

<<<2019>>>

# ANNUAL SECURITY AND FIRE SAFETY REPORT



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## **Mission Statement**

The mission of Salish Kootenai College is to provide quality postsecondary educational opportunities for Native Americans, locally and from throughout the United States. The College will promote community and individual development and perpetuate the cultures of the Confederated Tribes of the Flathead Nation.

## **Vision Statement**

Salish Kootenai College aspires to be the pre-eminent educational center of excellence for American Indian Students, grounded in the cultures of the Séliš, Ksanka and Qíispé people of the Flathead Nation. The college will empower students to improve the lives of their families and communities through research, leadership and service.

Physical address:  
58138 US HWY 93  
Pablo, MT 59855

Mailing address:  
PO Box 70  
Pablo, MT 59855

Contact Numbers:  
406-275-4800 Business Office  
406-275-4801 FAX

### **Jeanne Clery Disclosure of Campus Security Policy**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private and is enforced by the U.S. Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, in 1998 to expand the reporting requirements and also formally named the law in memory of Jeanne Clery. Also in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained. Most recently, the Violence Against Women Act which requires institutions to reports statistics of Sexual Assault, Domestic

Violence, Dating Violence and Stalking in the institution's Annual Security Report and starting in July 2015 institutions have to include these stats.



**Annual Disclosure of Crime Statistics**

The Clery Act Compliance Officer prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. SKC Security, Vice President of Academic Affairs, and SKC Student Housing Department. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics as well as sexual assault, domestic violence and stalking are reported to SKC Security, designated campus officials including but not limited to directors, department heads, designated campus security authorities, and local law enforcement agencies.

Each year, a notice is placed in a new student’s packet at New Student Orientation which provides the web site to access this report. Also, information is emailed to new students and existing students. Faculty and staff receive a similar notification with their paycheck. Copies of the report may also be obtained at the Security Office located to the west of the Big Knife building or by calling 406.275.4751 or 406.239.6267, Enrollment Services Department or SKC Student Housing Department. All prospective employees may obtain a copy from Human Resources in the Big Knife Building or by calling 406.275.4985 and the website address will be attached to SKC employment applications. Notification that provides the web site to access this report is printed on the current student applications and employment applications.

Office/Individual responsible..... SKC Security Team Leader  
Location where documentation is kept..... SKC Security Office  
Date policy and procedures were last updated..... 9/27/2016

**Monitoring and Reporting of Criminal Activity Off-Campus**

Salish Kootenai College does not have any off-campus housing areas. We do obtain statistics from local law enforcement agencies in regards to areas surrounding the SKC Campus and whether incidents may affect SKC.

**SKC Security Policies**

SKC Security has the authority to issue parking tickets, authorize removal of person and/or property, ask persons for identification and to determine whether individuals have lawful business at Salish Kootenai College. Security does not have the authority to arrest. Criminal incidents are referred to the Confederated Salish and Kootenai Tribal Law and Order for enrolled members of a federally recognized tribe and the Lake County Sheriff’s Office for non-members.

Upon granting access to a building for a person at SKC, the officer shall check ID and if the person is looking to get access to a residence, the determination will be made if the person is head of house. If the person is not the head of house, the head of house will be contacted to verify the individual has permission to have access into the residence. If the person is a staff/faculty member looking for access into a building, ID will be checked to verify they are to be in that building.

If the person is a student intern, a list from the department head will be sent to SKC Security with the names of the interns to verify they are allowed to have access into the building without the presence of a staff/faculty member. Also, during checks of buildings, doors, windows, locks, exit signs, floodlights and other maintenance items are checked for working order to help ensure working order is in place.

SKC Security maintains a highly professional working relationship with Confederated Salish and Kootenai Tribes Law Enforcement and the Lake County Sheriff's Office without a formal Memorandum of Understanding. All crime victims and witnesses are strongly encouraged to immediately report the crime to SKC Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. Salish Kootenai College does not have any off-campus student housing locations and SKC Security only patrols the SKC campus and contiguous areas surrounding SKC. SKC Security does not possess arresting powers.

### **Campus Security Authority and Jurisdiction**

Campus Security Authorities are people who are part of the campus security or public safety/security; an individual who has responsibility for campus security but does not constitute a public safety official and an individual or organization specified in an institutions policy to report criminal offenses. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics

### **Campus Security Authorities:**

Dean of Students  
Vice President of Business Affairs  
Vice President of Academic Affairs  
Human Resources  
SKC Security  
Director of Student Housing  
Student Housing Manager  
Full time Residential Assistants  
Part time Residential Assistants  
SKC Recruitment  
SKC Women's Bison basketball coach and Assistant Coach  
SKC Men's Bison basketball coach and Assistant Coach  
Dental Administrative Assistant

Student Nurses Organization  
Spirit of Many Colors  
American Indian Science and Engineering Society  
Art Club  
American Indian Business Leaders  
Forestry Club  
SKC SEEDS (Strategies for Ecology Education, Diversity and Sustainability)

### **Confidential Reporting Procedures**

Any report made to Security (and the identity of the reporting party) is always kept confidential, whether you do or do not want to pursue action within the SKC campus system or the criminal justice system. The purpose of confidential reporting is to comply with the individuals' wish to keep the matter autonomous while taking steps to ensure the future safety of the individual and others. With such information, SKC can keep an accurate record of the number of incidents 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.

### **Accurate and Prompt Reporting Policy**

Security officers shall have reports written within 24 hours of an incident. We ask that reporting parties have statements completed in a reasonable amount of time and can be emailed to [security@skc.edu](mailto:security@skc.edu)

### **Crime Prevention Programs Policy Statement**

Salish Kootenai College is dedicated to providing safe student dorms and housing in harmony with acquiring an education and personal growth in a tribal college setting. This can only be accomplished with the cooperation and students exercising their personal responsibility. It is the responsibility of each student tenant to be familiar with the policies and procedures designed to ensure safety & security.

The SKC Security office is located across the street from the Big Knife Building. Security is a 24 – 7 – 365 day service. SKC Security works closely with local law enforcement. Access to SKC Student Dorm and Housing facilities is restricted to Student Tenants, authorized staff members, and hosted guests. Student Tenants may not prop open exterior doors or permit entry to unknown individuals. The security of the living environment is each Student Tenant's responsibility. Student Tenants should report suspicious activity to Security. Tenants should encourage a drug and alcohol free campus.

SKC Student Housing must be notified of all personal security concerns. For instance if your bedroom or bathroom door doesn't lock report it so it can be repaired. Report any concerns you have as this may help build a case and SKC Security is aware and can patrol campus more effectively and hopefully divert a potentially dangerous situation.

The SKC Student Housing Department hosts a welcome dinner for dormitory residents and student housing residents in the fall, winter and spring quarters. During this, a viewing and

signing of the SKC Student Housing Handbook is done which encourages tenants to practice basic safety, encourage reporting of violations of the SKC Housing and Dorm handbook and listen to concerns that residents may have.

Practice basic safety and security habits:

Keep your room and POD doors locked.

Keep your car door locked.

Placing valuables out of sight.

Walk with a trusted friend and stay in lit areas.

Report suspicious people or activities.

Call SKC Security for an escort.

SKC has instituted the “alcoholedu” programming through EVERFI via online and require all students to complete programming before they are allowed to be in class. A link to this can be found at

<http://everfi.com/higher-education-old/alcoholedu/>

### **Missing Student Notification**

This policy is intended to establish formal notification procedures for students who reside in on-campus housing and are reported as missing. The policy applies when a student residing in on-campus housing has been reported missing for more than 24 hours.

In accordance with the Higher Education Reauthorization Act of 2008, this policy provides procedures for reporting, investigating and making emergency notifications regarding any currently enrolled Salish and Kootenai College student who are believed to be missing.

A student is presumed to be missing when he or she is absent from Salish Kootenai College and/or has been reported missing by another individual without any known reason, or for reasons that are inconsistent with the student’s established patterns of behavior and cannot readily be explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the person is at their place of residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware of where they may be.

### **Reporting a Missing Student**

Any member of the Salish Kootenai College community who has reason to believe that student residing in on-campus housing has been missing for more than 24 hours should immediately contact one or more of the following:

SKC Security, 406-239-6267

Dean of Students, 275-4823

Director of Student Housing, 275-4832

Emergency Situations, 911

### **Investigating a Missing Student**



All reports of missing students made to Salish Kootenai College will be investigated by appropriate SKC personnel. The assistance of the Tribal Police or other appropriate law enforcement agencies will be sought if such assistance is indicated by the initial investigation.

### **Notification to Student of the Policy**

At time of checking in, students have the option to identify an individual SKC will contact if the student has been reported missing for more than 24 hours. This information will be designated as confidential and will not be used for any other purpose. If SKC Security has received a missing student report and makes a determination that the student has been missing for more than 24 hours and has not returned to campus, SKC will initiate the notification procedures contained in this policy.

### **Informing Designated Contact Person**

Upon receipt of a report of a missing student from any source, the Dean of Students or his/her designee is required by law to inform the designated emergency contact person (or the custodial parent or guardian in the case of a person is under the age of 18 and not emancipated) within 24 hours of receiving a missing person report.

SKC Security actively investigates all reports of missing students. The investigation will be conducted pursuant to established policies and procedures of the SKC Security Department.

### **Emergency Notification and Timely Warnings**

Office/Individual responsible:

#### **SKC CERT Team:**

Sandra Boham-SKC President  
Dan Durglo-V.P. of Academic Affairs,  
Audrey Plouffe-V.P. of Business Affairs,  
Rachel Andrews-Gould-Director of Human Resources,  
Laura Larson-SKC Security Team Leader,  
Greg Gould-Director of Grants/Contracts and Emergency Services,  
Kellie Caldbeck-Center for Prevention and Wellness  
Dawn Benson-Director of SKC Housing and Bookstore,  
Tawnee Boham-SKC Housing Manager,  
Stacey Sherwin-Office of Institutional Effectiveness,  
Al Anderson-Chief Information Officer,  
Michael BigCrane-Director of Custodial Services  
Kathie Maiers-Administrative Assistant Education  
Tracie McDonald-Dean of Students  
Ellie McLeod-Scholarship Director  
Jason Nentwig-Director of Grounds Maintenance

Location where documentation is kept: SKC Administration/SKC Security

Date policy and procedures were last updated: 8/9/16

In the event that a situation arises, either on campus or in close geographic relation to SKC, which constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued by SKC Administration. The warning will be issued through the college RAVE alert system and delivered via email, text messaging and phone call. Depending on the particular circumstances of the situation, Campus Security Authorities may also post a notice on each bulletin board at their respective building across campus. Anyone with information warranting a timely warning should report the circumstances to the SKC Campus Security 239-6267 or the SKC Security Office 275-4751. SKC also communicates with local authorities in regards to situations that may occur around campus that may warrant a timely warning to be issued to the SKC campus.

### **Emergency Notification(s)**

Are triggered by a far broader range of potential threats — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus will but not the other Clery public property or non-campus areas. This could overlap and include a Clery crime such as a shooting, but it also covers crimes not reportable under Clery as well as non-criminal incidents, such as an outbreak of a communicable illness, impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency by responsible authorities pre-identified by the institution in their annual Clery Act reports for which with SKC is the CERT Team.

### **Access Policy**

SKC maintains an open campus. Instructors regulate access to the classrooms and laboratories. Campus Security is responsible for evening access to buildings and their lockup. The SKC security system covers all of the buildings on campus. Physical Plant personnel and SKC Security personnel activate and deactivate the systems at night and in the morning or for various activities that take place for each building. SKC Student Housing is patrolled regularly by SKC Campus Security. Access to individual units is controlled in accordance with the SKC Student Housing Handbook. Keys are issued to the head of household. SKC Student Housing Department maintains the key system and enters units according to the SKC Student Housing Handbook.

### **Security Awareness Programs**

Programs presented to staff and faculty will have the most recent statistics on reportable crimes on campus and the surrounding area. This information can be found at <http://safety.skc.edu>, the annual SKC Staff In-Service held every September, and at SKC Staff/Faculty meetings throughout the academic year that are typically once a month on selected dates. For STUDENTS, RAVE GUARDIAN is a safety application that can be found in either Google Play Store for Android phones or the App Store for iPhone's, it was launched in 2015. It comprises of people signing into the application and entering a destination they are trying to get to. You then

place a timeframe that you will be at the location and when you reach it, check back in with the application to mark that you have made it. Also, if you do not mark on the app that you have made it, an alert message will be sent to the person you have as an emergency contact to inform them of what is going on. Also implemented but for EMPLOYEES is the RAVE Panic Button. This is another application that can be found in either Google Play Store for Android phones or the App Store for iPhone's and shows 5 different emergency situations. When a situation is happening, a press onto the correct alert it will notify the proper authorities what is happening and will get the right emergency services to your location.

### **Process for Reporting an Emergency**

**FIRST:** Dial 911 to report an incident to emergency personnel. Give the following information to 911 dispatchers:

- The exact address or building and area of campus.
- Your full name and the telephone number from which you are calling, in case you get disconnected.
- The nature of the emergency, including the number of injured people and their known injuries.
- Do not hang up as additional information may be needed.

**SECOND:** Have someone call campus security. That's 211 from campus phones, or 239-6267 from cell phones.

**THIRD:** If the emergency is occurring during the regular work day, have someone call SKC front desk ("0" from a campus phone or 275-4800 from a cell phone.)

### **To Report a Crime**

Contact SKC Security at (406) 239-6267 or 211 from a college landline, as well as 911.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to SKC Security in a timely manner. All incident reports are reviewed and distributed to the proper authorities. SKC will prepare an annual report on campus crimes and incidents that will cover the preceding two years for which information is available by the Security Department. Crimes should be reported to SKC Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### **Emergency Drills, Testing and Evacuation Procedures**

Emergency drills are conducted annually for staff and faculty. Annual drills may include Earthquake, Evacuation, Shelter-in-Place, or other drills as determined by the SKC CERT TEAM. A fire drill is conducted in the SKC Dormitory during fall, winter and spring quarters for the students to teach and assist students with evacuating the correct way to the designated evacuation spot.

## **Emergency Response and Evacuation Procedures**

In the event that information is received from the CSKT Tribal Police, the Lake County Sheriff's Office and/or the Office of Emergency Management, that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on or around campus, SKC administration will initiate an Emergency Notification. The Emergency Notification may include notice of evacuation or other required emergency response. Upon confirmation of an emergency, the SKC President or their designee will, without delay, determine the content of the emergency and initiate the emergency notification system, unless the notification will compromise efforts to contain, respond to, or otherwise mitigate the emergency. SKC Administration will determine which segment or segments of the campus are at risk by assessing and taking recommendations of Law Enforcement personnel and security staff. Emergency Notification may utilize the phone intercom system, the college's JICS, email and website systems, RAVE mobile safety, and paper postings by each building's Campus Security Authority.

In the event of a significant emergency the Campus Emergency Response Team (CERT) will respond according to established procedures. The Campus Emergency Response Team will continue to assess the emergency to determine need for updates or broader communication to the community. In the event that an emergency poses a threat to the surrounding community, the President's Office or designee will notify Lake County Emergency Services and work with county and tribal emergency services to issue information and respond to the emergency. Disseminating emergency information to the larger community will be done by press release, radio announcements, and/or TV alerts depending on the nature of the emergency. All information will be issued through the President's office.

The SKC Campus Emergency Response TEAM will coordinate annual training and testing of the Campus Emergency Response Plan including the Emergency Notification System and are typically announced but specific date(s) of the test will not be revealed. Documentation of the test will be kept by the Security Team Leader at the SKC Security Office and maps of evacuation locations are present in all buildings in regards to fire, earthquake and other hazards.

## **RAVE**

RAVE is SKC's Emergency Notification System. This system automatically informs all students, faculty, staff, and community members of school closures and other emergencies. These alerts are sent via Text Message, Email, automated phone message, and computer desktop messages on college computers.

All SKC employees and students are encouraged to register personal cell phone numbers with the RAVE Alert System. Call the IT Helpdesk at 406.275.HELP for more information about this system.

For more information about SKC's Emergency Response Plan, contact your Building Emergency Coordinator or the Office of Institutional Effectiveness, x 4931.

## **Incident Management and Recovery Policy**

Salish Kootenai College (SKC) is committed to ensuring continuation of essential functions for students, faculty and staff through an effective and comprehensive program of incident management and recovery. The purpose of this policy is to enable a rapid, coordinated and effective response to an interruption to normal activities and the recovery of SKC's critical activities. In the event of a major incident or disaster that compromise operational function, SKC's highest priorities will be:

- Health and safety of individuals
- Continuity of teaching, business operations, and other campus functions
- Preservation of facilities
- Safeguard from financial loss

It is the responsibility of each faculty and staff member to know their role in an emergency, have read the Emergency Response Plan, know the identity of their Building Emergency Coordinator, and participate in trainings, drills and other emergency preparations as requested by campus administration.

## **Policy on Drugs and/or Alcohol**

The use or possession of illegal drugs and/or alcohol is prohibited at SKC. Attending class under the influence of alcohol or drugs is reason for dismissal and or suspension from SKC. Under Federal regulation, SKC is required to have a drug and controlled substances code which under the

SKC Master Policy 261.10 states:

The unlawful manufacture, distribution, sale, possession or use of alcohol or illicit drugs by employees on SKC property or while conducting College business are prohibited. Employees who engage in such activities are subject to disciplinary action which may lead to termination of employment.

AND 261.20 SKC is committed to The Drug Free Workplace Act of 1988 (DFWA), which requires SKC to maintain a drug free workplace. It is unlawful for employees and students to manufacture, distribute, disperse, in possession of, or use a controlled substance on the SKC campus. College classes away from the main campus and college-sponsored activities are also considered to be covered by the DFWA act.

## **SKC Student Handbook: Pg. 17, Code of Conduct, parts 6 and 7.**

- 6) Violation of any published SKC regulations, codes and conduct, or other regulations.
- 7) Use of alcohol or drugs on campus, or appearing on campus under the influence as demonstrated by impaired inappropriate conduct.

It is the policy of SKC Security that if drugs of any kind unless prescribed by a licensed health care provider is found on SKC property, Tribal Police and/or Lake County Sheriff's Office will be contacted to help assist with the situation. Whether the outcome is a citation and jail. Medical marijuana is included as the Confederated Salish and Kootenai Tribes do not recognize marijuana as a traditional means of medicine.

Also, available to employees and found with SKC Human Resources Director is the Guardian Employee Assistance Program. This offers employees many resources that are available 24/7 and covers topics such as:

Education (admissions testing and procedures, adult re-entry programs, college planning, financial aid resources, finding a preschool).

Dependant care & caregiving (adoption assistance, before/after school programs, day care/elder care, elder care, in-home services).

Legal and financial (basic tax planning, credit and collections, debt counseling, home buying, immigration)

Lifestyle and fitness (anxiety and depression, divorce and separation, drugs and alcohol)

Working smarter (career development, effective managing, relocation)



**Definition of a Controlled Substance:**

A drug, which has been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription.

The College will provide educational materials throughout the year in the areas of alcohol and substance abuse prevention. Special efforts will be directed toward each student during orientation and registration. Finally, this policy will be distributed annually to all students and employees.

**Below are different health risks that are associated with different kinds of drug use.**

**Nicotine** is an addictive stimulant found in cigarettes and other forms of tobacco. Tobacco smoke increases a user's risk of cancer, emphysema, bronchial disorders, and cardiovascular disease. The mortality rate associated with tobacco addiction is staggering. Tobacco use has killed approximately 100 million people during the 20th century, and, if current smoking trends continue, the cumulative death toll for this century has been projected to reach 1 billion.

**Alcohol** consumption can damage the brain and most body organs. Areas of the brain that are especially vulnerable to alcohol-related damage are the cerebral cortex (largely responsible for our higher brain functions, including problem solving and decision making), the hippocampus (important for memory and learning), and the cerebellum (important for movement coordination).

**Marijuana** is the most commonly abused illegal substance. This drug impairs short-term memory and learning, the ability to focus attention, and coordination. It also increases heart

rate, can harm the lungs, and can increase the risk of psychosis in those with an underlying vulnerability.

**Prescription medications**, including opioid pain relievers (such as OxyContin® and Vicodin®), anti-anxiety sedatives (such as Valium® and Xanax®), and ADHD stimulants (such as Adderall® and Ritalin®), are commonly misused to self-treat for medical problems or abused for purposes of getting high or (especially with stimulants) improving performance. However, misuse or abuse of these drugs (that is, taking them other than exactly as instructed by a doctor and for the purposes prescribed) can lead to addiction and even, in some cases, death. Opioid pain relievers, for instance, are frequently abused by being crushed and injected or snorted, greatly raising the risk of addiction and overdose. Unfortunately, there is a common misperception that because medications are prescribed by physicians, they are safe even when used illegally or by another person than they were prescribed for.

**Inhalants** are volatile substances found in many household products, such as oven cleaners, gasoline, spray paints, and other aerosols, that induce mind-altering effects; they are frequently the first drugs tried by children or young teens. Inhalants are extremely toxic and can damage the heart, kidneys, lungs, and brain. Even a healthy person can suffer heart failure and death within minutes of a single session of prolonged sniffing of an inhalant.

**Cocaine** is a short-acting stimulant, which can lead users to take the drug many times in a single session (known as a “binge”). Cocaine use can lead to severe medical consequences related to the heart and the respiratory, nervous, and digestive systems.

**Amphetamines**, including methamphetamine, are powerful stimulants that can produce feelings of euphoria and alertness. Methamphetamine’s effects are particularly long-lasting and harmful to the brain. Amphetamines can cause high body temperature and can lead to serious heart problems and seizures.

**MDMA (Ecstasy or "Molly")** produces both stimulant and mind-altering effects. It can increase body temperature, heart rate, blood pressure, and heart-wall stress. MDMA may also be toxic to nerve cells.

**LSD** is one of the most potent hallucinogenic, or perception-altering, drugs. Its effects are unpredictable, and abusers may see vivid colors and images, hear sounds, and feel sensations that seem real but do not exist. Users also may have traumatic experiences and emotions that can last for many hours.

**Heroin** is a powerful opioid drug that produces euphoria and feelings of relaxation. It slows respiration, and its use is linked to an increased risk of serious infectious diseases, especially when taken intravenously. People who become addicted to opioid pain relievers sometimes switch to heroin instead, because it produces similar effects and may be cheaper or easier to obtain.

**Steroids**, which can also be prescribed for certain medical conditions, are abused to increase muscle mass and improve athletic performance or physical appearance. Serious consequences of abuse can include severe acne, heart disease, liver problems, stroke, infectious diseases, depression, and suicide.

**Drug combinations.** A particularly dangerous and common practice is the combining of two or more drugs. The practice ranges from the co-administration of legal drugs, like alcohol and nicotine, to the dangerous mixing of prescription drugs, to the deadly combination of heroin or cocaine with fentanyl (an opioid pain medication). Whatever the context, it is critical to realize that because of drug–drug interactions, such practices often pose significantly higher risks than the already harmful individual drugs.

### **Sexual Assault Prevention and Response**

Salish Kootenai College is currently implementing culturally relevant prevention awareness programs for students and new staff members through the use of HAVEN tools. An update to student policies occurred over the summer months and is now viewable in the Student Handbook. Bystander Intervention, Step Up, was implemented to a group in spring 2015, participants included the following: SKC Housing, RAs in housing, Student Mentors, faculty, staff, community partner (SAFE Harbor) and Center for Prevention and Wellness program. Definitions of the following are under final development for approval including, but not limited to: dating violence, domestic violence, sexual assault, stalking, and consent will be posted on SKC website under the Safe Campus icon by January 1, 2016.

Primary Prevention efforts were presented during SKC Faculty/Staff in-service in September of 2015. Faculty and staff will have opportunities throughout the year to join the Step Up/Primary Prevention efforts to begin developing a stronger, safer campus community. Through collaboration efforts, SAFE Harbor, the area resource has agreed to place a part time advocate on campus to provide services to students and employees in need. The Center for Prevention and Wellness has provided awareness activities on campus and will continue through the 2015-2016 school year.

### **Sex Offense Policy Statements**

It is the policy of the College to provide college employees and students with an environment free from sexual harassment. This includes unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature. Encouraging early reporting by employees and students and to resolve complaints promptly, confidentially, and at the lowest management level possible; and to prohibit retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employee and student who has testified, assisted, or participated in any manner in an investigation of a report. (SKC Policy 200.20)

SKC maintains the disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct and through the regulations of the use of its instructional facilities and Campus Residencies.

### **Code of Conduct**

SKC has established a Code Of Conduct, which will be followed by everyone on campus, which means all students and SKC personnel. SKC maintains the right to discipline anyone who



violates the Code of Conduct to ensure the academic and ethical integrity of the College. SKC expects students/employees to follow the standards of scholarship and conduct and campus facility and housing regulations

**The following forms of student/employee misconduct are subject to disciplinary action:**

1. All forms of dishonesty including cheating, plagiarism, and knowingly furnishing false information to the College, forgery, and/or alteration or use of SKC documents as instruments of identification with intent to defraud.
2. Disruption or obstruction of teaching, research, disciplinary proceedings, or other SKC activities.
3. Physical, verbal, or sexual harassment/abuse of any person on campus or at sponsored events.
4. Theft or damage to SKC Property or the property of an SKC Community member while on campus.
5. Failure to comply with directions of SKC officials acting in the performance of their duties.
6. Violation of any published SKC regulations, codes of conduct, or other regulations.
7. Use of alcohol or drugs on campus, or appearing on campus under the influence as demonstrated by impaired inappropriate conduct.
8. Possession of any firearms.

**Conduct/Grievance Procedure**

It is expected that if the nature of the complaint is illegal or criminal, it needs to be reported to campus security and Confederated Salish and Kootenai Law Enforcement immediately.

If a student has violated the code of conduct, the process to file a grievance is as follows:

Step 1: The student must make an attempt to discuss and resolve differences with the person(s) involved in the complaint. If a resolution cannot be reached informally, the student may continue to step 2 of the grievance process within 14 calendar days of the incident.

Step 2: The student must discuss the incident and attempt to resolve the grievance with the guidance of the Department Chair within 21 days of the incident. If the incident involved Department Chair, the student may continue to step 3 of the grievance process.

Step 3: The student must submit a formal written grievance letter to the Academic Vice President within 30 days of the incident.

**Steps to Resolution Step 1 and 2:**

Informal Resolution– Given the size and culture of the SKC community, informal resolution is most desirable. This does not mean that a person will not be sanctioned as outlined in this code; rather, the welfare of both the person violated and of the SKC community will be of higher priority.

Step 3: Formal Resolution – Hearing procedures for cases that require further action will be followed.

All hearings will be private if requested by the accused student. An accused student has the right to be represented by an SKC advisor of his or her own choosing. Any party to the proceedings may request the privilege of presenting witnesses subject to cross examination by the other parties.

Furthermore, production of records and other exhibits may be required and a record will be kept of the proceedings. In the case of probation or suspension, the student may appear before the Academic Vice President or request that the Academic Vice President convene a committee for the hearing. A potential recommendation for the imposition of sanctions is based upon evidence in support of the charges, and not on the failure of the accused student to answer charges or appear at the hearing. A panel that includes the Academic Vice President or designee and two faculty/staff members will hear cases against a faculty/staff person. The format will be the same as for student hearings. Upon receiving recommendations from the panel, the decision will be made by the Academic Vice President. This decision is final.

### **Sanctions**

Following a hearing, any one or more of the following may be imposed:

1. No action– charges are dismissed.
2. Warning– a written or oral reprimand for violation of specific regulations, including the possibility of more severe discipline sanctions in the event of another violation within a stated period of time.
3. Disciplinary probation– exclusion from participation in privileged activities as specified in writing for a period of time not to exceed one school year.
4. Educative/counseling/creative interventions– set measurable specific goals related Salish Kootenai College Student Handbook 23 to the offense. Examples include, but are not limited to counseling, attending related workshops, community service, or written essay.
5. Restitution– reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation at the discretion of the Academic Vice President and could also include a written or verbal apology.
6. Suspension– exclusion from classes, other privileges, or activities as specified in writing for a definite period of time not to exceed two years.

### **Interim Restrictions**

The Academic Vice President or designee may impose interim sanctions on a student pending a hearing if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury or interference with persons or property. The Academic Vice President will inform the student of the interim sanction and request an explanation from the student.

The Academic Vice President may adjust the decision as needed. A hearing shall be scheduled no later than 10 days after the interim sanctions are imposed. The student may request a delay.

### **Academic Policies and Procedures/Guidelines**

Academic policies and procedures have been put in place to guide all parties within the institution, including the student, during the academic journey. Awareness of academic guidelines will assist in the protection of all parties involved.

## **Reporting Sexual Violence**

Students who are a victim or survivor of sexual assault/violence have the option to report the incident and many resources are available to the party which include on campus SKC Security (406) 239.6267) or Campus Security Authorities, The Center for Prevention and Wellness located in the Kenmille building. If reported to an authority of SKC, an institutional employee will assist the victim/survivor in notifying the proper authorities if the victim/survivor requests the assistance of personnel. Victim/survivor can also decline to notify the authorities if they so choose.

Evidence should also be preserved; steps to do this include not taking showers, placing worn clothes in paper bags, going to the hospital to receive a rape kit. All evidence is important for prosecuting a criminal offense.

On campus resources include the Center for Prevention and Wellness department located in the Agnes Kenmille building on the west side of campus, several counselors in the Student Support Services department of the Robert Depoe III building on the east side of campus. Off campus resources include the Victims Assistance Program through the Confederated Salish and Kootenai Tribes which holds DOVES (Domestic Violence Education & Services) and SAFE Harbor.

Off campus resources are Lake County Sheriff's Office- 911 or (406) 883.7301 or Tribal Police (406) 675.4700 and an advocate can be reached by requesting one from Tribal Police.

To file a complaint of sexual misconduct or any form of discrimination that may be a violation of the Student Code, you may contact the office below, regardless of being a faculty/staff, student or visitor:

Title IX Coordinator  
Big Knife Building  
275-4985

Salish Kootenai College is currently implementing culturally relevant prevention awareness programs for students and new staff members through the use of HAVEN tools. An update to student policies occurred over the summer months and is now viewable in the Student Handbook. Bystander Intervention, Step Up, was implemented to a group in spring 2015, participants included the following: SKC Housing, RAs in housing, Student Mentors, faculty, staff, community partner (SAFE Harbor) and Center for Prevention and Wellness program. Definitions of the following are under final development for approval including, but not limited to: dating violence, domestic violence, sexual assault, stalking, and consent will be posted on SKC website under the Safe Campus icon by January 1, 2016.

Faculty and staff will have opportunities throughout the year to join the Step Up/Primary Prevention efforts to begin developing a stronger, safer campus community. Through collaboration efforts, SAFE Harbor, the area resource has agreed to place a part time advocate

on campus to provide services to students and employees in need. The Center for Prevention and Wellness has provided awareness activities on campus during the 2015-2016 school year and will continue through the 2016-2017 school year. SKC will protect the identity of victim(s) and other identifying parties by not disclosing information beyond the "Code Blue" group. This group of people come together to assist victims with decisions that pertain to sexual assault, stalking, domestic violence and dating violence. A daily crime log will be kept in the SKC Security Office but will only include the nature of the crime, case number, date, general area where incident occurred and the disposition of the incident. Any protective measure or accommodations that are provided to the victim(s) are confidential. If such assistance will impair the ability of SKC to provide the accommodations or protective measures, an outside source that has partnered with SKC will be contacted to assist the victim.

SKC will provide written notification to students and employees about counseling services, health services, mental health services, victim advocacy, legal assistance both at the college and through the community. Also, SKC will provide written notification to victims about options for changes in academic/living/transportation and working situations or protective measures if the victim requests them, regardless if the victim decides to report the incident to law enforcement.

#### Sexual Violence

Salish Kootenai College does not condone or tolerate acts of sexual violence perpetrated by or against members of its student, staff and faculty community. As an institution of higher education, SKC is committed to ensuring that all students, regardless of their background or identity, have access to a quality learning experience and the opportunity to pursue their academic goals in a safe supportive learning environment. Further, all forms of sexual violence, including rape and sexual assault, interferes with students' abilities to be active, engaged learners. As such, the College is actively committed to reducing and eradicating the incidences of sexual violence and eliminating the root causes that lead to sexual violence, as well as providing appropriate support to victims and survivors when an act of sexual violence does occur.

SKC insists upon an environment free of sexual violence. Students have the right to pursue their education without experiencing this kind of behavior. Acts of violence are deeply harmful to complainants, degrading to the campus community and will not be tolerated.

Confidential options to assist in making reporting decisions:

SAFE Harbor

676-0800 (24 hours)

[www.SAFEHarborMT.org](http://www.SAFEHarborMT.org)

Students who are a victim or survivor of sexual assault/violence are strongly encouraged to report the incident. To report, students have many different resources available.

To file a complaint of sexual violence or any form of discrimination that may also be a crime, you may contact one of the offices below, depending on whom the complaint is against (faculty/staff, visitor or student).

SKC Security  
(406) 239-6267  
SKC phone: Ext 211

Lake County Sheriff's Office  
911  
883-7301

Tribal Police  
(406) 675-4700  
\*an advocate can be requested

To file a complaint of sexual assault or any form of discrimination that may be a violation of the Student Code, you may contact one of the offices below, and depending on whom the complaint is against (faculty/staff, visitor or student):

Vice-President of Academic Affairs  
Big Knife Building  
275-4858

Title IX Coordinator  
Big Knife Building  
275-4985

### **Stalking Definition**

The unwanted or obsessive attention by an individual or group towards another person. Stalking behaviors are related to harassment and intimidation and may include following the victim in person or monitoring them.

### **Tribal Code**

2-1-510. Stalking (1) A person commits the offense of stalking if the person purposely or knowingly causes another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly: (a) following the stalked person; or (b) harassing, threatening, or intimidating the stalked person, in person or by phone, by mail, or by other action, device, or method.

Montana Code Annotated

45-5-220. Stalking (1) A person commits the offense of stalking if the person purposely or knowingly causes another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly: (a) following the stalked person; or (b) harassing, threatening, or intimidating the stalked person, in person or by mail, electronic communication, as defined in 45-8-213, or any other action, device, or method.

### **Sexual Assault Definition**

A sexual act in which a person is coerced or physically forced to engage against their will, or a non-consensual sexual touching of a person. Sexual assault is a form of sexual violence, and it includes rape (such as forced vaginal, anal or oral penetration or drug facilitated sexual assault), groping, forced kissing, child sexual abuse, or the torture of the person in a sexual manner.

### **Tribal Code**

2-1-601. Sexual assault. (1) A person commits the offense of sexual assault by knowingly making sexual contact with another without consent. (2) "Without consent", as used in this section and in section 2-1-602, means: (a) the victim is compelled to submit by force against

himself, herself, or another or (b) the victim is incapable of consent because he or she is: (i) mentally defective or incapacitated; (ii) physically helpless; or (iii) less than 16 years old. (c) As used in subsection (2)(a), the term "force" means: (i) the infliction, attempted infliction, or threatened infliction of bodily injury or the commission of a forcible felony by the offender; or (ii) the threat of substantial retaliatory action that causes the victim to reasonably believe that the offender has the ability to execute the threat. (3) Except as provided in subsection (4), sexual assault is a Class D offense over which the Tribes have exclusive jurisdiction (4) If the victim is less than 16 years old and the offender is 3 or more years older than the victim or if the offender inflicts bodily injury upon anyone in the course of committing sexual assault, the offender commits a Class E offense over which the Tribes have concurrent jurisdiction with the State of Montana. (5) An act "in the course of committing sexual assault" shall include an attempt to commit the offense or flight after the attempt or commission.

### **Montana Code Annotated**

45-5-502. Sexual assault. (1) A person who knowingly subjects another person to any sexual contact without consent commits the offense of sexual assault.

### **Domestic Violence Definition**

Domestic violence (also named domestic abuse, battering, or family violence) is a pattern of behavior which involves violence or other abuse by one person against another in a domestic setting, such as in marriage or cohabitation. Intimate partner violence is violence by a spouse or partner in an intimate relationship against the other spouse or partner. Domestic violence can take place in heterosexual and same-sex family relationships, and can involve violence against children in the family or, in some U.S. states, violence against a roommate.

Domestic violence occurs when the abuser believes that abuse is acceptable, justified, or unlikely to be reported. It may produce intergenerational cycles of abuse in children and other family members, who may feel that such violence is acceptable or condoned. Awareness, perception, definition and documentation of domestic violence differ widely from country to country. Domestic violence often happens in the context of forced or child marriage.[11] In abusive relationships, there may be a cycle of abuse during which tensions rise and an act of violence is committed, followed by a period of reconciliation and calm. Victims of domestic violence may be trapped in domestic violent situations through isolation, power and control, cultural acceptance, lack of financial resources, fear, shame, or to protect children. As a result of abuse, victims may experience physical disabilities, chronic health problems, mental illness, limited finances, and poor ability to create healthy relationships. Victims may experience psychological problems, such as post-traumatic stress disorder. Children who live in a household with violence often show psychological problems from an early age, such as deregulated aggression which may later contribute to continuing the legacy of abuse when they reach adulthood.

**Dating Violence:**

Dating abuse or dating violence is defined as the perpetration or threat of an act of violence by at least one member of an unmarried couple on the other member within the context of dating or courtship. It is also when one partner tries to maintain power and control over the other through abuse/violence. This abuse/violence can take a number of forms: sexual assault, sexual harassment, threats, physical violence, verbal, mental, or emotional abuse, social sabotage, and stalking. It can include psychological abuse, emotional blackmail, sexual abuse, physical abuse and psychological manipulation.

**Tribal Code**

2-1-701. Domestic abuse. (1) A person commits the offense of domestic abuse by if the person:

(a) knowingly or purposely causes bodily injury to a family member, or partner; (b) knowingly or purposely causes reasonable apprehension of bodily injury to a family member, or partner; (c) negligently causes bodily injury with a weapon to a family member, or partner; or (d) knowingly violates a protective order issued by the Tribal Court regarding a family member, or partner. (2) "Family member" means mothers, fathers, children, brothers, sisters, and other past or present family members of a household. These relationships include relationships created by adoption and remarriage, including stepchildren, stepparents, and adoptive children and parents. These relationships continue regardless of the ages of the parties and whether the parties reside in the same household. (3) "Partner" means spouses, former spouses, and persons who have been or are currently in a dating or ongoing intimate relationship.

**Montana Code Annotated**

45-5-206. Partner or family member assault -- penalty. (1) A person commits the offense of partner or family member assault if the person: (a) purposely or knowingly causes bodily injury to a partner or family member; (b) negligently causes bodily injury to a partner or family member with a weapon; or (c) purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member. (2) For the purposes of Title 40, chapter 15, 45-5-231 through 45-5-234, 46-6-311, and this section, the following definitions apply: (a) "Family member" means mothers, fathers, children, brothers, sisters, and other past or present family members of a household. These relationships include relationships created by adoption and remarriage, including stepchildren, stepparents, in-laws, and adoptive children and parents. These relationships continue regardless of the ages of the parties and whether the parties reside in the same household. (b) "Partners" means spouses, former spouses, persons who have a child in common, and persons who have been or are currently in a dating or ongoing intimate relationship.

## **Rape Definition**

Rape is a type of sexual assault usually involving sexual intercourse or other forms of sexual penetration perpetrated against a person without that person's consent. The act may be carried out by physical force, coercion, abuse of authority or against a person who is incapable of giving valid consent, such as one who is unconscious, incapacitated, has an intellectual disability or is below the legal age of consent. The term rape is sometimes used interchangeably with the term sexual assault.

## **Tribal Code**

2-1-602. Sexual intercourse without consent. (1) A person who knowingly has sexual intercourse without consent with another person commits the offense of sexual intercourse without consent.

## **Montana Code Annotated**

5-5-503. Sexual intercourse without consent. (1) A person who knowingly has sexual intercourse without consent with another person commits the offense of sexual intercourse without consent. A person may not be convicted under this section based on the age of the person's spouse.

## **Uniform Crime Reporting Definition of Rape:**

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

### **Consent Definition**

Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. The request of consent must be specific to each act and should be obtained with each new level of physical and/or sexual contact/conduct in any given interaction, regardless of who initiates it. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse for sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in non consensual conduct. Intoxication is not a defense against allegations that an individual has engaged in non consensual sexual conduct. Consent is the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Obtaining consent is an ongoing process in any sexual interaction.

## **Bystander Intervention**

Is a practice used by people to assist others with navigating different situations that can have possible and very negative results to an individual's safety and well-being. A website that can be visited for information on bystander intervention is



<http://stepupprogram.org/students/strategies-for-effective-helping/>. For more information and other practices for this topic, please visit a campus resource such as SKC Security or those that are located in the Kenmille building at the Center for Prevention and Wellness.

### **Risk Reductions**

SKC requires all students to complete EverFi Haven and EverFi AlcoholEdu in order to provide prevention education. Utilizing these platforms and implementing bystander intervention and awareness activities during the 2016-17 and 2017-18 academic year, will provide information around risk reduction.

Salish Kootenai College (SKC) has offered an introduction to the bystander effect, or bystander apathy, is a social psychological phenomenon that refers to cases in which individuals do not offer any means of help to a victim when other people are present, during the 2015-16 academic year. For the upcoming 2016-17 academic year SKC plans to identify a bystander intervention model or skill-building curricula for all incoming students.

SKC requires all students to complete EverFi Haven and EverFi AlcoholEdu in order to provide prevention education. Utilizing these platforms and implementing bystander intervention and awareness activities during the 2016-17 academic year, will provide information around risk reduction.

SKC now requires all students to complete EverFi Haven (Sexual Assault) platform and EverFi AlcoholEdu (Alcohol & Other Drug Harm) platform. AlcoholEDU is an evidence based intervention. <http://everfi.com/higher-education/>

SKC is working to inform students and employees on reporting Title IX incidents and the process for assisting students through the new published, SKC Assisting Distressed Students, Crisis Intervention & Response Faculty and Staff Guide, 2016. Additionally, a student brochure will be made available as a resource for SKC employees and students.

SKC is working on expanding policies in student handbooks and employee manuals to reflect sexual and gender-based harassment and other forms of interpersonal violence.

Awareness activities are planned during Domestic Violence Awareness Month in October and Sexual Assault Awareness Month in April. In addition, bystander interventions will occur during the 2016-17 academic year at SKC.

### **Sexual Violence**

Salish Kootenai College does not condone or tolerate acts of sexual violence perpetrated by or against members of its student, staff and faculty community. As an institution of higher education, SKC is committed to ensuring that all students, regardless of their background or identity, have access to a quality learning experience and the opportunity to pursue their academic goals in a safe supportive learning environment. Further, all forms of sexual violence, including rape and sexual assault, interferes with students' abilities to be active, engaged learners. As such, the College is actively committed to reducing and eradicating the incidences of sexual violence and eliminating the root causes that lead to sexual violence, as well as

providing appropriate support to victims and survivors when an act of sexual violence does occur.

### **Federal Campus Sexual Assault Victims' Bill of Rights**

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights.

\*\*\* Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

### **Registered Sex Offender Policy Statement**

SKC Security Department will maintain all pertinent information, including pictures and legal descriptions of all registered violent and sexual offenders who are employed full-time, part-time, and emergency hires, along with full-time and part-time students, and housing residents. You can also visit the following website <http://svcalt.mt.gov/svor> for updated information on Sexual and Violent Offenders in and around the SKC Campus area. \*\*Information taken from the SKC Master Policy\*\*.

**CRIMINAL OFFENSES REPORTING TABLE**

Offense	Year	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property
Murder/Non-negligent manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Manslaughter by Negligence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Fondling	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Incest	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Robbery	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2017	1	0	0	0
	2018	0	0	0	0
Burglary	2016	1	1	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0
	2017	0	0	1	0
	2018	0	0	0	0

Arson	2016	1	1	0	0
	2017	0	0	0	0
	2018	0	0	0	0

<b>VAWA OFFENSES REPORTING TABLE</b>					
Offense	Year	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property
Domestic Violence	2016	1	1	0	0
	2017	0	0	0	0
	2018	1	1	0	0
Dating Violence	2016	1	1	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Stalking	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

<b>ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE</b>					
Offense	Year	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, ETC.	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, ETC.	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Arrests: Drug Abuse Violations	2016	1	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	1	1	0	0
Arrests: Liquor Law Violations	2016	0	0	0	0
	2017	1	0	0	0
	2018	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	4	0	0	0
	2017	4	0	0	0
	2018	4	4	0	0

<b>Hate Crime Statistics</b>	
As part of the Campus Security Act of 1990—For this and other information on SKC go to <a href="http://www.ope.ed.gov/security">www.ope.ed.gov/security</a>	
2018	No Hate Crimes Reported.
2017	No Hate Crimes Reported.

2016	No Hate Crimes Reported
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### Annual Fire Safety Report

The Salish Kootenai College student housing has two types of housing facilities. Family housing consists of 1, 2, 3, 4 bedroom units and are equipped with smoke detectors and fire extinguishers. SKC Student Housing allows tenants to use portable electrical appliances provided by SKC Student Housing.

The Lefthand dormitory has 11 pods, 42 beds and is equipped with smoke detectors, sprinkler system, fire extinguishers and emergency evacuation doors.

The new “Honor Dorms” (built during the summer of 2019) consist of 3 pods, 12 beds and equipped with smoke detectors, sprinkler system, fire extinguishers and emergency evacuation doors.

Fire safety and evacuation is discussed with the dormitory students during the fall dorm meeting. Smoking is not allowed in any SKC buildings nor is open flame allowed in the dormitory or student housing. Any fire occurring on SKC grounds would be first reported to Security and then reported to local law enforcement and fire department if deemed necessary. Incident reports are completed by SKC Security and are forwarded to the Vice President of Business Affairs. Reports are also forwarded to the Director of Student Housing/Bookstore and the SKC Student Housing Manager if the fire happened in that area. Housing tenants must report all types of fires to the SKC Security department who will forward the information to the Director of Student Housing, Student Housing Manager and the Vice President of Business Affairs. Other entities shall report fires to 911 and SKC Security. SKC Security will also receive a report from Mission Valley Security in regards to fire alarms and supervisory smoke alarms as well as calls from Lake County Dispatch.

Office/Individual Responsible: SKC Security

Location where documentation is kept: SKC Security Office

Date policy and procedure was last updated 9/27/16

### Process for Reporting a Fire

FIRST: Dial 911 to report an incident to emergency personnel. Give the following information to 911 dispatchers:

- The exact address or building and area of campus.
- Your full name and the telephone number from which you are calling, in case you get disconnected.
- The nature of the emergency, including the number of injured people and their known injuries.
- Do not hang up as additional information may be needed.

SECOND: Have someone call campus security. That's 211 from campus phones, or 239-6267 from cell phones.

THIRD: If the emergency is occurring during the regular work day, have someone call SKC front desk ("0" from a campus phone or 275-4800 from a cell phone.)

### **Fire Hazards**

The following items and/or practices are considered fire hazards and are prohibited: Candles (with or without wick), Incense, any open flame, the keeping of explosive or combustible materials or liquids (lighter fluid, fireworks, butane), hanging anything near or around life safety equipment (smoke detectors, sprinklers, etc.) and BBQs are not permitted at the dorms.

Plumbing, electrical or gas burning equipment will not be used for any other purpose than for which it was intended. All liquid fuel appliances are prohibited in the units.

Burning of any kind is prohibited at student housing.

### **Procedures for Student Housing Evacuation**

In the event of a disaster (fire, earthquake, etc.), tenants in the south side of student housing will evacuate to the field that is located to the north of the golf course. Tenants in the middle of student housing will evacuate to the parking lot to south of the Student Services building. Tenants in the north end of student housing will evacuate to the field located west of the SKC Dorms.

### **Procedures for SKC Dorm Evacuation**

In the event of a disaster (fire, earthquake, etc.), tenants will use the appropriate emergency exit door located at the individual pod common area or the emergency exit doors located at either the north, south or west access points located at the dorms.

### **Fire Safety Education and Training Programs**

We do not have any fire safety education programs available for people of SKC. The SKC CERT Team performs an annual meeting with the local fire department to discuss needed improvements around campus. This year, the SKC CERT Team has sent building evacuation zone maps to all buildings on SKC campus and practiced a dorm evacuation fire drills on October 27th, 2015. During this time, the drill started as an earthquake that all of campus participated in and then the smoke alarm was pulled at the dorms so the residents in the dorms practiced evacuating to the field that is to the west of the dorms for our fire alarm drill. We had another basic fire drill for the dorms on February 16th, 2016.

### **Plans for future improvements in Fire Safety**

Fire Safety Training is completed throughout the year for all students, staff and faculty. Each building's Building Emergency Coordinator (BEC) has additional training in fire safety so they can teach their buildings staff/faculty what to do in case of emergency.

<b>Statistics and Related Information Regarding Fires in Residential Facilities: 2018</b>						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Hewankhorn Loop						
35231	0	n/a	n/a	n/a	n/a	0.00
35233	0	n/a	n/a	n/a	n/a	0.00
35234	0	n.a	n/a	n/a	n/a	0.00
35235	0	n/a	n/a	n/a	n/a	0.00
35249	0	n/a	n/a	n/a	n/a	0.00
35250	0	n/a	n/a	n/a	n/a	0.00
35251	0	n/a	n/a	n/a	n/a	0.00
35267	0	n/a	n/a	n/a	n/a	0.00
35269	0	n/a	n/a	n/a	n/a	0.00
35276	0	n/a	n/a	n/a	n/a	0.00
35278	0	n/a	n/a	n/a	n/a	0.00
35286	0	n/a	n/a	n/a	n/a	0.00
35287	0	n/a	n/a	n/a	n/a	0.00
35288	0	n/a	n/a	n/a	n/a	0.00



35289	0	n/a	n/a	n/a	n/a	0.00
35291	0	n/a	n/a	n/a	n/a	0.00
35294	0	n/a	n/a	n/a	n/a	0.00
35296	0	n/a	n/a	n/a	n/a	0.00
35301	0	n/a	n/a	n/a	n/a	0.00
35340	0	n/a	n/a	n/a	n/a	0.00
35342	0	n/a	n/a	n/a	n/a	0.00
35344	0	n/a	n/a	n/a	n/a	0.00
35346	0	n/a	n/a	n/a	n/a	0.00
35347	0	n/a	n/a	n/a	n/a	0.00
35352	0	n/a	n/a	n/a	n/a	0.00
35356	0	n/a	n/a	n/a	n/a	0.00
35358	0	n/a	n/a	n/a	n/a	0.00
35361	0	n/a	n/a	n/a	n/a	0.00
35362	0	n/a	n/a	n/a	n/a	0.00
35411	0	n/a	n/a	n/a	n/a	0.00
35413	0	n/a	n/a	n/a	n/a	0.00
35416	0	n/a	n/a	n/a	n/a	0.00
35427	0	n/a	n/a	n/a	n/a	0.00
35428	0	n/a	n/a	n/a	n/a	0.00
35430	0	n/a	n/a	n/a	n/a	0.00
35437	0	n/a	n/a	n/a	n/a	0.00
35438	0	n/a	n/a	n/a	n/a	0.00
35445	0	n/a	n/a	n/a	n/a	0.00
35446	0	n/a	n/a	n/a	n/a	0.00
35498	0	n/a	n/a	n/a	n/a	0.00

35500	0	n/a	n/a	n/a	n/a	0.00
35501	0	n/a	n/a	n/a	n/a	0.00
35508	0	n/a	n/a	n/a	n/a	0.00
35509	0	n/a	n/a	n/a	n/a	0.00
35518	0	n/a	n/a	n/a	n/a	0.00
35522	0	n/a	n/a	n/a	n/a	0.00
35532	0	n/a	n/a	n/a	n/a	0.00
35534	0	n/a	n/a	n/a	n/a	0.00
35536	0	n/a	n/a	n/a	n/a	0.00
35541	0	n/a	n/a	n/a	n/a	0.00
35542	0	n/a	n/a	n/a	n/a	0.00
35551	0	n/a	n/a	n/a	n/a	0.00
LEFTHAND DORMS (SKC DORMS)						
42561 Slater Way	0	n/a	n/a	n/a	n/a	0.00

**Statistics and Related Information Regarding Fires in Residential  
Facilities: 2017**

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Hewankhorn Loop						
35231	0	n/a	n/a	n/a	n/a	0.00
35233	0	n/a	n/a	n/a	n/a	0.00
35234	0	n.a	n/a	n/a	n/a	0.00
35235	0	n/a	n/a	n/a	n/a	0.00
35249	0	n/a	n/a	n/a	n/a	0.00
35250	0	n/a	n/a	n/a	n/a	0.00
35251	0	n/a	n/a	n/a	n/a	0.00
35267	0	n/a	n/a	n/a	n/a	0.00
35269	0	n/a	n/a	n/a	n/a	0.00
35276	0	n/a	n/a	n/a	n/a	0.00
35278	0	n/a	n/a	n/a	n/a	0.00
35286	0	n/a	n/a	n/a	n/a	0.00
35287	0	n/a	n/a	n/a	n/a	0.00

35288	0	n/a	n/a	n/a	n/a	0.00
35289	0	n/a	n/a	n/a	n/a	0.00
35291	0	n/a	n/a	n/a	n/a	0.00
35294	0	n/a	n/a	n/a	n/a	0.00
35296	0	n/a	n/a	n/a	n/a	0.00
35301	0	n/a	n/a	n/a	n/a	0.00
35340	0	n/a	n/a	n/a	n/a	0.00
35342	0	n/a	n/a	n/a	n/a	0.00
35344	0	n/a	n/a	n/a	n/a	0.00
35346	0	n/a	n/a	n/a	n/a	0.00
35347	0	n/a	n/a	n/a	n/a	0.00
35352	0	n/a	n/a	n/a	n/a	0.00
35356	0	n/a	n/a	n/a	n/a	0.00
35358	0	n/a	n/a	n/a	n/a	0.00
35361	0	n/a	n/a	n/a	n/a	0.00
35362	0	n/a	n/a	n/a	n/a	0.00
35411	0	n/a	n/a	n/a	n/a	0.00
35413	0	n/a	n/a	n/a	n/a	0.00
35416	0	n/a	n/a	n/a	n/a	0.00
35427	0	n/a	n/a	n/a	n/a	0.00
35428	0	n/a	n/a	n/a	n/a	0.00
35430	0	n/a	n/a	n/a	n/a	0.00
35437	0	n/a	n/a	n/a	n/a	0.00
35438	0	n/a	n/a	n/a	n/a	0.00
35445	0	n/a	n/a	n/a	n/a	0.00
35446	0	n/a	n/a	n/a	n/a	0.00

35498	0	n/a	n/a	n/a	n/a	0.00
35500	0	n/a	n/a	n/a	n/a	0.00
35501	0	n/a	n/a	n/a	n/a	0.00
35508	0	n/a	n/a	n/a	n/a	0.00
35509	0	n/a	n/a	n/a	n/a	0.00
35518	0	n/a	n/a	n/a	n/a	0.00
35522	0	n/a	n/a	n/a	n/a	0.00
35532	0	n/a	n/a	n/a	n/a	0.00
35534	0	n/a	n/a	n/a	n/a	0.00
35536	0	n/a	n/a	n/a	n/a	0.00
35541	0	n/a	n/a	n/a	n/a	0.00
35542	0	n/a	n/a	n/a	n/a	0.00
35551	0	n/a	n/a	n/a	n/a	0.00
LEFTHAND DORMS (SKC DORMS)						
42561 Slater Way	0	n/a	n/a	n/a	n/a	0.00

**Statistics and Related Information Regarding Fires in Residential  
Facilities: 2016**

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Hewankhorn Loop						
35231	0	n/a	n/a	n/a	n/a	0.00
35233	0	n/a	n/a	n/a	n/a	0.00
35234	0	n.a	n/a	n/a	n/a	0.00
35235	0	n/a	n/a	n/a	n/a	0.00
35249	0	n/a	n/a	n/a	n/a	0.00
35250	0	n/a	n/a	n/a	n/a	0.00
35251	0	n/a	n/a	n/a	n/a	0.00
35267	0	n/a	n/a	n/a	n/a	0.00
35269	0	n/a	n/a	n/a	n/a	0.00
35276	0	n/a	n/a	n/a	n/a	0.00
35278	0	n/a	n/a	n/a	n/a	0.00

35286	0	n/a	n/a	n/a	n/a	0.00
35287	0	n/a	n/a	n/a	n/a	0.00
35288	0	n/a	n/a	n/a	n/a	0.00
35289	0	n/a	n/a	n/a	n/a	0.00
35291	0	n/a	n/a	n/a	n/a	0.00
35294	0	n/a	n/a	n/a	n/a	0.00
35296	0	n/a	n/a	n/a	n/a	0.00
35301	0	n/a	n/a	n/a	n/a	0.00
35340	0	n/a	n/a	n/a	n/a	0.00
35342	0	n/a	n/a	n/a	n/a	0.00
35344	0	n/a	n/a	n/a	n/a	0.00
35346	0	n/a	n/a	n/a	n/a	0.00
35347	0	n/a	n/a	n/a	n/a	0.00
35352	0	n/a	n/a	n/a	n/a	0.00
35356	0	n/a	n/a	n/a	n/a	0.00
35358	0	n/a	n/a	n/a	n/a	0.00
35361	0	n/a	n/a	n/a	n/a	0.00
35362	0	n/a	n/a	n/a	n/a	0.00
35411	0	n/a	n/a	n/a	n/a	0.00
35413	0	n/a	n/a	n/a	n/a	0.00
35416	0	n/a	n/a	n/a	n/a	0.00
35427	0	n/a	n/a	n/a	n/a	0.00
35428	0	n/a	n/a	n/a	n/a	0.00
35430	0	n/a	n/a	n/a	n/a	0.00
35437	0	n/a	n/a	n/a	n/a	0.00
35438	0	n/a	n/a	n/a	n/a	0.00

35445	0	n/a	n/a	n/a	n/a	0.00
35446	0	n/a	n/a	n/a	n/a	0.00
35498	0	n/a	n/a	n/a	n/a	0.00
35500	0	n/a	n/a	n/a	n/a	0.00
35501	0	n/a	n/a	n/a	n/a	0.00
35508	0	n/a	n/a	n/a	n/a	0.00
35509	0	n/a	n/a	n/a	n/a	0.00
35518	0	n/a	n/a	n/a	n/a	0.00
35522	0	n/a	n/a	n/a	n/a	0.00
35532	0	n/a	n/a	n/a	n/a	0.00
35534	0	n/a	n/a	n/a	n/a	0.00
35536	0	n/a	n/a	n/a	n/a	0.00
35541	0	n/a	n/a	n/a	n/a	0.00
35542	0	n/a	n/a	n/a	n/a	0.00
35551	0	n/a	n/a	n/a	n/a	0.00
LEFTHAND DORMS (SKC DORMS) Slater Way						
42561	0	n/a	n/a	n/a	n/a	0.00