Annual Security Report - 2015
Table of Contents

Contents

1. Crime Reporting Procedures
   a. Procedures for Reporting Crimes ________________________________ 3
   b. Emergency Response and Evacuation Procedures ____________________ 3
   c. Response to Reports ____________________________________________ 4
   d. Timely Warning Reports ________________________________________ 4
   e. Confidential Crime Reporting ____________________________________ 5

2. Campus Safety Features and Procedures
   a. Campus Safety Features __________________________________________ 5
   b. Personal Security Recommendations ______________________________ 6

3. Violence Against Women Act Policy and Procedures
   a. Policy Statement ________________________________________________ 6
   b. Educational Programs and Campaigns ______________________________ 7
   c. Procedures victims should follow __________________________________ 9
   d. Procedures for reporting a crime _________________________________ 10
   e. Procedures for Institutional Disciplinary Action ____________________ 12
   f. Sanctions and Protective Measures ________________________________ 12
   g. Rights of the Accuser and the Accused _____________________________ 13
   h. Confidentiality of Victims ______________________________________ 13

4. Other Campus Safety and Security Disclosures
   a. Campus Security Personnel Disclosure _____________________________ 14
   b. Monitoring of Off Campus Criminal Activity Disclosure ________________ 14
   c. Information Regarding Registered Sex Offenders Disclosure ____________ 14
   d. Victim Services Disclosure ________________________________________ 14
   e. Drug and Alcohol Policy Disclosure ________________________________ 15
   f. Annual Preparation Disclosure ____________________________________ 15

5. Crime Statistics
   a. Criminal Offense Table __________________________________________ 15
   b. Violation Table _________________________________________________ 16
The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” was enacted by Congress and signed into law in November 1990, and amended in 1992, 1998, 2000, and 2008. This law requires us to provide statistics regarding the incidence of crime on our campus and information on our policies and procedures for maintaining a safe and secure environment for students, employees, and visitors while they are on campus.

Northwest Career College is committed to providing a safe learning and working environment for its students, faculty, staff and visitors. Safety is a community wide effort which requires awareness and diligence. On the campus of Northwest Career College, we take care to minimize potentially unsafe situations through our policies and procedures as well as encouraging everyone to take responsibility for their own security.

**PROCEDURES FOR REPORTING CRIMES**

Northwest Career College strongly advocates that a victim of any of the crimes detailed in this report should report the incident to the Las Vegas Police Department in a timely manner.

**Life-threatening Emergencies:** Any life-threatening emergency is to be reported to local authorities by dialing 911. Additionally, students reporting the emergency should then notify faculty or staff if not already informed.

**Criminal Actions:** Criminal actions occurring on campus should be immediately reported to the School Director, COO, Campus Security Authority and/or local police. The School Director or his designee maintains a log of all criminal activity reported in accordance with the Clery Act. Northwest Career College works with local law enforcement as needed. There is no written memorandum of understanding between Northwest Career College and the Las Vegas Metropolitan Police Department.

Major offenses including but not limited to rape, domestic violence, dating violence, stalking, murder, aggravated assault, robbery, auto theft, etc. are reported to Metro and joint investigative efforts between the college and with the local agencies are initiated to solve these serious felony crimes. The prosecution of all criminal offenses is conducted at the Municipal or Justice Courts levels.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Northwest Career College, will, without delay, and taking into account the safety of the community, determine when students and staff must be notified of an emergency and will notify students and staff of the emergency, unless such notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In the event of an actual emergency, students and employees will be notified in the following ways:

1. The campus community will be notified by e-mail. Students and staff should take responsibility for regularly checking their e-mail.
2. A school representative will personally visit each classroom, lab, and office; will advise those present of the nature of the emergency; and will instruct those present as to what action they should take. Possible actions may involve waiting for further information, moving to another part of the building, or evacuating the building.

The Campus Security Authority is ultimately responsible for assessment of the situation and determining appropriate actions in response to the emergency, although faculty and staff members are encouraged to use appropriate discretion if they encounter an emergency situation and act accordingly. All departments on campus will be notified of emergencies to ensure the safety and security of Northwest students, personnel, and members of the public.

In the event of an emergency or situation that will affect the community at large, the Campus Security Authority, COO or another designated employee will notify local authorities by calling 911.

If an immediate threat is not clearly evident, and it appears intervention will not escalate the situation, school officials may request that a perpetrator leave the building or take other appropriate action to diffuse the emergency situation.

Emergency response and evacuation procedures are reviewed and table top exercises are conducted annually during scheduled staff and faculty meetings. These procedures are discussed with employees during their orientation if hired after the annual meeting. Evacuation routes in the event of a fire or other emergency are posted within every room in the building. If an evacuation route is altered due to the emergency in question, this information will be communicated via email notification and the verbal announcements made in each classroom. Evaluations and corrective action reports, which are designed for assessment and evaluation of emergency plans and capabilities, are completed after each drill.

RESPONSE TO REPORTS

Northwest Career College responds to reports of emergencies and criminal actions as it deems appropriate under the circumstances. Northwest Career College may contact local law enforcement authorities, emergency medical services, local fire departments, or other outside agencies or entities.

In the case of a major offense, Northwest Career College will conduct an investigation into any activities that occurred on campus by reviewing available video tapes and time clocks and speaking to staff and student witnesses to determine the facts of the offense and determine the institution’s response to the crime. The institution will use the standard of “beyond a reasonable doubt” in determining whether or not disciplinary action is required under the Student Code of Conduct.

TIMELY WARNING REPORTS

A timely warning to the campus community is distributed regarding any of the listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes.
The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. Campus officials may also utilize the school website, campus bulletin boards, or its social media pages to post relevant warnings, updates and advisories. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

Crime Alert Emails disseminated to the Northwest Career College campus population include a description of the crime, date and approximate time of occurrence, the location and a description of the suspect. Incident Resolution Emails disseminated to the Northwest Career College campus population include the same information as the Crime Alert Emails, as well as information on the resolution if applicable.

CONFIDENTIAL CRIME REPORTING

The institution respects the privacy of its students and faculty and maintains confidentiality with regard to the reporting of crimes that occur on campus whenever possible. Crimes reported confidentially are logged in the campus crime log in the same manner as other crimes. However, if a crime is reported confidentially and there was only one witness to the criminal activity, the institution will encourage the witness to release the institution to pursue appropriate sanctions in accordance with the student or employee Code of Conduct.

CAMPUS SAFETY FEATURES

Northwest Career College maintains video cameras in every classroom, at every entrance, in each stairway and in the foyer. Notice is given in writing at the entrance to the campus.

Northwest Career College contracts with a security company (Stanley Security Solutions) to monitor and secure all Northwest Career College facilities. Security system maintenance is provided by said company on a consistent basis, and the security system is armed during all non-operational hours.

Northwest Career College maintains staff at the front desk from 8:00 a.m. to 10:00 p.m. Monday through Thursday and to 5:00 p.m. on Fridays while classes are in session to monitor all visitors to the campus.

Northwest Career College maintains a policy that no students are left on campus after classes end without a staff member present. The facility is locked and all students are in their cars before the final staff member leaves the campus. Northwest Career College maintains an electronic card swipe system to track when students and employees are on campus.

Northwest Career College maintains a well-lit parking lot from dawn to dusk in addition to safety lights throughout the campus.
Northwest Career College maintains land-line phones throughout the campus should one be needed in case of an emergency.

PERSONAL SECURITY RECOMMENDATIONS

Northwest Career College reserves the right to refuse access to anyone acting in a disorderly or disruptive fashion and to request that such persons leave the premises. Northwest Career College expects students, faculty, and staff to take appropriate precautions to ensure their own safety and the safety of others. Students, faculty, and staff are responsible for their own personal possessions. Staff or faculty members have been trained to report all known or suspected criminal activities to the Director of Chief Operating Officer.

Northwest Career College recommends that students and staff take the following precautions to protect themselves and their property:

1. Report immediately any suspicious people or activity you observe to an instructor or other staff member
2. Tell an instructor or staff member if a stranger confronts you
3. Lock your office when you leave
4. When parking, lock your vehicle and remove valuables from plain view
5. Avoid carrying large amounts of cash or valuables
6. Don’t leave purses, backpacks, computers, phones, or other personal items unattended
7. Write your name in several places on your textbooks
8. Lock up bicycles with high-quality locks
9. Walk in groups of at least two people at night
10. Always report all criminal incidents and losses of property

A summary of this report is reviewed at new student orientations to encourage students to be responsible for their own security and the security of others and to assist the institution in the prevention of crimes on campus. This report may be accessed in the institutional disclosures section of the Northwest Career College website or a paper copy may be requested from the Financial Aid Department.

POLICY STATEMENT

Northwest Career College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address dating violence, domestic violence, sexual assault and stalking, whether the incident occurs on or off campus and when it is reported to a college official.

Northwest Career College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community. This policy applies
equally to all students and employees regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

The Campus Security Authority, another employee, officer or agent of the institution, and the institution itself will not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this policy.

EDUCATIONAL PROGRAMS AND CAMPAIGNS

Northwest Career College conducts educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault and stalking. The institution conducts a primary prevention and awareness program for all new incoming students and employees, as well as ongoing prevention and awareness campaigns for the campus.

The Northwest Career College primary prevention and awareness program is presented to students using a Prezi digital presentation format. The inaugural presentation was emailed to the active student body and all current employees in September of 2015. Moving forward, this presentation will be given to all new students on the day of orientation, and to all employees on the day they complete employment paperwork.

The primary prevention presentation includes the following information:

- A statement that Northwest Career College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking;
- Definitions of the terms dating violence, domestic violence, sexual assault and stalking;
- The definition of consent in reference to sexual activity;
- A description of safe and positive options for bystander intervention;
- Information on risk reduction;
- Information on institutional procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault and stalking.

Northwest Career College conducts ongoing prevention and awareness campaigns to continue to educate members of the campus community about the importance of these issues. The topics of these prevention and awareness campaigns include effective and safe bystander intervention, ways to reduce your risk for potential attacks, and sexual assault prevention.

The campaign on effective and safe bystander intervention includes the following information:

Be an intervener! Stop these incidents before they occur, and talk to your friends about it so that they will intervene as well! Steps to be an effective bystander include:

- Notice the incident – Bystanders first must notice the incident taking place. Obviously, if they don’t take note of the situation there is no reason to help.
Interpret the incident as an emergency – Bystanders also need to evaluate the situation and determine whether it is an emergency—or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help.

Assume responsibility – Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present, responsibility for helping is diffused. If a lone bystander is present, he or she is more likely to assume responsibility.

Attempt to help, whether this is to help the people leave the situation, confront a behavior, diffuse a situation, or call for other support/security. The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate. Educate yourself about interpersonal violence AND share this info with friends. Confront friends who make excuses for other people’s abusive behavior. Speak up against racist, sexist, and homophobic jokes or remarks.

Tips for Intervening In a situation potentially involving sexual assault, relationship violence, or stalking:

- Approach everyone as a friend.
- Do not be antagonistic.
- Avoid using violence.
- Be honest and direct whenever possible.
- Recruit help if necessary.
- Keep yourself safe.
- If things get out of hand or become too serious, contact the police.

The campaign on reducing your risk for potential attacks includes the following information:

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, and how to avoid potential attacks.

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- Get help by contacting the Student Services Department for support services.
- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
- Consider getting a protective order or stay away order.
Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.

Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

The campaign on sexual assault prevention includes the following information:

Tips to prevent a sexual assault:

- Be aware of rape drugs.
- Try not to leave your drink unattended.
- Only drink from un-opened containers or from drinks you have watched being made and poured.
- Avoid group drinks like punch bowls.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.
- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed on the campus.
- Be aware of open buildings where you can use a phone.
- Keep some change accessible just in case you need to use a pay phone.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area.

PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING HAS OCCURRED:

The first priority of a victim of sexual assault or domestic violence is to get to a place of safety, then to obtain necessary medical attention as soon as possible. Go to the nearest hospital, who will have a certified ER hospital staff member that is authorized to perform medical/legal examinations. An assault should be reported directly to the local police department. Although Northwest Career College strongly advocates that a victim of dating violence, domestic violence, sexual assault or stalking report the incident to the Las Vegas Police Department in a timely manner, it is the victim’s choice to make such a report and the victim has a right to decline
involvement with the police. The Student Services department at Northwest Career College will assist any student who wishes to notify law enforcement authorities regarding any alleged crime, regardless of whether that crime occurred on or off campus. Students requiring assistance should contact the Student Services department for guidance.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining orders of protection related to the incident more difficult. If a victim chooses not to make a complaint regarding and incident, he or she nevertheless should consider speaking with the Las Vegas Police Department or other law enforcement agency to preserve evidence in the event that the victim changes his or her mind at a later date.

Physical evidence is crucial in helping to prosecute assailants in cases of rape or sexual assault. Physical evidence must be collected in a timely manner by a certified medical facility. Prior to a medical/legal exam, victims of rape or assault should not bathe, changes clothes, douche, use the toilet (if possible), smoke, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that the evidence may be preserved. If victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.

Victims of violence should not bathe or change clothes prior to documentation of physical evidence. Preserving evidence may be necessary to prove criminal dating violence, domestic violence, stalking, or in obtaining a protection order. If victims do not opt for forensic evidence collection, health care providers can still treat injuries.

Victims of stalking should save evidence such as any letters, notes, e-mails, phone calls, videos, photos, texts, social media postings (i.e...Facebook, Twitter, etc.), computer screenshots, voicemails, or any other form of evidence that would be helpful.

**PROCEDURES FOR REPORTING A CRIME OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING THAT HAS OCCURRED ON THE NORTHWEST CAREER COLLEGE CAMPUS**

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student’s or employee’s rights and options.

If an alleged crime occurs on the Northwest Career College campus, the following steps should be taken to report the crime:
1. The student should locate the Campus Security Authority to file an incident report regarding the alleged crime. If the Campus Security Authority cannot be located, the student should proceed to the Student Services department for assistance.
2. The Campus Security Authority or other school representative will have the student fill out a report detailing all pertinent information regarding the offense.
3. The Campus Security Authority or other school representative will then encourage the student to report the alleged crime to the Las Vegas Police Department in a timely manner. However, it is the victim’s choice to make such a report and the victim has a right to decline involvement with the police.
4. The Campus Security Authority or other school representative will then make a copy of the document for the student, and place the original report in the Campus Crime Report file. This report will be retained permanently in this file.
5. The Campus Security Authority or other school representative will report the incident to the Chief Operating Officer.
6. The Chief Operating Officer will meet with the Director of the college to review the report and initiate disciplinary proceedings as detailed in the section below.

The victim is responsible for obtaining orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. No such orders will be issued by the institution. However, the institution will assist in the enforcement of such orders while the victim is on campus, should those orders be issued by the proper authorities. The Student Services department at Northwest Career College will assist any student who wishes to notify law enforcement authorities regarding any alleged crime, regardless of whether that crime occurred on or off campus. Students requiring assistance should contact the Student Services department for guidance.

The institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

The institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Accommodations and protective measures will be made if the victim requests them and they are reasonably available, regardless of whether the victim chooses to report the crime to law enforcement. Determinations regarding these accommodations will be made by the Chief Operating Officer and the Director of the college.
PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL Assault AND STALKING

All disciplinary proceedings shall provide a prompt, fair, and impartial process from the initial investigation to the final result. The proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Standard disciplinary proceedings will be used by the institution for all types and circumstances of allegations regarding dating violence, domestic violence, sexual assault and stalking. Disciplinary proceedings will occur as soon as possible, but never more than 5 business days from the date that the incident was reported.

A disciplinary hearing will be held with the Director of the college, the Chief Operating Officer, the Campus Security Authority, and at least one other school official who has received the required training on the issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. At this hearing, both the accuser and the accused will be given the opportunity to share details regarding the alleged crime. The facts of the case, the input of both parties, and any other available evidence will be evaluated by the board of school representatives and a determination will be made. Evidence can be submitted by both parties and will be evaluated by members of the hearing review board. Both parties will receive written notice of this determination as soon as possible, but no later than 3 business days following the culmination of the proceedings. The rights of the accuser and the accused during these proceedings are detailed below.

A disciplinary complaint can be filed with the Student Services department and will be reviewed by the designated school official who has received appropriate training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

SANCTIONS AND PROTECTIVE MEASURES

Possible sanctions that the institution may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault and stalking can range from placing an accused student on a professionalism probation, up to and including dismissal from school.

The institution may offer a range of protective measures to a victim following an allegation of dating violence, domestic violence, sexual assault and stalking. These protective measures can range from allowing the student to switch classes or shifts of their program of study, up to and including enforcement of restraining orders and other legal orders of protection issued on behalf of the victim. Specific protective measures provided by the institution for any given student victim will be determined on a case-by-case basis during the course of the institutional
disciplinary proceedings. These determinations will be made by a school official who has received training on the investigation process.

**RIGHTS OF THE ACCUSER AND THE ACCUSED**

The accuser and the accused are entitled to a prompt, fair, and impartial proceeding that are:

- Completed within reasonably prompt timeframes, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay;
- Conducted in a manner that:
  - Is consistent with the institution’s policies and transparent to the accuser and accused;
  - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
  - Provides timely and equal access to the accuser, the accused, and appropriate officials to information that will be used during informal and formal disciplinary meetings and hearings (as permitted by state and federal laws); and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The institution will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding.

Both the accuser and the accused shall be simultaneously informed, in writing, of:

- The outcome of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
- The institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding;
- Any change to the results that occurs prior to the time that such results become final; and
- When such results become final.

**CONFIDENTIALITY OF VICTIMS**

Northwest Career College will protect the confidentiality of victims of dating violence, domestic violence, sexual assault and stalking to the fullest extent of the law. The Student Services department will work with the student to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal complaint.

Additionally, person identifiable information about the victim will be treated as confidential and
only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant.

Northwest Career College does not publish the name of a crime victim when completing publicly available recordkeeping, including Clery Act reporting disclosures. The institution will also maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective matters.

CAMPUS SECURITY PERSONNEL DISCLOSURE

There are no designated campus security personnel with law enforcement authority. All complaints regarding criminal activities requiring law enforcement are directed to LVMPD. This includes enforcement of state under-age drinking laws and federal and state drug laws.

MONITORING OF OFF CAMPUS CRIMINAL ACTIVITY DISCLOSURE

There are no officially recognized student organizations and therefore no off-campus meeting location where crime is monitored or reported.

INFORMATION REGARDING REGISTERED SEX OFFENDERS DISCLOSURE

Law enforcement agency information provided by the State of Nevada concerning registered sex offenders can be found online at http://www.nvsexoffenders.gov/sorstart.aspx. In order to conduct a geographical search for registered sex offenders, you can visit http://www.nvsexoffenders.gov/search.aspx and enter the applicable information. Please note, the information provided is intended for community safety purposes only and should not be used to threaten, intimidate, or harass anyone listed in this registry.

VICTIM SERVICES DISCLOSURE

Victim advocates at LVMPD can be reached at (702) 828-2955. Additional information regarding services available to victims of crime can be found online at http://www.lvmpd.com/Sections/VictimServices/tabid/191/Default.aspx. The institution will make reasonable accommodations whenever possible to assist in the continuation and completion of the victim’s educational program.

*Northwest Career College does not offer pastoral counseling.

MISSING STUDENT NOTIFICATION DISCLOSURE

The institution does not provide on-campus housing and therefore does not maintain policies regarding missing student notifications.
DRUG AND ALCOHOL ABUSE POLICY DISCLOSURE

Northwest Career College has a zero tolerance policy with regard to the possession, use, and sale of alcoholic beverages and illegal drugs. Northwest Career College reserves the right to dismiss any student from the school who violates this policy. Employees who violate this policy will be subject to disciplinary action, up to and including discharge.

Additional information regarding this policy can be found in the institution’s Drug and Alcohol Abuse Prevention Program, located in the “About” section of the institution’s website.

ANNUAL PREPARATION DISCLOSURE

The School Director or his designee maintains a log of all criminal activity reported on campus. This activity log is reviewed each year and used to prepare the annual crime statistics listed in this report.

CRIME STATISTICS

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>Location?</th>
<th>Hate Crime?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forcible Sex Offenses (including rape, fondling, incest and statutory rape)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Larceny-Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>Arrested? (Y or N)</th>
<th>Referred for Campus Disciplinary Action? (Y or N)</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th>Violation</th>
<th>0</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Fire Safety Report

The institution does not provide on-campus housing and therefore does not maintain independent policies regarding fire safety.