



HARASSMENT

PS 4

Purpose: In accordance with state and federal law, Bellevue University prohibits discrimination on the basis of race, color, religion, national origin, age, gender, physical or mental disability, or any other group protected by federal or state law or local ordinance.

Sexual harassment is considered a form of discrimination and is expressly prohibited under this policy. No employee or student, whether male or female, shall be subjected to verbal, visual, or physical harassment, intimidation or any other conduct that may be construed as sexual harassment.

1. Rationale:

- a. Bellevue University earnestly strives to maintain an academic and work atmosphere that is enjoyable to all students and employees and an environment free of any form of harassment or discrimination. Incidents of sexual harassment disrupt the learning and working environment and jeopardize the well-being of all students and employees.
- b. Any person who engages in behavior of such a nature will be held fully accountable for their conduct.

2. What is Sexual Harassment?: The federal Equal Employment Opportunity Commission (EEOC) defines sexual harassment as an unwelcome sexual advance, request for sexual favors, or any conduct such that:

- a. submission to such conduct is, explicitly or implicitly, a term or condition of employment or academic decisions.
- b. the decision to employ or advance academically a particular individual is based on that individual's acceptance or rejection of such conduct.
- c. a threat or insinuation that the acceptance or refusal to submit to sexual advances will affect an individual's initial or continued employment, duties, assigned shifts, or any other condition of employment or a student's admission, matriculation, grades, conferral of degree, or other academic decisions.
- d. the conduct interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment.

3. **Harassing Behaviors:** The table below illustrates behaviors that are in violation of the Sexual Harassment policy.

Type of Behavior	Attributes
Intentional, provocative physical contact	Touching, pinching, patting, grabbing, poking or brushing against another person's body, rape, or attempted rape.
Sexual gestures	Explicit or implicit gestures of a sexual nature.
Verbal affronts	Noises, slurs, jokes, remarks, or comments regarding another person's sexuality, sexual orientation, or sexual experience.
Preferential treatment	Preferential treatment or the promise of such treatment to employees or students who submit to conditions of sexual conduct, including solicitation of or the attempt to solicit sexual activity for compensation or reward.
Threats	Making and/or subjecting employees or students to threats of unwelcome sexual attention or conduct, intentionally increasing the expectations of the employee's work performance or student's academic performance because of gender or sexual orientation.
Display of sexually oriented materials	Objects, pictures, posters, calendars, promotional effects, or other materials that are sexually suggestive, demeaning, or pornographic; graffiti or handwritten notes of a sexual nature.
Sexually provocative reading materials	Books, magazines, or papers that are sexually suggestive, publication of any reading materials in the work or learning environment that may be construed as suggestive, demeaning, or pornographic.

NOTE: The last two categories also address the prohibited use of University communication systems, electronic mail, and other information databases for such behaviors.

4. **Management Responsibilities:** Each supervisor, manager, faculty member, and administrator has a responsibility to maintain a work and learning environment that is free from harassment of any kind. To accomplish this goal, management and faculty should:
- a. discuss harassment issues during new employee orientation and review the policies at subsequent employee evaluations to ensure a general understanding of the principles and limitations involved.
 - b. encourage employees or students to report violations of Harassment and Sexual Harassment policies immediately.

- c. contact Human Resources (Dean of Students for student complaints) as soon as an employment complaint is made. Human Resources or Dean of Students (as appropriate) will conduct or coordinate an investigation into the allegations.
 - d. cooperate with Human Resources or Dean of Students (as appropriate) in their efforts to resolve the situation and cooperate with any resulting investigation.
5. Important: Do Not Disregard:
- a. The University has an obligation to and is responsible for conducting an investigation of all complaints of sexual harassment; we will not comply with any request to do nothing or to disregard such allegations.
 - b. Management, faculty, or administrators must never attempt to handle any complaint on their own; they must contact Human Resources or Dean of Students (as appropriate) immediately. Even if the complainant should request such action, management or University representatives must not hold unauthorized discussions regarding the allegations with the involved parties, make any promise of confidentiality, or conceal the facts from the University.
6. Retaliatory Behaviors: Local, state, and federal laws protect employees and students who report incidents of sexual harassment from acts of retaliation or reciprocity. The following examples, while not definitive, illustrate the types of retaliatory or reciprocal behavior prohibited under this policy.
- a. Corrective action or a change in the employee's work assignments, hours, or job status; refusal of advancement, promotion, or transfer; or a change in the students' grade, ability to matriculate, graduate, or progress academically.
 - b. Use of influence to adversely affect an employee's duties, evaluation, salary, career development, or any other condition of employment.
 - c. Pressuring employees or students to recant the allegations or submit false information.
 - d. Refusal to work with or to discuss work-related or academic issues with an employee or student.
 - e. Refusal to cooperate with an investigation, intentionally falsifying information, lying about the facts, or otherwise attempting to cover up conduct of a harassing nature.
7. Reporting Violations: Employees and students should be informed of their responsibility to report incidents of sexual harassment to a manager or university representative with whom they feel comfortable or to Human Resources or Dean of Students (as appropriate) directly.

Employees and students should also be informed that any retaliation against them for reporting an incidence of sexual harassment is a violation of this policy.

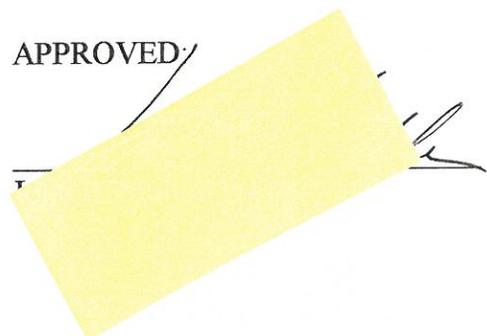
8. Investigations:

- a. All employee allegations of sexual harassment will be investigated by Human Resources. All student allegations of sexual harassment will be investigated by the Dean of Students in coordination with Human Resources (as appropriate). Depending upon the evidence presented and the seriousness of the allegation, the harasser may be suspended from employment or from courses pending the completion of the investigation.
- b. All parties involved with or contacted for purposes of the investigation will be apprised of the repercussions for retaliatory or reciprocal action taken against the complainant or other persons who may provide evidence during an investigation. The complainant will be advised of any findings or conclusions.

9. Confidentiality: The complaint and the complainant's identity will be revealed within the University on a "need to know" basis. Every reasonable attempt will be made to keep the investigation confidential. The University will advise involved parties to use caution, but it cannot control the communications of individuals or guarantee confidentiality.

10. Violation: Any violation of this policy seriously jeopardizes morale and productivity and compromises the work and learning environment the University strives to provide. All infractions will be investigated and appropriate corrective action will follow. Any employee or student in violation of this policy will be subject to corrective action that may include termination of employment or suspension or expulsion for students. Students found in violation of this policy will be advised to follow the judicial procedures established in the Student Handbook to appeal disciplinary actions.

APPROVED:



OR: PRES

Effective Date: November 15, 2004

This policy statement supersedes previous PS 4, dated September 1, 2001.

This information includes only:

- Name
- Address
- Telephone number
- Age
- Class level
- Academic major
- Place of birth
- Degrees received
- Most recent educational institution attended
- Email address

If you restrict the release of directory information under FERPA, then the University may not release such information to the military either (FERPA supersedes the Solomon Amendment.) There are additional guidelines for the release of data. The Office of the Registrar authorizes all data release to the requesting units. Please refer any requests to the Registrar.

Online Education Policy

Bellevue University does not warrant that the functions or information contained on bellevue.edu or affiliated websites or online environments will meet any requirements or needs you may have; that such websites will operate error free or in an uninterrupted fashion; that any defects or errors in such websites will be corrected; or that such websites will be compatible with any particular platform. In the event data/documents that are loaded directly to an online classroom or as an attachment to the learning management system are lost or in some way altered, every attempt will be made to recover the original data. However, to the extent such recovery is impossible or not feasible, you agree to hold Bellevue University harmless. You are advised to keep copies of all assignments.

Bellevue University may provide online classroom environments and other educational opportunities under agreements with software, hardware, or Internet service providers. In no event will Bellevue University be liable to you or other users for any incidental or consequential damages (including, without limitation, indirect, special, punitive, or exemplary damages) arising out of any use of, inability to use Bellevue University online, or for any claim by any party, even if Bellevue University had been advised of the possibility of such damages. Bellevue University's total liability with respect to Bellevue University online shall not exceed the tuition paid by you or users for online courses. Please refer to the Bellevue University website Terms and Conditions of Use for further information regarding Bellevue University's online policies.

Personal Conduct Policy

In matters of personal conduct, the University expects you to be governed principally by a sense of discretion and a regard for the interests and dignity of others. If you are unable or unwilling to

participate in the University community in a mature, responsible manner reflecting the University's mission, you may be withdrawn, refused the privilege of reregistration, or suspended or expelled from the University. The rights and privileges of Bellevue University students, with respect to conduct, are described in this section.

Bellevue University complies with the requirements of the Title II of Public Law 101-542, as amended, also known as the Crime Awareness and Campus Security Act of 1990. The Safety Administrator is responsible for administering this Act.

Harassment Policy

University policy prohibits any act of harassment against any individual associated with the University. In keeping with our educational mission, we will foster open learning and working environments. To meet moral as well as legal obligations, the University has developed procedures to protect both you and employees from harassment, as well as establish an environment in which such unacceptable behavior will not be tolerated. These procedures are published in the Student Handbook.

If you exhibit potential harm to yourself or others, you may be removed from the campus and/or classes and may be required to seek professional help. You will be required to submit a petition to the Dean of Students for consideration in returning to classes.

The University's ethical obligation to provide an environment that is free from harassment and from the fear that it may occur is implicit. The entire collegiate community suffers when harassment is allowed to pervade the academic atmosphere through neglect, or through the lack of educational programs designed to clarify appropriate professional behavior and promote understanding of what constitutes harassment.

Plagiarism Policy

Plagiarism shall be defined as appropriation of the words, ideas, or creations of another without crediting the source. In case of academic dishonesty or plagiarism, the instructor shall attempt to discuss the matter with you prior to consultation with the Dean of Students. The instructor may take action as severe as giving you a failing grade in the assignment or course, or filing a written request for suspension or expulsion with the Dean of Students.

Smoking Policy

Bellevue University is a smoke-free institution. Therefore, smoking of any kind is prohibited in any campus building. Smoking is permitted outside of buildings in the areas designated. Smoking is not permitted at building entrances or exits.

Student Complaint Policy

Bellevue University affirms your right to bring forth complaints and is committed to resolving these matters in a fair, equitable, and timely manner, so as to protect the rights of both the individual and the community.



Campus Safety Policy

It is the policy of Bellevue University to provide a secure, safe campus and work place for its students and employees. The University facilities are for the use of the faculty, staff and student populations of the school. Prospective students, alumni, and personnel having business with the University also may have access to these facilities. Unauthorized persons loitering in or using University facilities should be reported to a University official. Since Bellevue University locations are comprised primarily of commuter students, the security and access problems are greatly reduced. The campus walkways and parking lots are well lit at night, thereby reducing secluded or dark areas that could be conducive to crime. Alarms, security cameras, and motion detection systems have been installed in many of the University buildings. Evening administrators conduct periodic checks of campus facilities and are available to investigate any suspicious activity. Safety and evening administrators are available to respond quickly to emergencies.

Students, faculty, and staff at Bellevue University who observe or are involved in any crime or incident on campus should report the incident to the Safety Administrator as soon as possible by dialing 557-5000. A Bellevue University Incident Report should be completed and at that time a determination will be made as to whether any further reporting to off-campus agencies should be done. All crimes are taken seriously and will be handled professionally in a timely manner and if warranted the authorities will be involved. These include murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and weapons and liquor law violations. However, any incident will be reported to the local authorities if the victim so desires. Other types of incidents that should be reported to the University include theft or loss of personal property, vehicle accidents on campus, unsecured buildings, etc. When in doubt, report the incident to a University official. These incident reports will be kept on file in the Business Office and reviewed at least annually by the Vice President of Administration to determine if our security policies need to be altered to address any specific problems.

Physical Harassment/Individual and Community Safety

Persistent annoying behavior will not be tolerated. Harassment by abusive or inappropriate treatment is prohibited in any form. If you exhibit potential harm to yourself or others, you may be removed from campus and/or classes and may be required to seek professional help. You must submit a petition to the Dean of Students for consideration in returning to classes.

Sexual Harassment

Sexual harassment is a form of sexual discrimination and both males and females can be victims. Sexual harassment is illegal and is not condoned by Bellevue University. Harassment of any student or staff member on the basis of sex shall be considered a violation of University policy.

Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered sexual harassment. Any behavior that represents or resembles this description, repeated or unwanted sexual attention that is made as a condition of reward or penalty also is prohibited.

It is Bellevue University policy to prohibit any act of sexual harassment against any individual associated with the University in keeping with the educational mission of the University, which is to foster an open learning and working environment. Sexual harassment is a crime under federal and local codes. The ethical obligation to provide an environment that is free from sexual harassment and from the fear that it may occur is implicit. The entire collegiate community suffers when sexual harassment is allowed to pervade the academic atmosphere through neglect or through the lack of educational programs designed to clarify appropriate professional behavior and promote understanding of what constitutes sexual harassment. To meet moral and legal obligations, procedures have been developed that will protect you and employees from sexual harassment and establish an environment in which such unacceptable behavior will not be tolerated. The Sexual Harassment Policy and applicable procedures are available from the Assistant Vice President for Student Engagement/Dean of Students.

Sexual Offenses Procedure

Sexual harassment or sex crimes are taken very seriously by Bellevue University and should be reported immediately to law enforcement by calling 911 or the Safety Administrator's Office at 402-557-5000. Anyone found guilty of a sexual offense or misconduct could be prosecuted in state courts and could be suspended, expelled, or terminated from the University for their first offense.

Sex Offender Notification

If you are seeking information about a suspected sex offender who is working or studying on campus, you should contact the Nebraska State Patrol, which keeps a list of registered sex offenders. The State Patrol's Omaha number is 402-331-3333. The Sex Offender Registry website is www.nsp.state.ne.us/sor/index.cfm.

Complying with the Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. By publishing the following information, Bellevue University is in compliance with Clery Act requirements.

Crime Reporting Procedures

To report a crime on campus, contact the Bellevue University Safety Administrator's office at 402-557-5000 (for non-emergencies), dial 911 (for emergencies), or use one of the blue emergency telephone stations located in the four main parking lots. The red button is to notify

police and the black button is to notify the Safety Administrator's office. In addition, you may report a crime to the following University personnel:

Vice President of Administration	402-557-7075
Director of Maintenance and Grounds	402-557-7355
Dean of Students	402-557-7010
Vice President of Human Resources	402-557-7340

Voluntary and Confidential Reporting Procedure

Prevention of campus crime is a priority at all Bellevue University locations. All students, faculty, staff, and campus visitors are encouraged to report crimes, suspicious activity, or campus emergencies to the Safety Administrator's Office. Because Safety Administrator reports are public records under state law, Bellevue University cannot hold reports of crime in confidence. If you feel you have been a victim of sexual harassment or a sex offense, you should contact the Safety Administrator's Office, the Dean of Students, or the Vice President of Administration after first calling 911. Should a sex offense occur, it is important that you seek medical attention and preserve the evidence for proof of a criminal offense. You will be advised by University personnel of external resources and the option for notifying local law enforcement. You may call the YWCA Rape Crisis Line at 402-345-7273.

Encouragement of Accurate and Prompt Reporting Procedure

Community members, staff, faculty, and guests are encouraged to report all crimes and indecent acts as soon as possible by calling 911 in emergencies and contacting the Safety Administrator's Office at 402-557-5000. If a crime occurred outside of business hours, please leave your contact information and someone will get in touch with you as soon as possible. It is important that all crimes are reported so they can be added to the University's Annual Crime Report for an accurate depiction of crimes occurring on Bellevue University property.

Consumer Information page...you might find it helpful
<http://www.bellevue.edu/about/consumer-information.aspx>

BELLEVUE UNIVERSITY

Complying with the Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. To view the official Clery Act requirements please visit:

http://www.securityoncampus.org/index.php?option=com_content&view=article&id=271&Itemid=60

The Following Policies and Procedures are to inform students of all that Bellevue University has in place to meet the Clery Act Requirements.

Safety Reporting Procedures

To report a crime:

Contact Bellevue University Safety Administration at 402-557-5000 (Non-Emergency), dial 911 (emergencies only), or by using the Emergency Blue telephones located in the four main parking lots. The red button is for police and the black button is for campus safety. Any suspicious activity or person seen in the parking lots or loitering around vehicles, or inside buildings should be reported to the Safety Administrator. In addition you may report a crime to the following areas:

Bellevue University Emergency Phone Map [Blue Phone Map.docx](#)

1. Vice President of Administration Jerry Blasig	402-557-7075
2. Director of Maintenance and Grounds Same Borer	402-557-7355
3. Dean of Students Michelle Eppler	402-557-7010
4. Director, Campus Safety	402-557-7581

Bellevue University's Safety Department and the Bellevue Police Department have a good working relationship. Each agency augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions. Bellevue University is centrally located within the city and Bellevue Police are always able to respond quickly to emergencies that occur. Both the Bellevue Police and Bellevue Fire Departments have current maps of the bird's eye view of the campus and a breakdown of all buildings at Bellevue University.

Voluntary and Confidential Reporting Procedure

Prevention of campus crime is a priority at all Bellevue University locations. All students, faculty, staff and campus visitors are encouraged to report crime, suspicious activity or campus emergencies to the Safety Department. Because the Safety Department's reports are public records under state law, Bellevue University cannot hold reports of crime in confidence. Safety Officers always have the emergency mobile phone and can be reached at (402) 557-5000.

Students who feel they have been a victim of sexual harassment or a sex offense should contact the Safety Department or the Vice President of Administration after calling 911.

Should a sex offense occur, it is important that the victim seek medical attention and preserve the evidence for proof of a criminal offense. The victim will be advised by Public Safety Administration of external resources and the option for notifying local law enforcement. Victims may call the YWCA Rape Crisis Line at (402) 345-7273.

Encouragement of Accurate and Prompt Reporting Procedure

Community members, staff, faculty, students, and guest are encouraged to report all crimes and indecent acts as soon as possible by calling 911 in emergencies and contacting the Safety Department at (402) 557-5000. If a crime occurred outside of business hours please leave your contact information and someone will get in touch with you as soon as possible. It is important that all crimes are reported so that they can be added to the Annual Crime Report for an accurate depiction of crimes occurring on Bellevue University property.

Encouragement of Advisors to Report Crimes Policy

Any advisor communicating with a student or perspective student who self-discloses their involvement in a crime that advisor is expected to report that self-disclosure of the crime to local law enforcement and Bellevue University Safety Administration. The academic advisor will tell the Local Law Enforcement all the information Bellevue University has on the student including the student's: address, phone number, physical description if possible, e-mail address, and any other helpful information that is available. After the Local Law Enforcement has interviewed the employee the findings of the entire incident will be documented in a detailed Incident Report by Bellevue University Safety Administration.

University Law Enforcement

Bellevue University Safety officers do not have the power to arrest but they do maintain working relationships with the Bellevue Police Department who respond to the university's needs.

Level of Expectation from Local Law Enforcement Policy

Bellevue University has a complete expectation and reliance on local law enforcement in the case of any emergency and crime that were to occur on the campus or at a Satellite location such as Lakeside and Lozier. No Bellevue University employee has arresting authority, as the Safety Officers have the responsibility to enforce established policies and procedures. The Safety Department make every effort to foster an environment of decency and of high morality. Bellevue University completely relies on Local Law Enforcement to enforce laws and any criminal activities.

Good Working Relationship with the Local Police Statement

Bellevue University is centrally located within the city of Bellevue and because of the main streets around the city block of Bellevue University the local police response time is less than five minutes in case of an emergency. Every emergency or incident that has occurred on the Bellevue University main campus of 1000 Galvin Road South, the Lakeside campus at 16820 Francis Street, and the Lozier Campus at 2810 North 118th Street has always had excellent local police response time. This is because Bellevue University has an excellent working relationship with the local police and always will. They have the blueprint maps of the main campus and satellite locations and so does the fire department to further aid in communication and rapid

response to the exact location within the exact building. The local police have always served Bellevue University well and Bellevue University respects the local police for doing its job so well.

Standard Operating Procedures Policy

All of the Safety Department personnel, to include all Safety Officers, as well as the Director, Campus Safety are to call 911 immediately in any emergency or crime in progress. The Safety Officers does not have any arresting authority and it is standard operating procedure to call 911 immediately if the use of lawful authority is required. The only exception to a member of the Safety Administration using reasonable force is if there is an immediate threat to a person's health or when intent to serious bodily harm or death is imminent. The Safety Officers patrol on a regular basis the entire campus and are as visible to the campus community so if their assistance is needed for help in any way they can be utilized. It is also standard operating procedure for Emergency 5000 numbers to be placed in the foyer of every building so the Safety Officers can be reached if needed. It is also standard operating procedure for the Safety Officers to get to know students and employees and establish a good working relationship. This relationship allows the Safety Officers to know about any safety concerns that employees have in a proactive capacity. It is standard operating procedure that the Safety Officers document what occurs and what actions they take on their patrol and place this information in their Daily Activity Report. It is standard operating procedure for the Safety Officers to write a detailed incident report within Bruin of any incidents or accidents that occur on the campus and to call 911 if needed. It is standard operating procedure for the Safety Department to hold Crisis Management Team (CMT) meetings once every month and Safety Council meetings every quarter in an effort to further train and orientate employees and students on safety issues and emergency procedures.

Fire Procedure Policy

In the event of a fire it is standard operating procedure to first evaluate the size of the fire, if it is the size of a small waste basket then use a fire extinguisher to extinguish the fire but if it is larger evacuate immediately. 911 is called immediately in any instance of a fire. If evacuation is initiated then the Building Supervisors and Monitors go to every room and work space including the restrooms and operate in great detail but move as fast as possible to get everyone out of the building and ensure everyone goes to the proper evacuation point. Department heads will account for all personnel at the rally point. Anyone not accounted for should be reported to the fire department upon their arrival. The Building Supervisors and Monitors will also control the access to the building and not allow anyone back into the building.

Medical Emergency Policy

In the event of a medical emergency it is standard operating procedure to call 911, describe the emergency to the dispatcher, and have EMT's respond to Bellevue University, in every instance. As many facts as possible will be gathered and told to 911. Any possible assistance will be

administered immediately by certified personnel such as CPR or the use of an AED or First Aid. Safety Officers are to be contacted immediately at ext. 5000 for a report of the incident can be documented for the Universities records.

Power Outage Policy

In the event of a power outage it is standard operating procedure to identify whether the power outage is widespread or more than one building or if it is limited to one building. If it is widespread the Director of Maintenance would be contacted and it would be determined if they could locate the cause of the problem. If they cannot then OPPD is called and the outage is reported by Building name. All of the personnel in the building of the problems would be notified and proper actions be taken. If the power outage is limited to one building the Director of Maintenance is contacted to see if they can determine the cause of the problem. If the cause of the problem cannot be immediately identified, the Director of maintenance will call OPPD and notify them by the building name.

Bomb Threat Policy

In the event of a bomb threat it is standard operating procedure for any department to utilize the bomb threat checklist provided to them by the Safety Department. The employee is to go through a checklist of questions and annotate certain features of the caller. When the call is over then the employee must call 911 immediately. The employee is requested to call ext. 5000 immediately and Safety officers will assist in helping the employee evacuate the building immediately to the rally point. Safety Officers will also help the employee establish a control point and no one except police and other officials will be allowed access to the building.

Tornado Warning Policy

In the event of a Tornado Warning it is standard operating procedure for the Desktop Alert Notification System to be activated notifying everyone on campus of the condition. It is then the responsibility of the building safety supervisors and monitors to funnel everyone immediately to the Tornado Shelters and account for everyone. Everyone is to stay in the Tornado Shelters until the all clear is personally given by a Crisis Management Team (CMT) member or another qualified authority.

Active Shooter Policy

In the event of an active shooter it is standard operating procedure for the Safety Officers to activate the Desktop Alert Notification system of the shooter's location and for that location to go into an internal lock-down which means the internal doors are locked but the exit doors are left open. Every other building will go into an External lockdown which means that they will lock the external doors to isolate the shooter to one building. The police are called immediately to the exact location of the active shooter by the Safety Department. It is standard operating procedure for the Building supervisors and monitors to funnel everyone to the Secured Areas of the building, lock the doors, shut off the lights, stay hidden, and appear as an empty office. The

local police are expected to show up within two minutes of initial call and neutralize the situation.

The hyperlink below is the Bellevue University Campus Maps.

<S:\Maintenance Department\Evening Administrator\BU Emergency Access Panels Maps 12232008.pdf>

Proactive Awareness Measures to Prevent Crime

How Students and Employees can Prevent Crime Policy

Bellevue University Safety Department personnel trains employees about personal protection at least once every year so employees are aware of the proactive actions they can take to prevent crime. Bellevue University makes it clear to every employee that they are personally responsible at all times to take all the basic proactive steps to prevent crime at the beginning of their employment.

Student and Employee Safety Program Policy

Bellevue University Safety Department personnel trains over General Safety and other Safety and Security topics at least once every three months in which the entire campus is invited to. It is the responsibility of every employee to RSVP once they receive the all-campus invitation. The Bellevue University Safety Officers is as visible as possible to all employees and makes every effort to always have an approachable friendly demeanor so employees feel comfortable asking safety questions or voicing safety concerns. Every student is e-mailed the annual campus crime report and made aware that they can contact Bellevue University Safety Department if they have any questions or concerns. Bellevue University Safety Officers make every effort to develop a good working relationship with all employees and students on a daily basis through regularly scheduled patrols and also make all students and employees aware of the fact that safety and security is everyone's responsibility and that we need their participation to create a sincere "safety culture".

Missing Student Policy

Bellevue University will actively investigate any report of a missing student and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately and procedures will be governed by federal, state, and local law, as well as the Safety Department's standard operating procedures.

1. Policy Administration

a. Emergency Contact Designation

Each matriculated Bellevue University student must pre-identify an emergency contact for any situation deemed an emergency with respect to a student's well-being. Prior to the start of each semester, all Bellevue University students are required to complete the emergency contact information when registering for class. For the purposes of this policy, the emergency contact would be notified in the event that a determination is made by campus or local authorities that the student is "missing" for a

period of more than 24 hours. Not later than 24 hours after the time that the student is determined to be missing, the University is *legally required* to notify a custodial parent or guardian of any student who is under 18 years of age, and not an emancipated individual. Emergency contact information will be held confidentially for use by the institution, and shared only on a need to know basis in the best interest of the student's welfare.

b. Inter-Departmental Coordination

Due to the need for data collection, timely communications, student management, and individual and campus-wide safety and security, the procedures for implementing this policy require close coordination among the Registrar's Office, the Dean of Student Affairs, and the Safety Department.

2. Policy Procedures

a. Investigation/Determination of Missing

Without delay, the Safety Department will initiate an extensive missing person investigative process, as determined by no contact with the student for 24 hours. All pertinent report information will be gathered to ascertain the gravity of the situation and further investigate.

Engaging non-College authorities and resources in the investigation of a missing student report will be at the discretion of the Director, Campus Safety. While the Director will work closely with all appropriate departments, and, when appropriate, law enforcement agencies, to investigate the students' whereabouts, the final determination of a student as "missing" will be made by the Police, who will then ensure that the appropriate internal and external notifications are made.

b. Notification Upon Determination of "Missing"

Upon the President's determination that a student is missing, the appropriate law enforcement agencies will be notified of the missing person status within 24 hours, if not sooner. Also during this timeframe, the President will coordinate with the Dean of Student Affairs to ensure that notification is made to the student's designated emergency contact.

If, at any point during this process, a potential real threat to campus constituencies is identified, the Director will initiate the dissemination of appropriate information and actions necessary to safeguard the campus community. Procedures outlined in the Campus Emergency Management Plan will be employed.

c. Action by the Office of the Dean of Student Affairs

When the Office of the Dean of Student Affairs is made aware of a concern that a student may be "missing" or non responsive to attempts to be contacted, appropriate action will be taken to assist with locating the student, including coordination with the Safety Department and other College resources.

No Student Housing Policy Statement

Bellevue University has absolutely no student housing nor does it have any off site events for which it takes responsibility for but completely relies on the local authorities for safety and to enforce the law.

Perspective Students & Employees be informed the Annual Crime Report Policy

Any perspective student or employee upon request will be provided the Annual Crime Security Report. Any perspective student or employee will be provided a summary of its content and given an opportunity to request a copy. This will be done by method of providing all perspective employees or students with the exact electronic web address of the Annual Crime Security Report and if a perspective student or employee requests a copy one will be provided to them. The crime statistics will also be submitted to the Department of Education every year.

Sexual Harassment

Sexual Harassment is a form of sexual discrimination and both males and females can be victims. Sexual harassment is illegal and is not condoned by Bellevue University. Harassment of any student or staff member on the basis of sex shall be considered a violation of College policy. Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered sexual harassment. Any behavior that represents or resembles this description, repeated or unwanted sexual attention that is made as a condition of reward or penalty is also prohibited.

Sexual Offenses Procedure

Sexual Harassment or sex crimes is taken very seriously by Bellevue University and should be reported immediately to the Bellevue Police at 911, Safety Department at (402) 557-5000, Human Resources (402) 557-7340, and Dean of Students at (402) 557-7010. Anyone found guilty of a sexual offense or misconduct could be prosecuted in state courts and could be suspended, expelled, or terminated from the University for their first offense. Bellevue University has no sexual assault prevention programs in existence. Victims are encouraged to call immediately and most importantly to preserve the evidence for proof of a criminal offense. It is the students or employees option to contact the Police or the Safety Department and if the student or employee wants the Safety Administration will help the student notify the police. The Safety Department will assist the student or employee in notifying mental health officials or crises counselors with the work comp physicians that HR has on staff or any specialist that the student or employee wishes. Any needed academic changes that need to occur that are reasonable and available will be made. Both the accuser and the accused will be present at any disciplinary procedures and both parties will be informed of the outcome of the incident.

Sex Offender Notification

Any Bellevue University student or employee who requests information about a suspected sex offender who is working or studying on campus should contact the Nebraska State Patrol (NSP), which keeps a list of registered sex offenders. The (NSP) Omaha number is 402-331-3333. The (NSP) Sex Offender Registry web site is <http://www.nsp.state.ne.us/sor/index/find.cfm>

Timely Notification Policy

Purpose

The purpose of this directive is to codify this department's policy and procedures concerning the Timely Notification/Crime Alerts issued by the Bellevue University Safety Department.

Policy

It is the policy of this department to issue Timely Notifications/Crime Alerts in effort to notify community members about certain crimes in and around our community. For the purpose of this policy, "timely manner" generally means within 24 hours after an incident has been brought to the attention of a "campus security authority" as defined by the Clery Act. It is further the policy of this department to maintain compliance with applicable features of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as mandated by the Department of Education.

General

The Chief of Public Safety of his/her designee are responsible for consulting with department staff, local police department(s), and with other campus authorities (as necessary) in making the determination on a case-by-case basis of when "timely Notification" information in the form of a Crime Alert is disseminated.

These alerts should be approved by the Chief of Public Safety or in his/her absence these alerts will be approved by the Director, Campus Safety.

When a Crime Alert is issued, it is the responsibility of the issuing authority to cause immediate notification to representatives of the Dean of Students office and other University Communications administration. Notification shall also be issued to the local police departments if applicable.

Any incident reported to the Safety Department will be determined whether a Crime Alert will be issued based on:

1. If it is identified as a Clery Act crime (Murder; Non-Negligent Manslaughter; Aggravated Assault; Robbery; Forcible Sex Offense; Forcible Rape; Forcible Sodomy Sexual Assault with an Object; Burglary; and
2. Is the crime considered to represent a serious continuing threat to students, faculty, staff, or visitors?

Determining whether to issue a Crime Alert for non-Clery Act crimes shall be evaluated on a case-by-case, taking into account both the frequency of offense and likelihood for additional occurrence.

When Timely Notifications/Crime Alerts are issued, a corresponding Timely Notification Action Report shall be completed and filed in the Clery Annual Retention file with attached copies of the Crime Alert. With the exception of juvenile case reports, a copy of the associated incident report shall be attached.

With regard to juvenile case reports, a notation will be placed in the "Miscellaneous Comments/Information" section of the Crime Alert action report identifying the location of the related case report.

When it is decided that a Timely Notifications/Crime Alerts will not be issued, in an instance where required, the Timely Notification Action Report should be completed documenting why.

Timely Notification/Crime Alerts contain in the subject line the phrase "Timely Notification" or "Crime Alert" depending on the severity of the threat. The body of the Notification will include information regarding the Clery Act requirements; a short description of the incident or crime giving the time and date, location, reported offense, suspect description, weapon used, suspect vehicle, and MO or method of operation used to facilitate the crime. The Notification should also include personal safety information to aid members of the University community in protecting themselves from becoming victims of a similar crime and promote overall safety for our educational community.

Methods of dissemination may include, but are not limited to, electronic distribution through e-mail, the Desktop Alert System, posting copies in public areas, posting in Public Safety web sites, and dissemination via local media outlets.

Following issuance, Timely Notifications/Crime Alerts should be posted in a conspicuous location within the Communications Center for public review. This posting should be for a period of no less than 60 days.

Status updates as to resolution and/or unbounding of a crime and issued Timely Notifications/Crime Alerts will be similarly disseminated and updated as soon as possible.

Reporting-Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Department of Public Safety so the Department can make a determination as to issuing an alert.

Other Departments: If community members report crimes or serious incidents to other campus security authorities or university administrators, those persons will notify the Department of Public Safety.

Judicial Affairs Notification Policy

Bellevue University Administration will notify the accuser and the accused of the results of any disciplinary hearing immediately. The accused and accuser are entitled to the same opportunities to have others present during a disciplinary proceeding.

Drug and Alcohol Policy

Bellevue University prohibits the unlawful possession, use or distribution of illicit drugs and/or alcohol by students and employees on University property or as a part of any College activities. State and federal laws and any applicable city ordinances pertaining to the possession and use of alcoholic beverages and illicit drugs shall also be enforced.

Weapons Possession Procedure

Firearms or weapons of any kind are prohibited on Bellevue University property (to include owned, leased, rented, or any establishment procured for university use) or on an employee's person while on duty. Further, firearms or weapons are not allowed in a university vehicle or in an employee's personal vehicle if the personal vehicle is on university property or being used on university business. These prohibitions are not affected by legislation regarding the right to carry a weapon either concealed or not concealed.

The Annual Crime Statistics are reported below because the document had to be in Landscape format.