Annual Security Report

Report prepared by University Police Services
Message from Dr. Hilgersom

Truckee Meadows Community College, “The College for the New Nevada,” begins the 2018 school year with much excitement. I would like to extend a warm welcome to our entire campus community.

As the TMCC community continues to grow, we are committed to providing high quality learning experiences in an atmosphere where students, faculty, staff and visitors feel safe. Safety remains a top priority.

University Police Services employs full-time sworn officers who provide a police presence at TMCC 24 hours a day, 365 days a year. TMCC continuously takes steps to ensure that students, faculty, staff and visitors are safe while on campus. In order to do so, we depend on our community members to report any suspicious activity or crimes they are made aware of.

As you read through the 2018 Annual Security Report you will find information regarding the safety resources, crime statistics and services available to our campus community.

I hope you find the information helpful. I welcome any comments or suggestions that may assist us in maintaining the safety of our campus community.

Regards to all,

[Signature]

Jarin M. Hilgersom
Message from the Director

Since 1965, University Police Services has served the University of Nevada, Reno through significant challenges, change, and unprecedented growth while holding onto a tradition of service. Today, the department proudly provides police service to the University of Nevada, Reno, Truckee Meadows Community College and the Desert Research Institute – Reno. Police Services continues to enhance the quality of life on our campuses by building relationships and working collaboratively within our diverse community to reduce crime, enforce laws, preserve peace, and provide for a safe environment.

Although reported crime at UNR, TMCC and DRI - Reno is low, it is important to remember that we are not immune from crime, as we share many of the crime and safety issues that exist in any complex environment, and therefore the safety and security of our communities is the combined responsibility of all of us. I remind you that if you “See Something, Say Something” and report incidents of concern to police immediately.

As you read through this Annual Security Report, you will find information about policies and practices regarding safety, security and crimes occurring on or near campus. Our commitment to keeping our community informed is just one way we strive to keep our campus environment safe and enjoyable.

Please feel free to contact me directly at agarcia@unr.edu, or by phone at 775-784-4013 if you have any questions, concerns or suggestions for Police Services.

It is my honor to have the opportunity to serve you.

Adam Garcia
Assistant Vice President & Director
University Police Services
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Preparation and Disclosure of Crime Statistics

University Police Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with Office of Student Conduct and the local law enforcement agencies surrounding Truckee Meadows Community College (TMCC).

Campus crime, arrest and referral statistics include those reported to University Police Services, Campus Security Authorities, and local law enforcement agencies. Statistics are included in the current Annual Security Report for all of our campuses. Our branch campuses (Meadowood Center, Redfield Campus, William N. Pennington Applied Technology Center, and Nell J. Redfield Foundation Performing Arts Center) follow the same policies except where otherwise noted and included in their respective sections.

Counseling Services staff inform their clients of the procedures to report crime to University Police Services on voluntary or confidential basis, should they feel it is in the best interest of the client.

An e-mail notification is made to all enrolled students that provides the website to access this report. The full text of this report can be found at www.tmcc.edu/police.

Anyone wishing to obtain a paper copy may do so at the University Police Services Substation Office in Red Mountain Building, room 243 Monday–Friday 8 a.m. to 5 p.m. (excluding holidays on which offices are closed). The website address is also attached to employment applications obtained through College’s employment website.
University Police Services Authority and Jurisdiction

University Police Services is a fully functional law enforcement agency.

University Police Services officers have full police powers; certified by the Nevada Peace Officer Standards and Training (POST) in accordance with the laws of the State of Nevada. They perform the same function as officers from city, county and state agencies – enforcing all local, state and federal laws and ordinances within the jurisdiction of the Nevada System of Higher Education (NSHE) properties in northern Nevada. Officers patrol NSHE properties in northern Nevada 24 hours a day, 365 days a year.

University Police Services officers have jurisdiction on the main Truckee Meadows Community College campus, all branch campus locations, the University of Nevada, Reno campus, all properties owned, operated, or governed by the university state wide, as well as Desert Research Institute Reno Campus. University Police Services work in cooperation with all regional law enforcement agencies through official agreements for mutual assistance. The department is linked to these other agencies through the Reno Emergency Communications Center, which provides dispatch services for police and other emergency services in Washoe County. University Police Services also has the ability to share crime information through shared information systems.
Interlocal Agreement

University Police Services works closely with surrounding law enforcement agencies to include the Reno Police Department, Washoe County Sheriff’s Department, Washoe County School District Police Department, Sparks Police Department and the Nevada Department of Public Safety.

University Police Services maintains a memorandum of understanding (MOU) with these agencies giving University Police Services additional jurisdiction to provide for mutual assistance between local law enforcement partners.

The MOU allows for peace officers at University Police Services to exercise their powers or authority on public and private property within Washoe County, including the City of Reno, and the City of Sparks.

In accordance with the agreement, the Assistant Vice President & Director of University Police Services, or his designee, may request assistance from the Washoe County Sheriff, Reno Police Chief, Sparks Police Chief, Nevada Highway Patrol Chief or the designee of any of them, in any law enforcement matter within the jurisdiction of University Police Services.
Reporting Crimes and Emergencies

When reporting a crime, emergency or suspicious activity at the College, follow these steps:

For Emergencies:
- Dial 911
- Give your name and location (state specifically which TMCC campus you are at)
- Briefly describe the activity you are reporting
- Request medical attention if needed
- Remain calm and speak slowly
- Stay on the phone until the dispatcher ends the call
- If possible, give a description of the person(s) and vehicle involved (if applicable), location or direction of travel and presence of weapons if known

For non-emergency situations:
Dial 775-334-COPS (2677) or use the on-line report form from the University Police Services web page at: www.unr.edu/police

University Police Services:
Emergency: 911
Non-Emergency: 775-334-2677
Main Station Business Office: 775-784-4013
TMCC Substation Business Office: 775-674-7900

If you are uncomfortable reporting an incident to University Police Services, you may also contact any Campus Security Authority.

Campus Security Authorities (CSA) are individuals who are employed at, do business on, or volunteer at any TMCC campus or sponsored event. Crime reports can be made to any CSA in confidence. CSA’s will only report to University Police Services for statistical purposes, that an incident occurred without revealing any personally identifying information. Disclosures by any CSA will not trigger an investigation into an incident against the reporting student’s wishes, except in certain circumstances the pose an immediate or ongoing threat to campus safety.

Confidential Reporting Process

TMCC encourages licensed counselors (including Sexual Assault Victim Advocates) and pastoral counselors to inform those they counsel, if and when they deem it appropriate, of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the annual crime statistics. No names will be taken and no criminal investigation will be conducted, but the report will be included in the statistics published in the annual Campus Security Report.
Daily Crime Log

A daily log of reported crimes is maintained by University Police Services in accordance with the Jeanne Clery Disclosure of Campus Security Police and Crime Statistics Act. The crime log includes the type of incident, reported date and time of occurrence and general location as well as the disposition of the incident, if this information is known.

The crime log is available online at https://www.unr.edu/police/data-center/daily-crime-log. The crime log can also be viewed by the public at University Police Services Substation Office in the Red Mountain Building, room 243 Monday–Friday 8 a.m.–5 p.m. (excluding holidays on which TMCC offices are closed).

Please contact our office if you have an immediate need to view the log.

Important Numbers to Know

University Police Services
Emergency: 911
Non-Emergency Dispatch: 775-334-2677
TMCC Substation Office: 775-674-7900
University Police Services Headquarters: 775-784-4013
www.unr.edu/police

Crisis Call Center:
Call: 1-800-273-8255 (24 Hours)
Text “answer” to 83963
Business Phone: 775-784-8085
www.crisiscallcenter.org

Student Conduct:
775-337-5647
Emergency Text and Messaging System

The College used the Omnilert system to send mass messages to students, faculty, and staff during emergencies requiring immediate notification.

The system provides faculty, staff and students with timely information and instructions during emergencies or other urgent situations that may directly affect their wellbeing.

In an emergency, University Police Services or their designees, are authorized to activate the Omnilert system and determine the content of the message. When possible and consistent with TMCC policy, University Police Services will consult with the TMCC Marketing and Communications Office regarding the content of the message before distribution.

Messages are sent by multiple methods to contact information listed in the College directory, as well as confidential contact information registered by users. The system can send simultaneous messages to the College community via text message, voice message and email.

To update contact information students, faculty and staff should use the TMCC Emergency Alert System website at: www.tmcc.edu/police/emergency-alerts/.

In the event of an emergency, the College will notify affected members of the campus community without delay, taking into account the safety of the community unless issuing a notification will, in the professional judgment of the Assistant Vice President & Director of University Police Services of their designees, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Notifications may be sent to specific groups of individuals if the emergency is isolated to specific campus locations.

If you are not a current TMCC student, faculty or staff member, but with to receive emergency communications, you may opt-in.

Examples of other groups who may wish to participate include:

Families of the E.L. Cord Child Care Center;
Students and instructors of the Adult Basic Education program;
Employees of on-campus retail establishments (Bookstore, Café);
Campus volunteers;
Concerned citizens;

This system complements other TMCC communications including the TMCC homepage, Facebook and Twitter accounts and the recorded message telephone line at 775-673-7111.
Timely Warning Notifications

A Timely Warning is an alert that is issued to the entire campus community whenever a crime covered by the Clery Act poses a serious or continuing threat to the students, employees, or visitors to any University of Nevada, Reno locations. Timely warnings are issued as soon as enough pertinent information is available and extends to all University properties covered by the Clery Act.

PROCEDURE

Any crime or situation which may present a potential threat to the campus community is reported to the campus community as soon as possible. Examples may include, but are not limited to: shootings, sexual assaults, armed suspects possibly on campus or near campus, hostage situations, shots fired calls, hazardous chemical spills, etc. Reporting is to include campus buildings and facilities, non-campus buildings, property, and public property within or immediately adjacent to, and accessible from, the main campus. Properties may include buildings and/or property owned or controlled by student organizations that are officially recognized by the institutions or any building or property owned or controlled by the institution and used in direct support of, or in relation to, the institution's educational purposes. Reporting requirements include properties which are frequently used by students which may or may not be within contiguous geographic proximity to the main campus.

The Assistant Vice President & Director of University Police Services or his/her designee may make the final determination of when a timely warning will be issued and disseminated, on a case by case basis.

When a timely warning is issued, it is the responsibility of the Assistant Vice President & Director of University Police Services or in his absence by the on scene Commander, to cause immediate notification to the representatives of the TMCC President's Office, Vice President of Finance and Administration, and Dispatch.

Determining whether to issue a timely warning will be evaluated on a case-by-case, taking into account both the frequency of the offense and the likelihood of additional occurrence.

Timely warnings will contain the phrase “Timely Warning Notification”, in the subject line. The body of the alert may include a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), and suspect vehicle (if any) and method of operation (MO) used to facilitate the crime. The alert may 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.

Methods of dissemination may include, but are not limited to, electronic distribution through mass email, text messaging, posting of hard copies in public areas, posting on college and public safety web sites, voice mail recordings, campus monitors, reverse 911 and dissemination via local media outlets.

If appropriate, status updates as to the resolution and/or unfounded status of the crime or emergency situation will be similarly disseminated and updated as soon as possible.
Emergency Notifications

An Emergency Notification is an alert that may be issued whenever any significant emergency or dangerous situation poses an immediate threat to the health or safety of students or employees on the campus. 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, an impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency and may be tailored exclusively to the segment of the campus at risk.

PROCEDURE

Any crime or situation which may present a potential threat to the campus community is reported to the campus community as soon as possible. Examples may include, but are not limited to: shootings, armed suspects possibly on campus or near campus, hostage situations, shots fired calls, hazardous chemical spills, etc. Reporting is to include campus buildings and facilities, non-campus buildings, property, and public property within or immediately adjacent to, and accessible from, the main campus. Properties may include buildings and/or property owned or controlled by student organizations that are officially recognized by the institutions or any building or property owned or controlled by the institution and used in direct support of, or in relation to, the institution's educational purposes. Reporting requirements include properties which are frequently used by students which may or may not be within contiguous geographic proximity to the main campus.

The Assistant Vice President & Director of University Police Services or his/her designee may make the final determination of when a Timely Warning or an Emergency Notification will be issued and disseminated, on a case by case basis.

When an Emergency Notification is issued, it is the responsibility of the Assistant Vice President & Director of University Police Services or in his absence by the on scene Commander, to cause immediate notification to the representatives of the TMCC President's Office, Vice President of Finance and Administration, and Dispatch.

Determining whether to issue an emergency notification for non-Cler Act crimes will be evaluated on a case-by-case, taking into account both the frequency of the offense and the likelihood of additional occurrence.

Emergency notifications may contain the phrase "Crime Alert" or "Emergency Notification", in the subject line. The body of the alert may include a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), and suspect vehicle (if any) and method of operation (MO) used to facilitate the crime. The alert may 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.

Methods of dissemination may include, but are not limited to, electronic distribution through mass email, text messaging, posting of hard copies in public areas, posting on college and public safety web sites, voice mail recordings, campus monitors, reverse 911 and dissemination via local media outlets.

If appropriate, status updates as to the resolution and/or unfounded status of the crime or emergency situation will be similarly disseminated and updated as soon as possible.
Emergency Response and Evacuation Procedures

TMCC’s emergency response and evacuation procedures are a collaborative effort between University Police Services and TMCC Environmental Health and Safety departments. University Police Services is a partner member of the Regional Emergency Operational Plan which includes all TMCC and NSHE properties. TMCC Environmental Health and Safety maintains and develops campus and building specific emergency evacuation plans for the College.

University Police Services conducts training sessions, emergency exercises including tabletop exercises, field training exercises and tests the Omnilert system annually. In conjunction with Environmental Health & Safety, University Police Services evaluates emergency plans to assess the capabilities of the campus to respond to an emergency.
Security, Access, and Safety Precautions: Keeping the Campus Safe

Our campuses have over a dozen buildings comprising over 680,000 square feet. Providing security to the campus community is a continuous process of reevaluating exiting policies, facilities, and practices so that they confirm to the changing needs of the community and reduce or eliminate hazards. To supplement the efforts of University Police Services, several committees and programs exist or are developed on an as-needed basis to evaluate existing practices, facilities, and landscaping and make security recommendations. Working with staff, faculty and students, we strive to make TMCC a safe place in which to learn.

Access to and Maintenance of Campus Buildings

TMCC has five locations throughout the greater Reno area. During the school year, our daily population of over 12,500 students, staff, and faculty makes us a small city in itself with its own crime problems. Campus buildings and facilities are accessible to members of the campus community as well as guests and visitors during normal business hours, Monday – Friday and limited hours on Saturdays. The campus is closed on Sundays and holidays. For information about access for a specific building, see the appropriate department head or contact facilities services. Buildings, facilities and landscaping are maintained in a manner designed to minimize hazardous conditions. University Police Services officers regularly patrol the campus and when necessary report malfunctioning lights or other unsafe physical conditions to facilities management authorities for correction. In addition, TMCC invites reports of physical hazards (for example, broken stairs, overgrown shrubs, or missing traffic sign) to Facilities Operations and Capital Planning.

Parking, Biking, or Walking on Campus

If you park on campus, lock your vehicle and consider using a steering wheel locking device and/or auto alarm. Place all valuables in your trunk or in another location where they will not be visible when viewed from the outside. Similarly, always lock your bicycle, even if you will be gone only a few minutes, and secure it to a fixed bike rack/pod if possible.

Most important, if you need assistance, do not hesitate to ask any staff member or police officer.

Weapons on Campus

State law and NSHE policy (Title 4, Chapter 1, Section 31) prohibit the possession or use of certain weapons, including firearms, on TMCC property. It is a gross misdemeanor punishable by up to 364 days in jail and/or a fine of not more than $2,000 to possess any firearm on TMCC property, whether in a book bag, in the car, or in an office or classroom. Campus policies prohibit bringing on campus weapons such as switchblades, dirks, daggers, BB-gun, air guns, metal knuckles, nunchaku, etc.

If you see a gun or other weapon on College property, please alert the police immediately at 775-334-COPS (2677), with a description of the location of the weapon and/or the individual carrying it. If you believe that the weapon is being or is about to be used, dial 9-1-1 from a landline, and from a cell phone, dial 775-334-COPS (2677).
Monitoring of Criminal Activity of Off-Campus Student Organizations

Truckee Meadows Community College does not have any officially recognized student organizations with off-campus locations.
Education and Crime Prevention Services and Programs

Crime Prevention
University Police Services offers various personal safety, sexual assault prevention and crime prevention programs on a continual basis throughout the year. Police personnel facilitate programs for students, parents, faculty and new employees, student organizations, and community organizations. To sign up for programs, go to www.unr.edu/police/safety-and-training. Available programs include:

- **Workplace Violence prevention, Active Shooter and Threat Assessment**
  - Classes are offered by University Police Services Commanders and Threat Assessment Manager regarding warning signs, prevention methods, and steps that should be taken if employees find themselves in any of these types of situations. These classes are offered on an ongoing basis through the calendar year.

- **Personal Safety**
  - E-alarms are available for students and staff who wish to carry one with them. These devices

- **Women’s Self Defense**
  - Rape Aggression Defense (RAD) class is a physical defensive program for women. University Police Services has certified instructors who teach these proven and effective defense concepts.
  - Girls on Guard, an alternative class to RAD, it is shorter but still includes both education and hands-on techniques for sexual assault prevention.

- **Workplace Security Site Assessments**
  - Police Services will walk through a department office space or building to identify vulnerabilities, assist in creating an active threat plan, and discuss best practices for safety and security of the workplace.

University Police Service provides consultation and crime prevention audits on request; may assist in developing department-specific emergency plans for evacuations, bomb threats, and criminal incidents; and may give crime prevention input in the planning process for new buildings, and in landscaping design and maintenance.

Security Awareness Programs

- **New Employee/Student Orientations**: University Police Services provides informational presentations to new students and employees.

- **Community Fairs**: University Police Services provides information flyers, brochures and safety whistles to attendees.

- **Emergency Plan**: University Police Services works closely with community members to address all-risk emergencies. The plan includes 30 potential emergency response guidelines.

- **Senior Leadership Training**: University Police Services works closely with the President’s Crisis Action Team to provide Incident Command System, National Incident Management System, and threat response training.

![This is the TMCC Safety App You've Been Waiting For](image)
Policies and Procedures Concerning Sexual Assault, Domestic Violence, Dating Violence and Stalking

TMCC is committed to creating and maintaining a community where all persons who participate in College programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. TMCC prohibits sexual harassment and sexual violence, which includes sexual assault, domestic violence, dating violence and stalking. TMCC will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, correct, and when necessary, to discipline conduct that violates Nevada System of Higher Education policy.

The policy in its entirety may be found in the Board of Regents Handbook (Title 4, Chapter 8, Section 13): Policy Against Discrimination and Sexual Harassment: Complaint Procedure.

Definitions and Terms

(As per NSHE BOR Handbook, Title 4, Chapter 8, Section 13.)

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature constitute sexual harassment when:

Educational Environment:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status (“quid pro quo”);
2. Conduct that is sufficiently severe, persistent or pervasive so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities or opportunities offered by the institution (“hostile environment”).

Workplace Environment:

1. Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity (“quid pro quo”); or
2. Conduct that is sufficiently severe, persistent or pervasive so as to create a work environment that a reasonable person would consider intimidating, hostile or abusive, and which may or may not interfere with the employee’s job performance (“hostile environment”).

Sexual violence is a severe form of sexual harassment, and refers to physical sexual acts or attempted sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, including but not limited to rape, sexual assault, sexual battery, sexual coercion or similar acts in violation of state or federal law.

Sexual Harassment Examples:

Sexual harassment may take many forms - subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship (such as by a supervisor with regard to a supervised employee or an instructor regarding a current student).
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
• It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
• It may also rise to the level of a criminal offense, such as battery or sexual violence.
• Sexual violence is a physical act perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or other factors which demonstrate a lack of consent or inability to give consent. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Determining what constitutes sexual harassment under this policy is dependent upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes.

Examples of unwelcome conduct of a sexual or gender related nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- Rape, sexual assault, sexual battery, sexual coercion or other sexual violence;
- Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- Other than customary handshakes, uninvited touching, patting, hugging, or purposeful brushing against a person’s body or other inappropriate touching of an individual’s body;
- Remarks of a sexual nature about a person’s clothing or body;
- Use of mail, text messages, social media, electronic or computer dissemination of sexually oriented, sex-based communications;
- Sexual advances, whether or not they involve physical touching;
- Requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- Displaying sexually suggestive objects, pictures, magazines, cartoons, screen savers or electronic files;
- Inquiries, remarks, or discussions about an individual’s sexual experiences or activities and other written or oral references to sexual conduct.
- Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not necessarily constitute sexual harassment.

Sexual Assault - Sexual Assault means a person subjects another person to sexual penetration, or forces another person to make a sexual penetration on himself or herself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his or her conduct. (See sex offenses list on page 37 for additional information.)

Dating Violence - Dating Violence is an act committed by a person who is or has been in a “dating relationship” with the reporting party:

1. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. “Dating relationship” means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement.
The term does not include a casual relationship or an ordinary association between persons in a business or social context; and

2. For the purpose of this definition:
   - Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party.
   - Dating violence includes, but is not limited to, mental, sexual or physical abuse or the threat of such abuse.
   - Dating violence does not include acts covered under the definition of domestic violence.

For the purpose of complying with the requirements of this Section and 34 CFR 668.41, any incident meeting this definition is considered a crime for the purpose of Clery Act reporting.

Domestic Violence - Domestic Violence is an act that includes but is not limited to violence that occurs when a person commits one of the following acts against or upon the person’s spouse or former spouse, any other person to whom the person is related by blood or marriage, any other person with whom the person is or was actually residing, any other person with whom the person has had or is having a dating relationship, any other person with whom the person has a child in common, the minor child of any of those persons, the person’s minor child or any other person who has been appointed the custodian or legal guardian for the person’s minor child:

1. A battery.
2. An assault.
3. Compelling the other person by force or threat of force to perform an act from which the other person has the right to refrain or to refrain from an act which the other person has the right to perform.
4. A sexual assault.
5. A knowing, purposeful or reckless course of conduct intended to harass the other person. Such conduct may include, but is not limited to:
   a. Stalking.
   b. Arson.
   c. Trespassing.
   d. Larceny.
   e. Destruction of private property.
   f. Carrying a concealed weapon without a permit.
   g. Injuring or killing an animal.
6. A false imprisonment.
7. Unlawful entry of the other person’s residence, or forcible entry against the other person’s will if there is a reasonably foreseeable risk of harm to the other person from the entry.

Stalking - Stalking is defined to be when a person who, without lawful authority, willfully or maliciously engages in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member, and that actually causes the victim to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member. Stalking includes but is not limited to:
1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
   a. Fear for the person’s safety or the safety of others; or
   b. Suffer substantial emotional distress.
2. For the purpose of this definition:
   a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens or communicates to or about, a person, or interferes with a person’s property.
   b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   c. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Coercion - Coercion is: the use of violence or threats of violence against a person or the person’s family or property; depriving or hindering a person in the use of any tool, implement or clothing; attempting to intimidate a person by threats or force, or when committed with the intent to compel a person to do or abstain from doing an act that the person has the right to do or abstain from doing. In the context of sexual misconduct, coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual’s will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person’s words or conduct are sufficient to constitute coercion if they impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

Consent - Consent is defined as:

- An affirmative, clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- The existence of a dating relationship or past sexual relations between the participants does not constitute consent to any other sexual act.
- The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.
- Affirmative consent must be ongoing throughout the sexual activity and may be withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop.
- Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary); inability to communicate due to a mental or physical condition; the lack of consciousness or being asleep; being involuntarily restrained; if any of the parties are under the age of 16; or if an individual otherwise cannot consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
Bystander Intervention

If a bystander limits their intervention to a serious event, like a sexual assault, we have missed multiple opportunities along the way to say or do something before that situation escalates to that level.

What is a Bystander

- A bystander can be anyone: a friend, a teacher, a neighbor, a parent or even a stranger.
- Bystanders can play an important role in preventing or stopping sexual violence.
- The key is that when you see inappropriate sexual conduct that you do something.

Steps Toward Taking Action as a Bystander

- Notice the events along a continuum of actions.
- Consider whether the situation demands your action.
- Decide if you have a responsibility to act.
- Choose what form of assistance to use.
- Understand how to implement the choice safely.

Note: it is important to consider the consequences and your own safety. If there is immediate danger, call 911.

Forms of Bystander Action

Intervene to Stop the Behavior as it is Occurring

Ask the victim:

- "Do you need help?"
- "Is everything ok?"
- "Are you all right?"
- "Do you want me to call someone for you?"
- "What can I do to help you?"
- "Do you want me to talk to so-and-so for you?"
- "Should I call the police?"

Speak to the offender:

- "What you said earlier really bothered me."
- "I don’t like what you did."
- "I wonder if you realize how that comes across."
- "How would you feel if someone did that to your sister/brother/child?"

Encourage the Victim to Seek Help from Family, Professionals or Law Enforcement

Examples of what to say:
• "You might want to talk to the police about his/her behavior for your own safety."
• "I know a counselor you can talk to about this."
• "Do your parents know how he/she is treating you?"
• "Here is the number you can call for help."

Report the Incident Yourself

• Call the police and report the incident.
• Report it to a supervisor or an administrator.
• Report it to a counselor or faculty member.
Reporting Sexual Assault, Domestic Violence, Dating Violence and Stalking

TMCC encourages any person who has been the victim of a sexual assault, domestic violence, dating violence or stalking or anyone who has witnessed such a crime to immediately report the incident to the law enforcement agency having jurisdiction over the case. If the incident occurred on campus, victims may contact the University Police Services by calling 911 or 775-334-COPS (2677).

Victims of sexual violence also have the right to refuse to file a report with law enforcement or disclose the incident to TMCC personnel. Please note that reporting an incident is a separate step from choosing to prosecute. When an individual files a report, he or she is not obligated to participate in legal or TMCC proceedings. Instead, a decision to participate or not participate in such proceedings can be made at any time.

Different individuals at TMCC have different abilities to maintain a complainant’s confidentiality:

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Other employees may talk to a complainant in confidence, and generally only report to the institution that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger investigation into an incident against the complainant’s wishes, except in certain circumstances discussed below.
- Some employees are required to report all the details of an incident (including the identities of both the complainant and all others involved) to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the institution – and generally obligates the institution to investigate the incident and take appropriate steps to address the situation.

A “responsible employee” is an employee who has the duty to report incidents of sexual violence or other sexual misconduct, or who a complainant could reasonably believe has this authority or duty. When a complainant reports an incident of sexual violence to a responsible employee, the complainant has the right to expect the institution to take prompt and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the complainant and that the institution will need to determine what happened – including the name(s) of the complainant, respondent(s) and any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the institution’s response to the report. A responsible employee should not share information with law enforcement without the complainant’s consent or unless the complainant has also reported the incident to law enforcement.

If the victim wants to tell the responsible employee what happened but also wants to maintain confidentiality, the employee will inform the victim that the institution will consider the request, but cannot guarantee that the institution will honor it. In reporting the details of the incident to the Title IX coordinator, the responsible employee will also inform the coordinator of the victim’s request for confidentiality.

Regardless of where the incident occurred, victims of sexual violence may also make a report to the Human Resources Director/Title IX Coordinator (Library 203B), Retention Support Programs Director (RDMT 325). The report may be in addition to, or instead of, reporting to law enforcement. The Title IX Coordinator will
explain the options and procedures associated with filing a report, and if the victim so chooses, will assist the victim in notifying the appropriate law enforcement agency.

Seeking Medical Attention and Preserving Evidence

Regardless of whether the incident is reported to the police, it is important to seek immediate medical attention, even if there is no evidence of serious injury. A medical examination is important to check for sexually transmitted diseases or other infection/injuries, and for pregnancy. A victim advocate can help find an appropriate medical provider.

TMCC encourages victims to preserve all physical evidence. If the incident of sexual violence happened within 72 hours, you may choose to have an evidentiary exam in order to collect evidence of the assault. To preserve evidence, you should not change clothes, bathe or shower, brush your teeth or use mouthwash, comb your hair, or take other action to clean up before going to the hospital. If you feel you may have been administered drugs to facilitate an assault, it is best to wait to urinate until you reach the hospital and a urine sample can be collected. A victim advocate and a police officer will accompany you to the exam if you consent. The physicians and nurses of the Washoe County Sexual Assault Response Team (SART) provide these free exams. For more information about the evidentiary exam process, please contact Sexual Assault Support Services (Crisis Call Center) at 775-785-8090 or 1-800-273-8255.
How to Obtain Support, Assistance, Resources and Referrals

In order to ensure that you are provided with support and assistance, University Police Services contacts the victim advocate as soon as you contact the police. If you do not want to speak to the advocate, you will be provided with written resource describing options and available support services. A victim advocate is available regardless of whether you choose to report the assault to law enforcement. You can contact Sexual Assault Support Services by calling 775-785-8090 or 1-800-273-8255.

The TMCC Title IX Coordinator can assist you with identifying individual crisis counseling and will assist you as desired during interviews by law enforcement or TMCC investigators, student judicial proceedings, court hearings, and other proceedings associated with your complaint.

Depending on the specific nature of the problem, the Title IX Coordinator can assist you with interim measures and final remedies, which may include, but are not limited to:

For Students:

- Issuing a no contact directive;
- Providing an effective escort to ensure safe movement between classes and activities;
- Not sharing classes or extracurricular activities;
- Moving to a different residence hall (complainants should only be moved upon their request);
- Providing written information regarding institution and community services including but not limited to medical, counseling and academic support services, such as tutoring;
- Providing extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty;
- Restricting to online classes;
- Providing information regarding campus transportation options;
- Reviewing any disciplinary actions taken against the complainant to see if there is a connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined; and
- Requiring the parties to report any violations of these restrictions.

For Employees:

- Provide an effective escort to ensure safe movement between work area and/or parking lots/other campus locations;
- Issuing a no contact directive;
- Placement on paid leave (not sick or annual leave);
- Placement on administrative leave;
- Transfer to a different area/department or shift in order to eliminate or reduce further business/social contact;
- Providing information regarding campus transportation options;
- Instructions to stop the conduct;
• Providing information regarding institution and community services including medical, counseling and Employee Assistance Program;
• Reassignment of duties;
• Changing the supervisory authority; and
• Directing the parties to report any violations of these restrictions.

With respect to academic matters, the Title IX Coordinator serves as liaison between you and instructors, departments, and dean's offices to make necessary arrangements for accommodations. The TMCC Title IX Coordinator can explain the availability of and provide assistance with orders of protection, no contact orders, and/or restraining orders. These services are available regardless of whether the victim chooses to report to TMCC, campus police or local law enforcement.

The TMCC Title IX Coordinator will refer you as necessary to other resources, including support groups, individual psychological counseling, and outside agencies.

**Requesting Confidentiality From the Institution: How the Institution Will Weigh the Request and Respond**

Request for Confidentiality - If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the institution will weigh that request against the institution’s obligation to provide a safe, non-discriminatory environment for everyone, including the complainant. If the Institution honors the request for confidentiality, a complainant will be informed that the institution’s ability to investigate the incident and pursue disciplinary action against the respondent may be limited. There are times when, in order to provide a safe, non-discriminatory environment for all, the institution may not be able to honor a complainant’s request for confidentiality. The institution shall designate an individual to evaluate requests for confidentiality made by a complainant.

Factors to Be Considered - When weighing a complainant’s request for confidentiality or a complainant’s request that no investigation or discipline be pursued, the institution will consider a range of factors, including the following:

1. The increased risk that the identified respondent will commit additional acts of sexual or other violence, such as: whether there have been other sexual violence complaints about the same respondent;
   o whether the respondent has a history of arrests or other records indicating a history of violence;
   o whether the respondent threatened further sexual violence or other violence against the complainant or others;
   o whether the sexual violence was committed by multiple persons;
   o whether the circumstances of the incident indicate that the behavior was planned by the respondent or others;
2. Whether the reported sexual violence was committed with a weapon;
3. Whether the complainant is a minor;
4. Whether the institution possesses other means to obtain relevant evidence of the reported sexual violence (e.g., security cameras or personnel, physical evidence);
5. Whether the complainant’s information reveals a pattern of behavior (e.g., illicit use of drugs, alcohol, coercion, intimidation) at a given location or by a particular group;
6. Other factors determined by the institution that indicate the respondent may repeat the behavior or that others may be at risk.

Based on one or more of these factors, the institution may decide to investigate and, if appropriate, pursue disciplinary action even though the complainant requested confidentiality or requested that no investigation or disciplinary action be undertaken. If none of these factors is present, the institution will work to respect the complainant’s request for confidentiality.

Actions After Decision to Disclose - If the institution decides that a complainant’s confidentiality cannot be maintained, the institution will inform the complainant in writing or via email prior to starting an investigation and the institution will, to the extent possible, only share information with people responsible for handling the institution’s response.

The institution will inform the respondent that retaliation against the complainant is prohibited and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by the respondent, or employees, students or others, will not be tolerated. The institution will also:

1. assist the complainant in accessing other available advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off institution property;
2. provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the respondent pending the outcome of an investigation) or adjustments for assignments or tests;
3. inform the complainant of the right to report a crime to the institution and/or local law enforcement and to have a criminal investigation proceed simultaneously; and
4. provide the complainant with assistance if the complainant wishes to report a crime.

The institution will not require a complainant or a respondent to participate in any investigation or disciplinary proceeding.

Because the institution is under a continuing obligation to address the issue of sexual violence institution-wide, reports of sexual violence (including non-identifying reports) will also prompt the institution to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/complainant surveys; and/or revisiting its policies and practices.
Where to File a Complaint

A student, faculty, staff, or guest may file complaints with the Primary Officer / Human Resources Director or the Retention Support Programs Director. The Primary Officer is designated as the Title IX Coordinator. They will explain the TMCC administrative procedures for responding to complaints of sexual violence.

Human Resources Office
7000 Dandini Blvd. Library 203B
Reno, NV 89512
Telephone: 775-674-7654
Fax: 775-674-7560

Retention Support Programs
7000 Dandini Blvd. RDMT 325
Reno, NV 89512
Telephone: 775-674-7997
Fax: 775-673-7207

Complaint Procedures

1. The Retention Support Programs Director shall forward all complaints to the Primary Officer within five College working days of receipt of the complaint unless there are extenuating circumstances.
2. If a complaint is received by the Retention Support Programs Director regarding the Primary Officer, the Retention Support Programs Director shall deliver the complaint to the TMCC President noting that the complaint is regarding the Primary Officer and requesting that the President designate another person to investigate and make a recommendation regarding the complaint. If the President designates another person to investigate a complaint, that person shall perform the duties of the primary officer as stated in this procedure.
3. Any person in a supervisory, managerial, administrative or executive role or position at TMCC, such as a supervisor, department chair, or director of a unit, who receives a complaint of alleged discrimination or observes or becomes aware of conduct that may constitute discrimination, the person must immediately forward the complaint or report the conduct to the Primary Officer.
4. The Primary Officer shall make an initial review of the complaint or conduct and make a determination whether the complaint or conduct alleges discrimination.
5. If the complaint alleges discrimination, the Primary Officer shall note in writing the date the complaint was received by the Primary Officer and begin an investigation.
   a. Also, if the complaint alleges sexual violence, the Primary Officer shall notify the complainant that the complainant may report the conduct to the appropriate law enforcement office.
   b. If the Primary Officer has received a report of conduct which alleges discrimination, the Primary Officer shall summarize the information in writing, note in writing the date the information was received by the Primary Officer and begin an investigation.
   c. If the complaint does not allege discrimination, the Primary Officer shall meet with the person filing the complaint and notify the person that the complaint does not allege discrimination and that no investigation will be conducted.
   d. In addition, the Primary Officer shall notify the person by letter or email of this conclusion. The Primary Officer shall inform the person that the person may bring the information to the TMCC Retention and Support Services Office or to the TMCC student conduct officer.
6. The Primary Officer shall notify the University Police Services, general counsel, and President if a complaint of sexual harassment is received which requires the person subject to the investigation to be placed on administrative leave and excluded from one or more of the TMCC properties. A person may be placed on administrative leave and excluded from the TMCC properties if necessary to reduce or eliminate any contact between the subject of the investigation and the person alleging sexual harassment, to protect life, limb or property, or to insure maintenance of order. The President may consult with University Police Services and general counsel or other faculty and staff before placing a person on administrative leave and excluding the person from the TMCC properties.

7. The Primary Officer shall notify University Police Services, general counsel, and President if a complaint of discrimination -- other than sexual harassment -- is received and the conduct alleged may be a threat to protect life, limb or property, or to the maintenance of order. The President may consult with University Police Services and general counsel before placing a person on administrative leave and excluding the person from the TMCC properties.

8. The Primary Officer shall begin the investigation by interviewing the complainant. At that time, the Primary Officer shall notify the complainant of the right to have an advisor for assistance, support, and advice and shall postpone the initial interview upon the request of the complainant to identify an advisor. The Primary Officer shall ask the complainant (1) for all relevant information including who did the discriminatory acts, what happened, where it occurred, when it occurred and why it occurred; (2) for the names and contact information for all witnesses and documentary evidence including electronic mail and information maintained electronically; (3) what resolution would the complainant propose, if any; (4) any other relevant facts.

9. The Primary Officer shall interview the person who is alleged to have committed discrimination. At that time, the Primary Officer shall notify this person of the right to have an advisor for assistance, support, and advice and shall postpone the initial interview upon the request of the person to identify an advisor. During that interview, the Primary Officer shall ask (1) for a response to all information provided by the complainant; (2) for the names and contact information for all witnesses and documentary evidence including electronic mail and information maintained electronically; (3) a response to the proposed resolution; (4) any other relevant facts.

10. The Primary Officer shall interview witnesses suggested by either party and gather all documentary evidence. The Primary Officer need not interview witnesses with only information tangential to the complaint or who will provide repetitive information. The Primary Officer may consult with the general counsel, the Retention and Support Programs Director, the student conduct officer, and any other faculty or staff during the investigation.

11. The investigation must be completed within 45 days of the date the complaint was received by the Primary Officer unless the Primary Officer notifies the complainant and the subject of the complaint that extraordinary circumstances require additional time by email or in writing. Such notice must be given within 45 days of the complaint being received and state the date by which the investigation shall be complete.

12. Upon completion of the investigation, the Primary Officer shall submit a written report to the President. The report shall make findings based upon the preponderance of the evidence. Also, the Primary Officer shall include a recommendation regarding resolution of the matter. The recommendation is advisory only.

13. If a report of conduct which may be discrimination is received by the Primary Officer and no complaint is filed, the Primary Officer shall investigate all of the facts and circumstances regarding that report. The Primary Officer shall submit a written report to the President summarizing the facts and circumstances and making recommendations appropriate to the circumstances to the President.
14. The President shall accept or reject the recommendation made by the Primary Officer within 10 College working days of receipt of the written report. If disciplinary action is required to implement the course of action being pursued by the President, then the procedures of NSHE Code (Title 2, Chapter 6), the applicable student code of conduct, or NRS and NAC Chapter 284 shall be initiated.

15. Within 5 College working days of the President’s rejection or acceptance of the recommendation, the President shall notify the complainant and the person accused of discrimination of the outcome of the investigation. That notice shall be either in writing or by email to the last known mailing or email address of the person.
   a. In the case of harassment complaints, the notice to the complainant shall include any action that directly relates to the victim of harassment and his or her safety.

A NSHE/TMCC Discrimination and Harassment Complaint Procedures flowchart can be found at: http://www.tmcc.edu/hr/discrimination-complaints/

If there is a finding of a policy violation, the College will refer the matter to the appropriate office for consideration of disciplinary action against the accused. The College will also consider whether any other action should be taken, such as remedies that may be appropriate for you.
Student Conduct

When the accused is a student, the matter is referred to the Vice President of Student Services (Student Conduct) for possible disciplinary action. The Student Conduct Officer informs both the victim and the accused of its discipline procedures. If the matter proceeds to a hearing, a College hearing officer will be appointed.

If a formal student disciplinary hearing is held, both the alleged victim and the accused have the same rights to be present at the hearing, and both have the same right to be accompanied by an advisor at any stage of the process. Both will be simultaneously informed of the outcome of any disciplinary proceeding, the procedures for appealing the results of the disciplinary proceeding, of any change to the results that occurs before the results become final and when such results become final.

If the incident involved an alleged crime of violence or an alleged sex offense, both the victim and the accused student are notified of the final decision in the disciplinary proceeding and any sanctions imposed.

The rules for student disciplinary procedures are outlined in the Board of Regents Handbook, Title 2, Chapter 10. Possible sanctions for being found responsible:

- Expulsion
- Deferred Suspension
- Suspension
- Withholding of a Degree
- Discretionary and Educational Sanctions
- Loss of Privileges
- Probation
- Restitution
- Reprimand
- Warning
- Exclusion from Facilities
- No Contact Order
Faculty and Staff Conduct

TMCC staff or faculty members may be subject to disciplinary action under applicable personnel policies or collective bargaining agreements. For more information about the administrative process NSHE uses to handle cases of sexual violence or any personnel violation review the rules for disciplinary procedures for NSHE personnel:

- **Administrative & Academic Faculty**
  The following sanctions are applicable to faculty of the Nevada System of Higher Education for conduct prohibited by Section 6.2 of the Nevada System of Higher Education Code. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order.

  **Warning:** Notice, oral or written, that continuation or repetition of prohibited conduct may be the cause for more severe disciplinary action.

  **Reprimand:** A formal censure or severe reproof administered in writing to a person engaging in prohibited conduct.

  **Restitution:** The requirement to reimburse the legal owners for a loss due to defacement, damage, fraud, theft or misappropriation of property. The failure to make restitution shall be the cause for more severe disciplinary action.

  **Reduction in Pay:** A reduction in pay may be imposed at any time during the term of an employment contract upon compliance with the procedures established in this chapter.

  **Suspension:** Exclusion from assigned duties for one or more workweeks without pay, as set forth in a written notice to the employee. The phrase "workweek" has the meaning ascribed to it in the Fair Labor Standards Act; 29 U.S.C. § 207(a).

  **Termination:** Termination of employment for cause. A hearing held under the procedures established in Section 6.11 and other applicable provisions of this chapter shall be required before the employment of an employee may be terminated for cause.

**Revocation of a Degree**

(a) The Board and its institutions reserve the right to withdraw academic degrees in the event that a case is brought after graduation for material academic misconduct that impacts the reputation of the institution, including misrepresentation of academic credentials or material falsification in an application, if the act occurred before graduation and during the time the student applied to, or was enrolled at an NSHE institution, but a complaint had not been filed prior to graduation. Institutions who are investigating acts of misconduct prior to a student graduating may postpone the awarding of a degree pending the outcome of the investigation and imposing of appropriate disciplinary sanctions.

(b) Upon receipt of a complaint that a degree was conferred to a student accused of academic misconduct under Subsection (a), the institution shall commence an investigation under Section 6.8. The purpose of the investigation is for the administrative officer to make a recommendation to the president whether the charges are warranted, and if so, whether the violation is of such severity to warrant revocation of degree.

(c) If the president determines that the charges are warranted and the violation, if proven, is of sufficient severity to warrant revocation of degree, then a special hearing committee and special hearing officer shall be appointed in accordance with Section 6.11.

(d) The charged party shall receive all due process required by this Chapter in the investigation and hearing.
(e) The president may consider alternatives to revocation of degree, depending on the severity of the offense.

(f) After receiving the recommendation of the special hearing officer and special hearing committee, if it is determined that revocation of the degree is warranted, the president may revoke the degree. The charged party shall have an opportunity to appeal to the Board of Regents based on the procedure and grounds for appeal specified in Section 6.13.

(g) On appeal, the Board may take such action as specified in Section 6.13.2(d).

(h) The fact of degree revocation will appear permanently on the student's transcript.

(i) Events of misconduct discovered more than 7 years following graduation from an NSHE institution are not subject to the provisions of this section.

(j) NSHE institutions shall appropriately inform students of the Board’s degree revocation policy.

- **Classified Staff**

  The guidelines and the NSHE Prohibitions and Penalties have been developed as a supplement to Chapter 284.638 to 284.6563 of the Nevada Administrative Code to provide supervisors and classified employees with information about those specific activities which will be considered inconsistent, incompatible, or in conflict with their duties, as classified employees as well as to advise all parties of the kinds of penalties that may be imposed. It is not intended to provide an all inclusive list of all infractions or violations that could conceivably develop. Action taken in each case will depend upon the seriousness of the offense and on the facts of each incident, realizing that problems which call for disciplinary action are too individual and complex to permit the complete application of standardized procedures.

  **Verbal Warning:** A verbal warning should be followed up with a letter of instruction summarizing the verbal warning. A "letter of instruction" is not placed in an employee's official personnel file.

  **Written Reprimand (NPD-52):** A written reprimand is the next step in the progressive disciplinary process. This is a more formal disciplinary action taken against an employee for violating any of the rules and regulations set forth in NAC 284.650 and the NSHE Prohibitions and Penalties. Typically, a written reprimand is given to an employee where a verbal counseling has not been effective. A copy of the written reprimand must be sent to BCN Human Resources to be placed in the employee's official personnel file.

  **Suspension Without Pay:** When the severity of the offense warrants it or when warnings or written reprimands have not been effective, an appointing authority may suspend a classified employee for a period not to exceed 30 calendar days. The director of BCN Human Resources must be consulted when considering this action, which must be reported on a Personnel Action Form (PAF) and NPD-41.
specificity of charges. The pre-disciplinary hearing procedure must be followed for permanent employees.

**Demotion (including reduction of pay within rate range):** There is some question as to advisability of using demotions as a disciplinary measure because it sometimes creates additional problems. However, in a particular case this may be the best available disciplinary method and may be considered. The director of BCN Human Resources must be consulted when considering this action, which must be reported on a PAF and NPD-41 specificity of charges. The pre-disciplinary hearing procedure must be followed for permanent employees.

**Dismissal:** This is the severest disciplinary measure that can be taken and should be used only after corrective efforts have proved ineffective or when the offense is so serious that there is no other alternative. The director of BCN Human Resources must be consulted before any formal action is taken, which must comply with the pre-disciplinary hearing procedure. This action must be reported on a PAF and, for permanent employees, on a NPD-41 specificity of charges.
Sexual Violence Prevention Education & Awareness Programs

The TMCC Sexual Violence Awareness and Prevention Program provides online training for all incoming freshmen, transfer students and college community members.

This education includes information about the nature, dynamics and common circumstances and effects associated with sexual assault, domestic violence, dating violence and stalking. The program includes information about risk reduction and bystander intervention strategies. In addition to these programs, each year the program presents and sponsors sexual violence prevention programs, lectures, training sessions and workshops to classes and student organizations. The Human Resource Office also maintains an extensive library pertaining to violence and sexual assault. In addition, TMCC prepares and widely distributes numerous educational brochures and other publications.

TMCC provides periodic training relating to the prevention and handling of sexual assault, domestic violence, dating violence and stalking to all relevant personnel including University Police Services officers, student conduct staff and hearing officers, college investigators and other staff associated with the Title IX program.

The TMCC Human Resources Office provides education relating to sexual harassment prevention. All instructor-led programs include information about the prevention and handling of sexual violence.

Several TMCC offices collaborate on a variety of other activities throughout the academic year designed to ensure that all members of the TMCC community are aware of the policies and resources pertaining to issues of sexual violence. This includes communications with the campus community through a variety of methods, use of social media, tabling events, flyers, and special events.

Public Information Regarding Sex Offenders

The state of Nevada requires sex offenders to register with the police in the jurisdiction in which they reside, as well as with campus police departments if they are a student, working or carrying on a vocation on campus. The Nevada Sex Offender Registry is available at http://www.nvsexoffenders.gov/.

Individuals who must register with University Police Services may schedule an appointment to do so. Please call 775-784-4013 or stop by the University Police Services Substation in the Red Mountain Building, room 243 to schedule an appointment.
Substance Abuse: Policy, Sanctions & Laws

Truckee Meadows Community College believes that the unlawful possession or abuse of drugs and alcohol by students and employees presents multilevel risks to the individual, the learning environment and the College community as a whole. Substance abuse impedes the process of learning, teaching, personal development and the overall exercise of a person’s true talents and abilities. There are also serious criminal and disciplinary sanctions that can be imposed on students and employees, which will disrupt their studies or careers.

TMCC provides this notice in compliance with federal law as part of TMCC’s program to prevent the possession, use, and distribution of illicit drugs and alcohol by students and employees. The information provided here includes campus rules and regulations pertaining to drugs and alcohol, possible health and social effects, the legal sanctions, and contact information for services and programs that can provide further information and assistance. Additionally, this notice informs students of the implications for eligibility of financial aid when students are convicted of possession or sale of illegal drugs.

TMCC Policy and Sanctions

TMCC strives to maintain communities and workplaces free from the illegal use, possession, or distribution of alcohol and other drugs. The manufacture, sale, distribution, dispensation, possession, or use of alcohol and controlled substances by College students and employees on College property, at official College functions, or on College business is prohibited except as permitted by law, College policy, and campus regulations.

Students violating these policies are subject to disciplinary action, including suspension or dismissal from the College, and may be referred for criminal prosecution and/or required to participate in appropriate treatment programs.

Employees violating these policies may be subject to corrective action, up to and including dismissal, under applicable College policies and labor contracts, and may be referred for criminal prosecution and/or required to participate in an Employee Support Program or appropriate treatment program.

Loss of Financial Aid for Conviction Involving Possession/Sale of Illegal Drugs

Drug convictions while enrolled as a student at TMCC may affect a student’s eligibility for federal student aid. “Drug convictions during a period of enrollment in which the student is receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.” [HEA Sec. 484(r)(1); 20 U. S. C. 1098(r)(1)].

Illegal Drugs

TMCC is a drug free institution. Nevada state law and the Nevada System of Higher Education regulations prohibit the manufacture, distribution, possession or use of illegal or unauthorized drugs or drug paraphernalia on TMCC property or at a TMCC-sponsored activity.

The possession or use of prescription drugs without a proper prescription is a crime in the State of Nevada. A student’s possession of a “medical marijuana card” or similar documentation supporting the use of illegal drugs will not excuse or permit the manufacture, distribution, or use of illegal or unauthorized drugs or drug paraphernalia on TMCC property or at a TMCC-sponsored activity.

Violations of the law or NSHE regulations will result in disciplinary action for students and employees up to and including expulsion of students and/or termination of employment pursuant to Nevada state law, the TMCC Student Conduct Code and the NSHE Code, and referral for criminal prosecution. Nevada law requires TMCC
to immediately terminate the employment of any employee who is convicted of violating a federal or state law prohibiting the sale of a controlled substance regardless of where the incident occurred. The term "controlled substance" means any drug defined as such under the regulations adopted pursuant to NRS 453.146. Many of these drugs have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and crack. They also include legal drugs which are not prescribed by a licensed physician.

These violations are serious matters and can significantly impact education and employment.

**Alcohol**

TMCC does not permit possession of alcohol on its property except for limited situations. The legal age for drinking alcohol in the State of Nevada is 21 years of age. Moreover, alcohol abuse or excessive drinking by those of lawful age has become more prevalent with tragic cases reported of death or serious impairment. This includes the forced consumption of alcohol in conjunction with initiations or affiliation with any organization; TMCC prohibits any type of initiations requiring the consumption of alcohol.

NSHE regulations allow the use or consumption of alcohol on TMCC property only in the following limited situations:

1. Upon receipt of a timely advance application, the TMCC President may grant permission in writing for the sale or distribution of alcoholic beverages at a TMCC sponsored event (including student organizations) and guest organizations approved to use TMCC facilities. Such consideration will be based upon, but not limited to, such factors as number and ages of people in attendance, purpose of the event, supervision, security provisions, location, date and time of the function. The President’s decision to allow alcohol is discretionary, and the decision is final. No other TMCC officer, manager, or employee may approve the use of alcohol on campus or at a TMCC-related event/function.

2. Alcohol procured and used in association with approved TMCC academic classes (e.g. culinary classes).

**Impairment in the Workplace or Classroom**

It is the policy of the State of Nevada to ensure that its employees do not report for work in an impaired condition resulting from the use of alcohol or illegal drugs, or consume alcohol or use illegal drugs while on duty (including driving a personal vehicle while on College business or driving a state vehicle).

Alcohol and drug-abuse and the use of alcohol and drugs in the workplace are issues of concern to the State of Nevada. Any employee who appears to be in an impaired condition at work is subject to a screening test for alcohol or drugs, and disciplinary action up to and including termination of employment. Referral to an employee assistance program is also possible.

Any State employee convicted of driving under the influence in violation of NRS 484.379 or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle or a private vehicle while on TMCC business, is subject to discipline up to and including termination.

Any TMCC student who comes to campus in an impaired condition resulting from the use or consumption of alcohol, nonprescribed drugs or illegal drugs may be referred for discipline under the TMCC Student Conduct Code, especially if their impaired condition causes the student to act out in a particular manner.
Substance Abuse: Education, Prevention Programs, Assistance Services And Resources

Campus Programs, Services and Resources

The TMCC Drug and Alcohol Prevention Programs are focused on preventing and reducing alcohol, tobacco and other drugs issues in the student population, developing, managing and evaluating strategies to aid students in making informed decisions in these areas.

TMCC Counseling and Career Services located in RDMT 325 offers a variety of free and confidential services that include: prevention, crisis intervention, assessments and evaluations, and treatment via on-campus services and/or community referrals.

More information is available at www.tmcc.edu/counseling/drug-and-alcohol-prevention/ or by calling 775-673-7060.

The TMCC Employee Assistance Program (EAP) offers confidential, cost free assessment, intervention, consultation and referral services to all TMCC faculty, staff and their immediate families. More information is available at www.tmcc.edu/hr/employee-benefits/employee-assistance-program/ or by calling 775-673-7168.
## Crime Statistics:
### 2015, 2016, 2017
#### Truckee Meadows Community College Dandini Campus

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TMCC does not have any residential facilities. Data is reported by calendar year.

### Hate Crimes
- **2015**: No Hate Crimes reported.
- **2016**: No Hate Crimes reported.
- **2017**: No Hate Crimes reported.

### Unfounded Crimes
- **2015**: Zero unfounded crimes.
- **2016**: Zero unfounded crimes.
- **2017**: Zero unfounded crimes.
Crime Statistics:
2015, 2016, 2017
William N. Pennington Applied Technology Center

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TMCC does not have any residential facilities. Data is reported by calendar year.

Hate Crimes
2015: No Hate Crimes reported.
2016: No Hate Crimes reported.
2017: No Hate Crimes reported.

Unfounded Crimes
2015: Zero unfounded crimes.
2016: Zero unfounded crimes.
2017: Zero unfounded crimes.
Crime Statistics:  
2015, 2016, 2017  
Meadowood Center

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TMCC does not have any residential facilities. Data is reported by calendar year.

Hate Crimes
2015: One hate crime of Intimidation motivated by racial bias.
2016: No Hate Crimes reported.
2017: No Hate Crimes reported.

Unfounded Crimes
2015: Zero unfounded crimes.
2016: Zero unfounded crimes.
2017: Zero unfounded crimes.
## Crime Statistics:
2015, 2016, 2017
N.J. Redfield Foundation Performing Arts Center

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TMCC does not have any residential facilities. Data is reported by calendar year.

Hate Crimes
2015: No Hate Crimes reported.
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Crime Statistics:
2015, 2016, 2017
Redfield Campus

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Truckee Meadows Community College
2018 Annual Security Report
prepared by:
Ashleigh Angell

For more information about University Police Services, visit our website:
www.unr.edu/police

TMCC is an EEO/AA (equal employment opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates.