION AND TRAINING INITIATIVES
All Residential Life Staff receive fire safety training prior to the start of every summer term. Topics include a review of the fire prevention policies, weather safety and emergency evacuation procedures. In addition, each apartment/hall has emergency evacuation maps posted to direct occupants to primary and secondary exits. Fire drills are conducted at a minimum, twice annually each Fall and Spring term in coordination with the campus Safety and Security Specialist. Fire safety training programs are also provided to other student, staff and faculty on-campus by request. This program typically consists of a brief review of fire prevention policies and evacuation procedures.

The Beatrice and Milford Campus Residence hall held the following fire drills on their respective campuses with resulting assessment of the process.

**Beatrice:** 9/21/17 – Evacuation time was within 3 minutes for each residence hall. Plan to expand the number of annual drills in 2018.

**Milford:** 10/24/17 – It was determined that the scheduling of fire drills would be planned and scheduled by the new campus Safety & Security Specialist in consultation with Residence Life and Campus Administration
## SCC Fire Statistics for 2015, 2016 and 2017

**Beatrice Fire Statistics**  *Values are in dollars*

### Summary of Fires Beatrice Campus

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Number of Fires</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to Fire</th>
<th>Value of Property Caused by Fire *</th>
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</thead>
<tbody>
<tr>
<td>Eisenhower Hall</td>
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### 2016

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<th>Number of Injuries that Required Treatment at a Medical Facility</th>
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<th>Value of Property Caused by Fire *</th>
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### 2017

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**Milford Fire Statistics**

### Summary of Fires Milford Campus

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