

NORTHWEST TECHNICAL INSTITUTE

ANNUAL CAMPUS SECURITY REPORT

FALL 2016

Table of Contents

Open Letter to Current and Prospective Students and Employees

Campus Security and Consumer Information Report

Procedures for Reporting Unsafe Conditions, Crimes and Other Emergencies

Tracking and Disclosure of Crime Statistics

Crime Log

Campus Crime Statistics

Campus Policies Concerning Security and Access to Campus Facilities

Enforcement Authority and Relationships with External Law Enforcement Agencies

Educational Programs and Information in Support of Campus Security

Emergency Notifications

Emergency Response Procedures

Fire Safety

Sexual Assault: Programs and Procedures

Sexual/Domestic Violence and Stalking

Procedures Students Should Follow If a Sexual Assault Occurs

Sexual/Domestic Violence and Stalking Resources

Campus Notification about Registered Sex Offenders

Educational Information Provided by the College

Information about Registered Sex Offenders

College Disciplinary Procedures for Sexual Assaults

Drug/Alcohol Free Campus

College Polices and Sanctions

Alcohol and Illicit Drug Health Risks

Drug and Alcohol Resources

Graduation/Transfer Rates

Dear Students and Employees:

Federal and state laws require colleges to provide current and prospective students and employees with detailed information about various issues which affect them, including campus crime statistics and security procedures, college policies on alcohol and drug use, college policies on harassment and sexual assault, student rights regarding their education records, graduation and transfer rates, and financial aid regulations.

We have prepared the following information to comply with these regulations. Students who are applying for and/or receiving federal financial aid need to pay particular attention to legislative mandates which may require them to repay funds if they do not meet minimum attendance requirements.

I encourage you to take the time to read through this publication and learn more about the issues which affect all of us. With awareness and understanding, we can all contribute to a positive learning environment.

Sincerely,

Nicholas Ryburn
Director of Student Services

Annual Campus Security Report

September 2016

In accordance with the Clery Act Regulations, Northwest Technical Institute

- Publishes and distributes and Annual Campus Security Report
- Informs prospective students and employees about the Campus Security Report
- Provides timely warnings to the campus community about crimes that are considered to be a threat to their safety
- Maintains a public log of all reported crimes
- Submits crime statistics to the U.S. Department of Education

Northwest Technical Institute's Annual Campus Security Report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus or property owned or controlled by Northwest Technical Institute, and on public property with, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and access to information regarding registered sex offenders in the campus community, and other matters. A printed copy of this report may be obtained by contacting the Vice President of Instruction or by accessing the following link: <http://www.nwti.edu/about/security.html>

Notification about the electronic address (URL) of the Campus Security Report, a summary of its content, and the provision of paper copies upon request is included in the Institute's applications for admissions and employment. In addition, the Director of Student Services emails this information to all currently enrolled students and current employees by October 1 of each year.

Location of the Institute

Northwest Technical Institute is a state-supported post-secondary school under the direct supervision of the State Board of Career Education, and the local Board of Directors. It is located on Highway 265 east of Springdale in the Industrial Park area. The physical address of the institution is 709 South Old Missouri Road, Springdale, Arkansas.

Northwest Technical Institute is situated on a 38-acre site. The original building, containing 25,000 square feet, was completed in the spring of 1975. Six additional expansion programs have been added for a current total square footage of 86,176.

Each of the shop areas has large laboratory rooms with attached classrooms and direct access to the outside. All classrooms and offices are air-conditioned, as is the student center.

The school is in compliance with all federal, state and local laws in regard to fire codes, building codes and sanitation codes.

Northwest Technical Institute does not support any student organizations which are housed or located off-campus. Sanctioned student activities which occur off-campus are subject to the same safety and security policies that apply on-campus.

Procedures for Reporting Unsafe Conditions, Crimes and Other Emergencies

Employees and students must take an active role in their personal safety and security while on the Northwest Technical Institute campus or while attending Institute-sponsored, off-campus events. Each individual is expected to function responsibly concerning his or her own personal safety, as well as the safety of others. Individuals should not allow themselves to be found or placed in situations which leave them vulnerable to possible bodily harm. Also, they should secure their personal possessions and keep them safe from possible theft or damage by others at all times.

Students and employees who observe situations they perceive to be unsafe should notify any campus security officer or Institute employee, who is responsible for immediately notifying the Vice President of Instruction. All employees have the responsibility for responding in a timely manner to notifications of unsafe situations.

Employees or students may contact any of the following administrators for assistance in evaluating or reporting unsafe conditions as needed:

President.....	479.751.8824 ext. 107
Vice President of Finance.....	479.751.8824 ext. 106
Vice President of Instruction.....	479.751.8824 ext. 105
Director of Student Services.....	479.751.8824 ext. 240
Director of Facilities and Operations.....	479.751.8824 ext. 130

These Institute officials will assist students in completing crime/incident reports and ensure timely submission of reports to the Plant Maintenance Supervisor, who serves as the institute's primary safety officer.

Students or employees who are victims of or witnesses to crimes and wish to voluntarily report such activities on a confidential basis may directly contact the President or Vice President of Instruction, who will respect their anonymity to the greatest extent possible.

Campus security personnel are uniformed officers who are on duty whenever classes or public events are in session. College officials and security personnel are authorized to evacuate buildings, to respond to disciplinary, medical, or criminal incidents, and to contact emergency services as needed. Any criminal activity is reported to the Springdale Police Department or to the Arkansas State Police as appropriate.

Emergencies will receive immediate action to resolve the situation, and campus constituencies will receive timely warnings through email, SMS messages, in-class announcements and/or the public address system about potentially threatening situations. The Vice President of Instruction, in consultation with the President, determines the need for warnings issued to the campus community in response to warnings issued by the local police department or campus officials regarding potential or actual threats to personal/institute safety or property.

The Vice President of Instruction and other designated persons will test the Emergency Response and Evacuation Procedures annually and document the information concerning a description of the exercise, i.e. date, time and if announced or not announced. This documentation will be kept in the Annual Campus Security and Consumer Information Report paper file located in the Campus Safety office.

Faculty and staff are obligated to report disciplinary offenses including harassment, drug and alcohol abuse, possession of weapons, and assault to the Vice President of Instruction and/or President as appropriate. Reported violations of Institute policies will be investigated and, where appropriate, adjudicated by the Vice President of Instruction or the President.

Tracking and Disclosure of Crime Statistics

The Vice President of Instruction is to be notified immediately of any threatening or dangerous situation occurring on Institute property or affecting Institute-sponsored events and activities, regardless of location. Written incident or accident reports must be file with the Director of Facilities and Operations within 24 hours of any occurrence. The Director of Facilites and Operations has responsibility for maintaining a current log of accident and incident reports.

The Vice President of Instruction and President have responsibility for determining the need for and providing timely warnings to the campus community whenever one of the criminal offenses required to be disclosed in the annual CSR or other threat to personal safety or property is reported either to one of the Institute security authorities specified in the annual CSR or to the local police agency.

The Director of Facilities and Maintenance and/or the Vice President of Instruction also have responsibility for maintaining daily logs and compiling the Institute's Annual Campus Security Report for submission to the federal government, for updating the Annual Report for public information, and for notifying current and prospective students and employees of its

availability. The Director of Facilities and Operations will contact appropriate Institute personnel and the Springdale Police Department to ensure that all relevant disciplinary and criminal activity has been reported for inclusion in the annual report.

Crime Log

The Institute Crime Log, which covers the previous three calendar years, is available to the public on the Institute website as part of this consumer Report or in Print form upon request to the Vice President of Instruction. The log includes all crimes that are reported to the institution's security department or to the Director of Facilities and Operations Vice President of Instruction by other Institute personnel or the Springdale Police Department which have occurred within the patrol jurisdiction of campus security or in any of the geographic areas covered by the annual CSR and which pertain to one or more of the following categories.

Categories of crime which are logged are as follows:

1. Murder
2. Forcible or non-forcible sex offenses
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Manslaughter
8. Arson
9. Arrests of persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession
10. Reported crimes in categories 1-8 in which a victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Crime log entries include the following:

- The nature of the crime
- The date and time of occurrence
- The general location involved
- The disposition of the problem, if known.

Log entries will be made within two business days of the receipt of a crime report or of new information requiring an amendment or addition to a previous log entry. Entries may be temporarily withheld when such documentation could jeopardize an ongoing criminal investigation or the safety of an individual.

The campus crime log for the most recent 60-day period is available for public inspection upon request during normal business hours. Crime logs for periods more than 60 days part are available upon request within two business days.

NTI Campus Crime Statistics for 2013, 2014 and 2015

The following crimes categories and statistics (see table below) related to incidents occurring on-campus or within one mile of the Institute campus:

- | | |
|--|------------------------|
| 1) Murder | 6) Motor vehicle theft |
| 2) Forcible or non-forcible sex offenses | 7) Manslaughter |
| 3) Robbery | 8) Arson |
| 4) Aggravated assault | 9) Hate crimes |
| 5) Burglary | |

Classification	2013		2014		2015	
	On-Campus	Off-Campus	On-Campus	Off-Campus	On-Campus	Off-Campus
Murder/Manslaughter	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0
Robbery	1	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes*	0	0	0	0	0	0
Theft	These areas only reported if they are in conjunction with a hate crime.					
Vandalism						
Disorderly Conduct						
Harassment						
Trespassing						
Liquor Law Violation	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0

*Hate crimes, when listed, are reported by category of prejudice.

Campus Policies Concerning Security and Access to Campus Facilities

Northwest Technical Institute is open from 7:30 a.m. until 4:00 p.m. Monday through Friday.

The Adult Education Center is open 8:00 a.m. until 8:00 p.m. during the fall and spring semester and is open 8:00 a.m. until 4:00 p.m. during the summer. Classes and events may last until 10:00

p.m. when the Institute closes for the night. If hours differ at any time, operational hours are posted for public awareness.

Security staff is on campus part time during normal operational hours and at night. The campus is patrolled by the Springdale Police Department after normal business hours. Employees are discouraged from working when the campus is closed.

Enforcement Authority and Relationships with External Law Enforcement Agencies

The Director of Facilities and Operations has administrative oversight for campus security and responsibility for maintaining a current log of crime statistics and compiling the Annual Campus Security Report. As a member of the President's staff, the Director of Facilities and Operations informed about the purchase or sale of property or the addition of off-site programs under the jurisdiction of the Institute.

Campus security is provided by the Director of Facilities and Operations and by licensed part-time law enforcement officers who are on duty when students are on campus. By virtue of their active status, part-time law enforcement personnel are well-informed about local criminal activity or threatening situations and have the authority to make arrests when situations warrant. The Institute maintains a working relationship with the Springdale Police Department regarding alerts of threatening situation.

The Director of Facilities and Operations is on duty from 6:30 a.m. to 3:00 p.m. each day, while the Vice President of Instruction is on duty from 7:30 a.m. to 4:00 p.m. each day. Both school officials are on call any time the campus is open. The Springdale Police Department regularly patrols interior and exterior campus locations and respond quickly to requests for assistance when informed of crimes or suspect activities.

A Responder Fire Alarm is installed in all buildings. The fire alarm systems include smoke and heat sensors monitored on a 24-hour basis. Any deviation from normal results is an automatic call to the Springdale Fire Department.

The Director of Facilities and Operations is responsible for ensuring sufficient lighting for the building exteriors and parking lots.

Educational Programs and Information in Support of Campus Security

The Vice President of Instruction has responsibility for scheduling workshops each year to inform employees about campus security procedures and crime prevention and to encourage their responsibility for general campus safety. Full-time employees participate in training at least four times per year.

During the 2015-2016 academic year, the following programming were provided by the Institute:

August

Safety Overview for students at New Student Orientation
Gang Presentation by Springdale Police Department

January

Safety Overview for new students

Other Educational/Training Resources:

The Institute's *Emergency Response Plan* is available to all employees on the Institute's website <http://www.nwti.edu/campus-security.html> for quick reference. This handbook outlines response procedures and responsibilities in case of criminal activity, medical emergencies, terrorist/bomb threats, fire, or natural disaster. In addition, all employees received a copy of the *Employee Handbook*, which outlines the employee conduct code and employee responsibilities for reporting criminal and disciplinary incidents for prompt resolution and recurrence prevention. The *Catalog and Student Handbook* contains information about the Student Conduct Code, disciplinary procedures and sanctions, safety and emergency procedures, and harassment and discrimination policies and complaint procedures. Students are directed to this information during New Student Orientation.

Students are informed during New Student Orientation about conduct requirements, campus security personnel and their roles and responsibilities. They are also introduced to key administrative personnel who can provide resources and assistance when crimes or threatening situations arise.

Emergency Notifications

Students are encouraged to sign up to receive alerts through their phone when there is a campus emergency such as a fire, gas leak, or an active shooter situation. The alerts will also be sent out to notify faculty, staff and students of NTI closing for reasons such as a water line breaking, gas leak, power outage, or weather emergency.

Students will be sent a link through their campus email address with the link and information on how to sign up for the AMG Alert System, messaging rates apply by your data provider.

If you need assistance with the AMG Alerts System, please notify Page Townsley at ptownsley@nwti.edu or dial 479-751-8824 ext 315.

Emergency Response Procedures

Instructors will alert students of NTI's Emergency Response Plan during program orientation. Evacuation routes and the NTI Emergency Response Plan are posted in each classroom for fire emergencies, tornado alerts, and other emergencies requiring evacuation. In the event of an

emergency, NTI will send a message to the Student Portal Account notifying students of the emergency.

Fire Safety

Fire extinguishers and alarm signals are provided throughout the buildings. In case of a fire, an alarm will sound. This will be the signal to evacuate the building. Evacuation routes are posted in each room. Students should familiarize themselves with the routes so that they may leave the building in an orderly manner and re-assemble in a designated area. When an extinguisher is used, it should not be replaced in brackets until it has been recharged.

Sexual Assault: Programs and Procedures

The Arkansas statute of rape is genderless, which means that both men and women can be rape victims and perpetrators. Sexual assault can occur whenever consent is not freely given by the victim; whenever the victim fears that he or she will be injured if he or she does not submit; whenever the victim is incapable of giving consent or resisting due to alcohol or drugs; and whenever the perpetrator uses physical force, threat, coercion, or intimidation to overpower the victim. Any incident pertaining to the sexual/domestic violence and stalking on campus will be immediately reported to the Springdale Police Department for immediate assistance.

Students can report sexual assault to any Institute employee or campus security official, who then will notify the President or Vice President of Instruction so that appropriate warnings will be issued to the campus community if deemed necessary by the circumstances of the alleged assault.

Institute officials will assist victims in reporting assaults to the local law enforcement agency and in seeking counseling assistance. Every effort will be made to maintain confidentiality, but students should be aware that police reports and Institution disciplinary procedures may not allow complete confidentiality.

Following the report of an alleged sex offense, victims may request a change in academic schedule or other accommodation to ensure their protection. Institute officials will provide any requested change or accommodation that is reasonably available.

In accordance with the Student Right to Know and Campus Security Act, the following information regarding campus sexual assault programs and the procedures is provided.

Procedures Student Should Follow If Sexual Assault Occurs

All sexual assaults (rape, attempted rape, or acquaintance rape) should be reported to an Institute official or police. Individuals should report a sexual assault to any of the Institute's administration: Dr. Blake Robertson, President; Mike Hamley, Vice President of Finance; Kathleen Wood, Vice President of Instruction; Nicholas Ryburn, Director of Student Services; Stephanie Trolinger, Secondary Career Center Director; Don Raines, Human Resource Director. Students who feel more comfortable talking to an instructor or other institute employee who

they know may do so. Institute personnel will assist students in notifying the appropriate law enforcement authorities if so requested. All employees have a responsibility to report the occurrence of assault to the President or Vice President of Instruction.

Individuals may also report a sexual assault to the Springdale Police Department at (479) 751-4542 or the local emergency room. Students may obtain assistance in notifying these authorities from any of the Institute administrators. Students who are sexually assaulted should report the attack to the police as quickly as possible. Their first stop should be the emergency room at the local hospital. The hospital staff will provide assistance in contacting the local authorities. If the assault is reported within 72 hours of its occurrence and the victim cooperates with the police in providing information and evidence, the State of Arkansas pays for the medical examination.

Also, if the offense is reported to the police, Victim's Compensation can pay for the treatment of other injuries that occurred during rape. Under any circumstances a medical evaluation is important because of the possibilities of sexually transmitted diseases and pregnancy. Victims who choose not to report to the police must cover the cost of the examination themselves. Reporting the offense to the police does not mean that victims must prosecute.

There are several important steps that should be taken after a sexual assault:

1. **DO NOT** shower, bathe, change clothes, urinate (if possible), brush your teeth or rinse your mouth, or change bedding or disturb the area where the assault occurred (if the assault occurred in your place of residence). Remember that it is important to preserve the evidence.
2. **TELL SOMEONE.** Call a friend, counselor, or anyone who can provide you with emotional support. **Seek medical attention at the local hospital.** Go to a doctor or hospital as quickly as possible for evidence to be gathered and to be checked for injury. Having someone with you as you go through this process is helpful. Take along extra clothing, toothpaste, and toothbrush to clean up after the examination.
3. **WRITE DOWN** detailed information about the assault – where, when, who, etc. If the assailant is a stranger, try to remember his or her height, hair color, scars, clothing, eye color, or other distinguishing characteristics. Gathering evidence and writing information should be done, even if you do not intend to file criminal charges.
4. **FINALLY,** if you have or have not done any of the things suggested in steps one through three, tell an instructor, a counselor, a friend, or someone at the local mental health service or rape crisis center about the assault. It is important that you get help and support. This is a time with many confusing emotions and difficult decisions.

Sexual/Domestic Violence and Stalking Resources

Students who have been victims of sexual assault may receive counseling through a referral from the Student Services Office. Counseling services are available through public and private sources in the community. Students may contact any of the following agencies for counseling assistance:

NWA Rape Crisis

479-927-1020

www.nwarapecrisis.com

Northwest Arkansas Women's Shelter

479-246-9999

www.nwaws.org

Peace at Home Family Shelter

877-442-9811

Stalking Resource Center

202-467-8700

The Institute does not include crime statistics from these agencies in its Campus Safety Report.

Campus Notification about Registered Sex Offenders and Residential Restrictions for Registered Sex Offenders

The Campus Sex Crimes Prevention Act, 42 U.S.C. § 1407(j) and 20 U.S.C. § 1092 (f) (1) (I) and Arkansas Code Ann. § 12-12-913(b) et. seq. require the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. Sex offenders are required by law to register in the state and to provide notice of enrollment or employment at an institution of higher education. *Sex offenders should provide notice of enrollment to the Vice President of Instruction each semester they are enrolled.*

The Springdale Police Department has the responsibility and liability to notify NTI concerning registered sex offenders and determines the plan for disclosure that will be made by the Institute.

Determinations are guided by the offender's risk assessment level in accordance with guidelines established by the Arkansas Sex Offenders Assessment Committee. The local law enforcement agency that decides to disclose information shall make a good faith effort to conceal the identity of the victim(s) of the sex offender's offense.

Notification will be guided by the following risk assessment information provided by the State:

1. Low Risk: Usually these are individuals with no prior history of sexual acting out, and no strong antisocial tendencies, sexual compulsions or psychological factors impairing judgment.
2. Moderate Risk: Usually these are individuals with limited or circumscribed prior history of sexual acting out, possess some antisocial personality characteristics, predatory tendencies, or deviant sexual interest or behavioral patterns that increase the

general level of risk these offenders pose. They may have mild or well controlled mental disorders, and/or developmental disabilities.

3. High Risk: These individuals usually have histories of repeat sexual offending, and/or strong antisocial, violent or predatory personality characteristics. Sexual compulsions are likely to be present, but may be kept under control when relapse preventions plans are followed and treatment is continued. The offense patterns of these individuals reflect a relatively high probability of re-offense and/or a risk of substantial injury to victims should re-offense occur.
4. Sexually Violent Predator: These are individuals with impaired judgment or control who have sexual or violent compulsions that they lack the ability to control. This may be due to pedophilia or other disorder of sexual attraction, mental illness or personality disorder that distorts thinking, interferes with behavioral control, and predisposes the person to acts of predatory sexual violence.

The Springdale Police Department will contact the Vice President of Instruction regarding registered sex offenders and the plan of disclosure that should be followed. Once notified, the Vice President of Instruction will provide timely and appropriate notification to the campus community about the presence of registered sex offenders enrolled in, attending, or employed by the Institute. Such notification will occur through campus email. A written summary of campus guidelines and the notification plan for each offender will be maintained by the Vice President of Instruction.

The Federal Campus Sex crimes Prevention Act designates certain information concerning a registered sex offender as public information and therefore amends and supersedes the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information.

Educational Information Provided by the Institute

NTI's *College ad Student Handbook* provides information dealing with sexual assault. The counselor has additional printed materials which deal with sexual assault and rape. This literature on rape and sexual offenses is available to any student, faculty, or staff member upon request.

Information about Registered Sex Offenders

Law enforcement agency information provided by the state concerning registered sex offenders may be obtained by checking the Arkansas Sex Offenders listing at <http://acic.org/citizens/Pages/sexOffenderInfo.aspx>, or by contacting the Springdale Police Department at (479) 751-4542.

Registration and information dissemination standards are determined by the State of Arkansas.

College Disciplinary Procedures for Sexual Assaults

When the alleged perpetrator is an Institute employee or student, the appropriate Institute official will complete a written report and notify the President and Vice President of Instruction as appropriate. The Vice President of Instruction will notify the accused party of the allegation in writing and request a written response. The Institute's disciplinary procedures will apply, and procedural due process will be followed in all hearings of violations of Institute policies.

Student disciplinary procedures and possible sanctions are outlined in the *Catalog and Student Handbook*. The *Catalog and Student Handbook* is available online at

<http://nebula.wsimg.com/9835ec39b330f5f82bf061e3210b2e9c?AccessKeyId=EB874B4A3AB58F42A2BF&disposition=0&alloworigin=1>. Employee disciplinary procedures and possible sanctions are outlined in the Employee Handbook.

Procedural due process does not provide for legal representation or confrontation at the hearing by either party, but the accuser and the accused are entitled to the same opportunities to have others present. Both the accuser and the accused will be informed of the outcome of the disciplinary proceeding and any sanctions imposed as a result of such determination.

Drug-Free Schools and Communities Act Amendment of 1989 Compliance Statement for Students

The Drug-Free Schools and Communities Act Amendment of 1989 requires the institute to annually distribute, in writing, to each student, information concerning the use of alcohol and illicit drugs.

Drug and Alcohol Awareness

Students and employees of Northwest Technical Institute need to be aware of the extremely dangerous health risks associated with the misuse of illicit drugs and alcohol. To this end, NTI will provide appropriate information to further drug awareness for students and employees. In addition, counseling services can provide referrals to other agencies for professional drug and alcohol counseling. Students and employees are strictly forbidden to unlawfully possess, use, and/or distribute drugs and alcohol on campus or at any activities sponsored by NTI. Students who possess, sell, or are under the influence of alcoholic beverages, controlled substances (illegal drugs), marijuana, or other materials expressly prohibited by federal, state or local laws, on school property or at school functions, will be immediately dismissed and will be turned over to the proper authorities for legal action.

Drug-Free Policy

Drug and alcohol abuse and their use in the school and at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs and alcohol may impair the wellbeing of all students and employees, the public at large, and result in damages to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in a state

agency's workplace or at any school function is prohibited. Any students or employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. State agencies will differentiate between drug pushers or sellers. Any employee or student who gives or in any transfers a controlled substance or alcohol to another person or sells or manufactures a controlled substance or alcohol while on the job or on agency premises will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs that 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.
3. Each employee is required by law to inform the agency within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of guilt (including a plea or nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state, court, or other court of competent jurisdiction.
4. Vocational and Technical Division, Arkansas Department of Career Education must notify the U.S. government agency with which the contract was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee or student is convicted of violating any criminal drug statute while in the workplace/campus, he or she will be subject to discipline up to and including termination. Alternatively, the agency may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
6. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.

State and Federal Penalties for Illicit Drugs and Alcohol

Illicit Alcohol

Under the Arkansas criminal code, it is illegal for a person under the age of 21 years to use or possess alcohol. Possession of alcohol in Arkansas by anyone less than 21 years of age is a class C misdemeanor which carries a maximum penalty of one year in jail and a \$1,000 fine. A person can serve up to 30 days in jail and pay a \$100 fine for the crime of public intoxication. For furnishing an alcoholic beverage to a minor, the penalty can be as high as \$500 and a one year jail term (which can be increased to five years in the state penitentiary upon a second conviction). Various other offenses, such as minor-in-possession, furnishing alcohol to alcoholics or intoxicated persons, and possession or sale of untaxed liquor can carry fines up to \$500 or six months in jail, or both.

Illicit Drugs

Under Arkansas law, the fine for manufacturing or delivering (or possession with the intent to manufacture or deliver) a controlled substance ranges from \$10,000 to \$250,000 depending on the classification of the substance. Prison terms for this crime range from 15 to 40 years, or life. Furthermore, these penalties may be doubled if the crime involves distribution of a narcotic drug to a minor.

Simple possession of a controlled substance – in a relatively small quantity – carries penalties ranging from a \$1,000 fine/one year in prison for a first offense, to \$10,000 fine/ten years in prison for a third offense or possession of a Schedule I or Schedule II substance (such as cocaine).

The criminal sanction under federal law for manufacturing or distributing (or possessing with the intent to manufacture or distribute) a controlled substance are similar to those under state law: 3 to 30 year prison sentences and fines from \$10,000 to \$250,000. Likewise, simple possession of a controlled substance carries a \$5,000 fine, a one-year term of imprisonment, or both, for a first offense. The penalties are doubled for subsequent offenses.

Effect of Drugs and Alcohol

Effects of Alcohol: Even the moderate use of alcohol can produce consequences such as impaired physical activity, slowed mental alertness, and dulling of conscience. Heavier drinking increases the inability of an individual for control or judgment. Heavy drinking over long periods of time reduces both the quality and length of life. Lowered resistance to disease and irreversible damage to organs such as the brain, heart, liver, kidneys, and stomach can occur. Beyond the physical problems lies the well-known social destruction that alcohol contributes to in fatal accidents and dysfunctional family living.

Effects of Other Drugs: The following negative effects possible from the use of illicit drugs are cited to describe the danger involved in drug abuse.

- *Cocaine:* dependency, increased blood pressure, seizures, cardiorespiratory collapse, severe mental disorders.
- *Amphetamines:* temporary psychosis, dependency, heart disorders.
- *Marijuana:* dependency, loss of coordination, brain lesions, lung tissue damage.
- *Barbiturates:* addiction, apathy, loss of self-control, convulsions, coma.
- *LSD:* hallucinations, recurring effects (flashbacks), brain damage, chromosomal breakdowns.
- *Heroin:* lethargy, convulsions, coma, liver problems, mental deterioration.

Drug and Alcohol Resources

Ozark Guidance Center
479-750-2020
www.ozarkguidance.org

Decision Point
479-464-1060
aoinc.org/decision-point

Vantage Point
(866)-371-3999
www.vantagepointnwa.com

National Institute on Alcohol Abuse and Alcoholism
www.niaaa.nih.gov/alcohol-health

National Institute on Drug Abuse
www.drugabuse.gov

Safety and Health Policy Statement

Northwest Technical Institute considers no phase of its operation more important than safety and health protection. We will provide and maintain safe and healthful working conditions and establish and insist upon safe work methods and practices at all times.

Safety and health shall be an integral part of all operations, including all instructional areas, maintenance, administration, and transportation. Accidents have no place at our institution. We will work consistently to maintain safe and healthful working conditions, to adhere to proper operating practices and procedures designed to prevent injury and illness, and to comply with federal, state and local standards and NTI safety and health regulations.

Each level of management must reflect an interest in NTI safety and healthy objectives and is required to set a good example by always observing the rules as part of the normal work routine. Management interest must be vocal, visible, and continuous from administration to students.

All employees and students shall follow safe working practices, obey rules and regulations, and work in a way that maintains the high safety and health standards developed and sanctioned by the organization. We urge all employees and students to make our safety and health program an integral part of their daily operations. Then the total elimination of accidents and injuries will become not just an objective, but a way of life.