HASKELL INDIAN NATIONS UNIVERSITY
A National Intertribal University and Land Grant Institution serving members of federally recognized American Indian and Alaskan Native students

Sexual Violence and Abuse, Sex Discrimination and Sexual Harassment

Standard Operating Procedures

155 Indian Avenue, Lawrence, Kansas 66046
(Effective: 22 May 2014)
Freedom of Information Act and Privacy Act

Some of the information in this plan, if made public, could endanger the lives and privacy of students and employees. In addition, the disclosure could compromise the security of essential equipment, services, and systems of the Haskell Indian Nations University (HINU). The complete plan should only be distributed to those individuals who need to know the information, while still making enough information available to make it possible to successfully activate the plan.

Portions of this plan may contain information, which raises privacy, or other considerations and which may be exempt from mandatory disclosure under the Freedom of Information Act. See e.g. U.S.C. 552 and 43 CFR Part 2, Sections 2.1 (c)(7)(vi), as further implemented at 316 DM 1, Appendix 1.

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Chapter 1
General Information

To address the procedures for HINU Administration, Staff, and Faculty towards responding to sexual violence and abuse on or off the HINU campus, Domestic Violence, Sexual Assault, Sexual Harassment and Sex Discrimination will not be tolerated.

Purpose

To respond in a timely manner through a coordinated team approach to address sexual assault, stalking, domestic violence, as well as threats, physical violence, weapons, sexual harassment, sex discrimination, sexual exploitation, and suicidal ideations affecting the HINU community, including students and visitors that are under 18 years of age.

This policy is intended to supplement HINU’s Sexual Offenses policy as stated in HINU’s annual Campus Crime Report and Fire Safety Report, also known as the Clery Report.

Applicability and Scope

The specific provisions of the SOP are applicable to all Federal employees or Contract employees on the HINU campus, located at:

   Haskell Indian Nations University
   155 Indian Avenue
   Lawrence, Kansas 66046

Anti-Discrimination

HINU complies with U.S. Equal Employment Opportunity Commission (EEOC) law and does not discriminate on the basis of age, disability, equal pay/compensation, genetic information, national origin, pregnancy, race/color, religion, retaliation, sex, and sexual harassment in its education programs and activities.

Student enrollment at HINU is limited only to members of Federally recognized Tribes in fulfillment of the United States’ commitment with Tribal Nations as provided for by the U.S. Constitution, U.S. treaties and court decisions, Presidential Executive Orders and Federal policies and administrative actions. Federal employment at HINU is subject to Indian Preference in accordance with 25 U.S. Code § 472.
Chapter 2

Primary Roles and Responsibilities

**HINU President**
The HINU President is responsible for the distribution of the policy to institutional leadership and the campus community, ensuring annual training of HINU Staff & Faculty, and for monitoring adherence to the policy.

**Vice President University Services**
The Vice President University Services is responsible for the distribution of the policy to staff under his/her supervision.

**Vice President Academic Affairs**
The Vice President Academic Affairs is responsible for the distribution of the policy to staff under his/her supervision.

**Director of Student Housing**
The Director of Housing is responsible for the distribution of the policy to staff under his/her supervision, including staff responsible for housing safety, and for the implementation of the policy in dormitories.

**Student Rights Specialist**
The Student Rights Specialist shall be responsible for coordinating HINU's compliance with Title IX, including overseeing all complaints of Sex Discrimination via the Code of Conduct procedures as outlined in the HINU Student Handbook and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

**Counseling Center**
The Counseling Center will coordinate all activities for prevention and awareness education, including Orientation to all new students, establish a mandatory on-line pre-orientation session, and ongoing program actions.

**Security Supervisor**
The Facility Safety Officer and Housing Director overseeing Security Department shall function as the "Response Team Point of Contact (POC)" and is responsible for adhering to the policy and distributing the policy to staff under his/her supervision. The POC is responsible for adhering to any federally required reporting procedures of crime statistics (e.g., Clery Act) and is responsible for ensuring the core Response Team is notified.
**Student Senate President**
The Student Senate President shall function as the "*Student Coordinator*" and will establish a school/student campaign to be overseen by HINU Student Senate and School Coordinator, to coordinate all prevention and awareness education activities with School Coordinator, including Orientation to all new students, on-line pre-orientation sessions, and ongoing program actions.

**Staff & Faculty**
Reporting of incidents of Domestic Violence, Sexual Assault, Sexual Harassment and Sex Discrimination that may affect the HINU campus.
Chapter 3

Sexual Violence and Abuse Prevention and Education Program

The Counseling Center and Student Rights Specialist will establish and maintain:

1. Prevention and awareness education for incoming students that includes:
   a. A system to account for participation.
   b. Campus policies and protocols, student code of conduct, local and national resources, hotlines, legal, medical, mental, and other assistance resources.
   c. Establish pre-orientation session, arrival and ongoing program actions.

2. An annual school/student campaign, to be overseen by student leadership and institutional staff, to coincide with one or more of the following national awareness campaigns:
   a. *Sexual Assault Awareness Month*, occurring each April
   b. *National Campus Safety Awareness Month*, occurring each September
   c. *National Domestic Violence Awareness Month*, occurring each October

3. Residential Hall meetings – Counseling Staff will arrange dormitory meetings to discuss school policies regarding sexual violence and abuse and will include prevention and awareness in other dormitory events.

4. HINU Student Senate – With the assistance of the institution providing educational materials and/or speakers, student groups will work to include prevention and education regarding sexual violence and abuse in their meetings and events.

5. Events – Students and staff will make an effort to include information about prevention and education regarding sexual violence and abuse at school events.

6. Classroom – In lieu of discussing this policy in Health Education and Physical Education courses, this policy will be covered in all New Student Orientations and all “All Student” meetings each semester.

8. School electronic boards, websites, and other electronic venues will be utilized. Documentation will be displayed around the campus, especially in residential halls and student gathering areas.

9. Mandatory new-hire orientation and annual training for all HINU Staff & Faculty on the topics of prevention and education regarding sexual violence and abuse and response procedures.

10. Policy information will be included in the Employee Handbook, Faculty Handbook and Student Handbook and available to the public on school website.
Chapter 4

Response protocol to Sexual Violence and Abuse

1. First point of contact flow chart
   
a. If victim appears to be in any medical distress, call 911 first.

b. Staff/Faculty → Security Guard → Counselor on Call - HERT

c. College Resident Assistant → Security Guard → Counselor on Call

d. Director of Student Housing → Security Guard → Counselor on Call

e. Security Guard → HERT

f. Counseling staff → Security Guard → HERT

2. Staff/Faculty response to a report of incidents of:

   - Threats (vague/veiled or explicit/blatant)
   - Physical Violence (including domestic violence)
   - Weapon brought on to the HINU campus
   - Sexual Assault
   - Stalking (including cyber-stalking)
   - Sexual Harassment
   - Sexual Exploitation
   - Suicidal Ideations and/or Attempted Suicide
   - Any attempt or aiding in attempt of any of the actions listed above

   a. Staff/Faculty will ensure that the victim is kept safe and remove victim from open areas where a crowd may gather to ensure privacy for victim. Remain calm and supportive of victim. Contact Security and/or Law Enforcement and Counseling staff.

   b. Security Guards will contact the Housing Director, Law Enforcement and Counseling staff.

   c. The Housing Director will contact the Counseling Supervisor, Haskell Emergency Response Team (HERT).
d. The Student Rights Specialist, or designee, will approve a Temporary Emergency Suspension, if necessary.

e. Counseling staff will assess victim's emotional stability, comfort victim, and provide information about on-campus services and off-campus services. Explain options of law enforcement involvement, create a safety plan with victim, provide contact information for any agency the victim wishes to have involved, provide victim with contact information for follow up care and support, set follow-up meeting.

f. All Staff/Faculty will document all pertinent details of the incident, including, but not limited to: dates/times of initial reporting, when & where the incident occurred, person(s) involved, when they notified Security, law enforcement/ emergency medical services/ student’s emergency point of contact, Police Report number/ CAD Number, and when they notified their supervisor.

The Staff/Faculty member reporting the incident will document the incident on CAMS in the Student Violations module, regardless of the status of the suspected offender.

   i. If the suspected offender is a HINU Student, the Office of Student Conduct will:

      1. Notify the suspected offender of the Administrative Disciplinary Action process.

      2. In accordance with the Disciplinary Action Process, provide the suspected offender with Written Notification of:
         a. Initial Hearing Notice
         b. Violation Report
         c. Progress Report form
         d. And Temporary Emergency Suspension, if issued

      3. The incident and Violation Report will be handled in accordance with the Code of Conduct policy of the HINU Student Handbook.

   ii. If the suspected offender is a Visitor/ Non-HINU Student, the suspected offender will be identified as "John Doe" or "Jane Doe". The Student Rights Specialist will be the deciding official as to the final outcome of the Incident.
iii. If the suspected offender is a HINU Federal Employee, the suspected offender will be identified as “John Doe” or “Jane Doe”.

In the body of the report, write: “The suspected offender is a Federal employee. For details, contact (insert the name of the employee’s supervisor) at (insert contact number).”

The Employees and the Employee’s Supervisor will follow 370 DM 752.1- Discipline and Adverse Actions, for possible disciplinary actions.

iv. If the suspected offender is a HINU Federal Contractor that provides services at HINU (i.e., Adjunct Faculty, Facilities, etc.), the suspected offender will be identified as “John Doe” or “Jane Doe”.

In the body of the report, write: “The suspected offender is a Federal Contractor. For details, contact (insert the name of the Contracting Officer) at (insert contact number).”

The Contracting Officer will be the deciding official as to the final outcome of the Incident.

v. The incident will be thoroughly documented on the CAMS Violation Report to ensure that:
   1. That the appropriate Violation Code(s) were recorded
   2. If an Arrest was made
   3. If the incident was a Hate Crime

3. Haskell Emergency Response Team
   a. The Haskell Emergency Response Team is part of the Threat Assessment Team/ Crisis Intervention Team as required by the BIE/Union Collective Bargaining Agreement.
   b. The Haskell Emergency Response Team is a subcommittee of the HINU Environmental, Safety, Security and Health Committee.
   c. The Haskell Emergency Response Team is also known as the “HERT”, or simply the “Response Team”.

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d. Membership of the Haskell Emergency Response Team shall consist of the following:

i. Core Team:
   1. Counseling Supervisor
   2. Student Rights Specialist
   3. Housing Director
   4. Facilities Manager/Safety Officer
   5. Lawrence Police Department (LPD) Representative

ii. Supplemental Team:
   1. Lawrence SANE (Sexual Assault Nurse Examiners) Collaborative Representative
   2. GaDuGi Safe Center Representative
   3. Indian Affairs Solicitor's Office Representative
   4. Indian Affairs Public Information Office (PIO)
   5. Representatives from other Departments, Agencies and organizations, as needed

e. The Response Team will review all pertinent information about a person that may pose a threat to the safety and security of another person. If that person poses a risk to another person, then the Team will recommend appropriate measures to mitigate the risk of future incidents.

f. The Response Team will use the Threat Assessment Tool from the National Behavioral Intervention Team Association (NaBITA) as a basis to assess and determine if a person poses a threat of harm to themselves and/or others, creating a hostile environment.
MENTAL & BEHAVIORAL HEALTH: "THE D-SCALE"

**DYSREGULATION/MEDICALLY DISABLED**
- jewel
- Pervasive or extreme cutting, eating disorders
- Individuals engaging in risk-taking behaviors (e.g., substance abusing)
- Hostile, aggressive, relationship abusive
- Individuals deficient in skills that regulate emotion, cognition, self-behavior, and relationships

**DISTURBANCE**
- Behaviorally disruptive, unusual and/or bizarre acting
- Destructive, apparently harmful to others
- Substance abusing

**DISTRESS**
- Emotionally troubled
- Individuals impacted by situational stressors and traumatic events
- May be psychologically symptomatic

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**GENERALIZED RISK**

**NINE LEVELS OF AGGRESSION**

1. **MILD**
2. **HARMFUL DEBATE**
3. **HARMFUL STRATEGIES**
4. **IMAGE DESTRUCTION**
5. **FORCED LOSS OF FACE**
6. **THREAT STRATEGIES**
7. **LIMITED DESTRUCTIVE BLOWS**
8. **LOSE-LOSE ATTACK**
9. **LOSE-LOSE CRISIS**
### Classifying Risk

<table>
<thead>
<tr>
<th>Mild Risk</th>
<th>Interventions to Address Risk as Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disruption or concern about behavior.</td>
<td>Confrontation by reporter.</td>
</tr>
<tr>
<td>Student may or may not show signs of distress.</td>
<td>Behavioral contract or treatment plan with student.</td>
</tr>
<tr>
<td>No threat made or present.</td>
<td>Student conduct response.</td>
</tr>
<tr>
<td>Moderate Risk</td>
<td>Evaluate for disability services and/or medical referral.</td>
</tr>
<tr>
<td>Possible threat made or present.</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>Threat is vague and indirect.</td>
<td>Confrontation by reporter.</td>
</tr>
<tr>
<td>Information about threat or threat itself is inconsistent, implausible or lacks detail.</td>
<td>Behavioral contract or treatment plan with student.</td>
</tr>
<tr>
<td>Threat lacks realism.</td>
<td>Student conduct response.</td>
</tr>
<tr>
<td>Content of threat suggests threatener is unlikely to carry it out.</td>
<td>Evaluate for disability services and/or medical referral.</td>
</tr>
<tr>
<td>Elevated Risk</td>
<td>Conflict management, mediation (not if physical/violent), problem-solving.</td>
</tr>
<tr>
<td>Seriously disruptive incident(s).</td>
<td>Elevated Risk</td>
</tr>
<tr>
<td>Exhibiting clear distress, more likely disturbance.</td>
<td>Confrontation by reporter.</td>
</tr>
<tr>
<td>Threat made or present.</td>
<td>Evaluate parental/guardian notification.</td>
</tr>
<tr>
<td>Threat is vague and indirect, but may be repeated or shared with multiple reporters.</td>
<td>Evaluate need to request permission from student to receive medical/educational records.</td>
</tr>
<tr>
<td>Information about threat or threat itself is inconsistent, implausible or lacks detail.</td>
<td>Consider interim suspension if applicable.</td>
</tr>
<tr>
<td>Threat lacks realism, or is repeated with variations.</td>
<td>Evaluate for disability services and/or medical referral.</td>
</tr>
<tr>
<td>Content of threat suggests threatener is unlikely to carry it out.</td>
<td>Consider referral or mandated assessment.</td>
</tr>
</tbody>
</table>

### Severity Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe Risk</td>
<td>Disturbed or approaching dysregulation</td>
<td>Possible confrontation by reporter.</td>
</tr>
<tr>
<td></td>
<td>Threat made or present.</td>
<td>Parental/guardian notification obligatory unless contraindicated.</td>
</tr>
<tr>
<td></td>
<td>Threat is vague, but direct, or specific but indirect.</td>
<td>Evaluate emergency notification to others.</td>
</tr>
<tr>
<td></td>
<td>Likely to be repeated or shared with multiple reporters.</td>
<td>No behavioral contracts.</td>
</tr>
<tr>
<td></td>
<td>Information about threat or threat itself is consistent, plausib</td>
<td>Recommend interim suspension if applicable.</td>
</tr>
<tr>
<td></td>
<td>le or includes increasing detail of a plan (time, place, etc)</td>
<td>Possible liaison with local police to compare red flags.</td>
</tr>
<tr>
<td></td>
<td>Threat likely to be repeated with consistency (may try to convince listener they are serious).</td>
<td>Deploy mandated assessment.</td>
</tr>
<tr>
<td></td>
<td>Content of threat suggests threatener may carry it out.</td>
<td>Evaluate for medical/psychological transport.</td>
</tr>
<tr>
<td></td>
<td>Content of threat suggests threatener may carry it out.</td>
<td>Evaluate for custodial hold.</td>
</tr>
<tr>
<td></td>
<td>Content of threat suggests threatener may carry it out.</td>
<td>Consider voluntary/involuntary medical withdrawal.</td>
</tr>
<tr>
<td></td>
<td>Content of threat suggests threatener may carry it out.</td>
<td>Direct threat eligible.</td>
</tr>
<tr>
<td></td>
<td>Content of threat suggests threatener may carry it out.</td>
<td>Few enforcement responses.</td>
</tr>
<tr>
<td></td>
<td>Content of threat suggests threatener may carry it out.</td>
<td>Consider eligibility for involuntary commitment.</td>
</tr>
<tr>
<td>Extreme Risk</td>
<td>Student is dying/suicidal (self-inflicted or medically disabled)</td>
<td>Possible confrontation by reporter.</td>
</tr>
<tr>
<td></td>
<td>Threat made or present.</td>
<td>Parental/guardian notification obligatory unless contraindicated.</td>
</tr>
<tr>
<td></td>
<td>Threat is vague, but direct, or specific but indirect.</td>
<td>Evaluate emergency notification to others.</td>
</tr>
<tr>
<td></td>
<td>Information about threat or threat itself is consistent, plausib</td>
<td>No behavioral contracts.</td>
</tr>
<tr>
<td></td>
<td>le or includes increasing detail of a plan (time, place, etc.</td>
<td>Interim suspension if applicable.</td>
</tr>
<tr>
<td></td>
<td>Threat is vague, but direct, or specific but indirect.</td>
<td>Possible liaison with local police to compare red flags.</td>
</tr>
<tr>
<td></td>
<td>Information about threat or threat itself is consistent, plausib</td>
<td>Too serious for mandated assessment.</td>
</tr>
<tr>
<td></td>
<td>le or includes increasing detail of a plan (time, place, etc.</td>
<td>Evaluate for medical/psychological transport.</td>
</tr>
<tr>
<td></td>
<td>Threat may be repeated with consistency.</td>
<td>Evaluate for custodial hold.</td>
</tr>
</tbody>
</table>
| | Content of threat suggests threatener will carry it out (reference to 
| | weapons, means, target). | Consider voluntary/involuntary medical withdrawal. |
| | Threatener may appear detached. | Direct threat eligible. |
| | Threatener may appear detached. | Few enforcement responses. |
| | Threatener may appear detached. | Consider eligibility for involuntary commitment. |
4. Haskell Emergency Response Team Communication Action Plan

    a. Security Guard will:

        i. Contact local law enforcement and probation and parole personnel, if necessary.

        ii. Advise the Response Team of campus-wide policy and best practices.

    b. The Counseling Center staff will:

        i. Meet and work with victim and local hospital or medical care, if necessary.

        ii. Keep open communication with student and campus services or their designee.

        iii. Provide Critical Incident Stress Debriefing (CISD) to Staff/Faculty and students affected by the incident.

    c. The Student Rights Specialist:

        i. Approve a Temporary Emergency Suspension, if necessary

        ii. Resolve a complaint submitted using the Grievance Procedure. The grievance procedures may include voluntary informal methods (e.g., mediation) for resolving some types of Sexual Harassment complaints.

            However, the complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process.

            In cases involving allegations of Sexual Assault, mediation is not appropriate. Allegations of Sexual Assault will be resolved using the Code of Conduct process and also be referred to Law Enforcement for possible criminal prosecution.

    d. The Housing Director will communicate with Housing staff.
5. Response Team Communication Plan

a. Response Team → Student Services and Campus Leadership →
   President's office → BIE Central Office → Assistant Secretary – Indian
   Affairs.

b. All Press/Media questions shall be referred to the HINU President.

6. Response Team Debriefing

a. Response Team members will meet to discuss the incident and evaluate
   response protocol implementation within 1 week of incident.

b. Response Team will provide an Incident Report to the HINU President.

c. The HINU President will forward Incident Report to BIE Central Office.

7. Campus Safety and Security Staff Training

a. Mandatory training in collaboration with the Response Team. If existing
   training meets the needs of HINU, HINU may adopt that training for this
   policy's purposes. Include local victim's advocacy group in the training
   process.

b. Establish a training schedule and system of accounting for participation.

c. Make the training a requirement for all Safety and Security Staff.

8. Judicial/Disciplinary Board Training

a. The Student Rights Specialist, Counseling Supervisor, and their Alternates,
   shall participate in mandatory annual training on sexual violence and
   abuse prevention, which includes the participation of local advocacy
   groups and law enforcement. Training shall include current federal and
   state laws.

b. If a victim of Sexual Assault, physical violence, or other reportable
   circumstances that involve a student or other visitor that is under 18 years
   of age, HINU will report the incident in accordance with the BIE Suspected
   Child Abuse & Neglect (SCAN) Policy.
Chapter 5

Sexual Harassment and Sex Discrimination

The Department of the Interior (DOI) Will NOT Tolerate Sexual Harassment!


Sexual Harassment is prohibited in any location that can be reasonably regarded as an extension of the Department's workplace, such as any DOI facility; any customer location, an off-site social business function, or any other non-DOI facility where DOI business is being conducted and discussed. The Department (DOI) operates under a Policy on Equal Opportunity.

Definition

The Equal Employment Opportunity Commission defines “sexual harassment” as unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating hostile or sexually offensive work environment.

(Title 29 Code of Federal Regulations Part 1604.11 (a).)
Sexual harassment may take many forms - subtle and indirect, or blatant and overt.

For example:

- It may be conduct toward an individual of the opposite sex or the same sex.
- It may occur between peers or between individuals in a hierarchical relationship
- 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 egregious.

Sanctions for Policy Violations

All employees are subject to the Department’s Zero Tolerance Policy of Discrimination and Harassment. Individuals who violate this policy may be subject to discipline ranging from a written warning up to and including discharge or other appropriate sanction.

Prompt Attention

Reports of sexual harassment to appropriate management officials are taken seriously and will be dealt with promptly. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, and may include intervention, mediation, investigation, and the initiation of disciplinary processes as discussed above. Where sexual harassment is found to have occurred, Bureau Managers will act to stop the harassment, act to prevent its recurrence, and discipline, where appropriate, those responsible.

Expedited Process

Employees may bring allegations of sexual harassment immediately to the attention of the local, regional or Bureau EEO Officer, an EEO Counselor, and/or the Sexual Harassment Hotline for priority consideration. The EEO professional must immediately meet/discuss the alleged incident with the employee and then bring the matter to the immediate attention of the highest appropriate management official at the site where the Incident arose. The manager will order an immediate, expedited inquiry into the facts of the incident to be completed within 10 days. Upon receipt of the inquiry report, if warranted, the senior manager must take immediate corrective action, including appropriate disciplinary action.
EEO Counseling/Alternative Dispute Resolution (ADR)

The Expedited Process described above may take the place of the informal counseling period required by 29 CFR 1614.106. If the matter is not addressed through the expedited process, the employee must bring the alleged sexual harassment to the attention of the EEO Counselor within 45 days of the matter, prior to filing a formal complaint of discrimination against the agency. During the expedited process or EEO Counseling, the Bureau may use their alternate dispute resolution process to facilitate early resolution. To locate an EEO Counselor, check your employee Bulletin Boards, the local area network, your local websites, or the Department's website at www.doi.gov/eeo, or contact your Bureau EEO Officer for assistance.

Indian Affairs EEO Counselor

U.S. Department of the Interior
Bureau of Indian Affairs
Office of Equal Opportunity Programs
12220 Sunrise Valley Drive, Rm 5034
Reston, VA 20191

(703) 390-6401-phone
(703) 390-6406-fax

Examples of Sexual Harassment

Any of these elements may constitute sexual harassment or discrimination. These examples are not meant to be all inclusive.

- Physical Contact
- Squeezing a worker’s shoulders or putting a hand around his or her waist
- Gestures, such as puckering one’s lips suggestively or making obscene signs with one’s fingers or hands
- Telling off-color jokes
- Pictures of a sexual nature
- Pin-ups, particularly those of scantily-clad individuals
- Verbal or written comments of a sexual nature
- Terms of Endearment, such as calling a co-worker “honey”, “dear”, “sweetheart”, or some similar expression. (The effect is the primary issue rather than intent. Even if the person “means nothing to you” or you have “used the term for years” you should be aware that such expressions are inappropriate.)
Complaint Process for Federal Employees

This is intended to provide information about the Federal Sector Employment Discrimination Complaints Process within the Department of the Interior. The Department is committed to ensuring that EEO complaints filed by employees and applicants for employment are given fair and timely consideration and to eliminating discrimination.

Effective November 9, 1999, the U.S. Equal Employment Opportunity Commission (EEOC) published a revised set of regulations governing the processing of Federal Sector Equal Employment Opportunity (EEO) complaints. If, as an employee, former employee, or an applicant for employment with the Department, you believe that you may have been discriminated against on one or more of the following bases: race, color, religion, sex, national origin, age, physical or mental disability and/or reprisal (for prior EEO activity participation), you must contact and discuss the matter with an EEO Counselor. Agencies are required to designate EEO Counselors and to make them available to employees and applicants. The goal of the EEO Counselor is to facilitate an informal resolution of the matter between the parties when possible.

Informal Complaint Process

You must contact an EEO Counselor within 45 calendar days of the date of the incident that gave rise to your complaint or, if it is a personnel action, within 45 calendar days of its effective date.

The Counselor has 30 calendar days from the time you report your issue to attempt an informal resolution of the matter. The 30-day period for EEO counseling may extend up to an additional 60 days if you agree in writing to such an extension.

Instead of EEO Counseling, you may elect Alternative Dispute Resolution (ADR). If you elect to participate in the ADR Program, the pre-complaint processing period will be 90 days.

If, at the end of this time (including any extension), the matter is not resolved, you will be advised, in writing, of your right to file a formal complaint as specified in the "The Formal Complaint" section below.

You have a right to be represented at any stage of the process in presenting your complaint, including the counseling stage. As a general rule, you may select any person to represent you, including an attorney. You and your representative, if an employee of
the Department, are entitled to a reasonable amount of official time in preparing and presenting your complaint.

**How Can The EEO Counselor Help You?**

The Counselor will:

- Explain the process to you and advise you in writing of your rights and responsibilities.

- Listen and help you specifically identify your claims of employment discrimination.

- Inform you about the Alternative Dispute Resolution Program.

- Conduct a limited inquiry into your claims.

- Discuss your concerns with an appropriate official who has authority to resolve your claims.

- Attempt to resolve your concerns informally.

EEO Counselors report regularly to the EEO Officer about their activities. They will also discuss your claims with appropriate officials, but they will use your name only with your permission. You have a right to remain anonymous during the counseling period.

**Alternative Dispute Resolution Process**

Each Bureau must have an Alternative Dispute Resolution Program (ADR). ADR is a viable alternative to the formal discrimination complaint process which can be complex, lengthy, time consuming, and expensive. The EEO Counselor will offer you ADR at the beginning of the EEO counseling period, if your Bureau decides to offer ADR regarding your type of claim. You may elect to proceed in the ADR program or to remain in the EEO Counseling Program. If you elect to enter the ADR Program, the process will extend to 90 days and the EEO counseling process will cease. A trained mediator from either inside or outside the Department may be assigned to mediate your claim. The mediator is a neutral, objective, and impartial problem solver who will be able to assist you and management in joint problem solving. If your claim is resolved during the ADR process, the resolution will be put in writing to be signed by you and the appropriate management official. If your claim is not resolved during counseling or ADR, the EEO Counselor will issue you the Notice of Right to File a Discrimination Complaint. Discussions held during the ADR process will not be recorded in the complaint file.
Formal Complaint Process

If the attempts to informally resolve your complaint have been unsuccessful, you will be notified by the Counselor, in writing, of your right to file a formal complaint. If you decide to file a formal complaint, you or your representative have 15 calendar days from the date of receipt of this notice to submit your formal complaint in writing. It is important to know that if you do not file your formal complaint within the 15-day time limit, the agency may dismiss your complaint.

It is not the duty of the EEO Counselor to file your complaint for you. However, he or she can answer your questions concerning the filing of your complaint. If you wish, your representative may file your complaint for you. Your written complaint must be specific and must be limited to the matters discussed with the EEO Counselor. The formal complaint should be filed by you or your representative, using Department of the Interior Form DI-1892, with the Bureau or Office EEO Officer where the alleged discriminatory incident occurred, with the Secretary of the Interior, the Assistant Secretary, Policy, Management and Budget, or with the Director, Office for Equal Opportunity, 1849 C Street, N.W., MS-1442 MIB, Washington, D.C. 20240. The DI-1892 form may be obtained from the EEO Counselor or the Bureau EO Office.

If your complaint is filed with the Secretary of the Interior or with the Assistant Secretary, PMB, he or she will forward your complaint to the Director, OEO, who in turn and where appropriate, will forward your complaint to the EEO Officer for the Bureau or Office in which the alleged discriminatory action occurred. To expedite the process, we encourage you to file your complaint directly with the Bureau where the complaint arose.

The Bureau or Office EEO Officer will then identify your claims and notify you of the claims to be investigated. If the EEO Officer accepts a claim for processing but dismisses one or more of the claims, only the accepted claims will be investigated. The EEO Officer will document the file with the reasons why some claims have not been accepted. There is no immediate right to appeal the non-accepted claims at this stage. However, if the EEO Officer determines not to accept any of the claims in your complaint, the EEO Officer will refer the complaint to the Director, OEO, for a final agency decision on the dismissal of the complaint. If the Director, OEO, finds that the dismissal of the complaint is not supported, he or she may remand the complaint to the Bureau for further processing. If your complaint is dismissed, you will be given appeal rights to the EEOC.

Once a Bureau or Office accepts your formal complaint, it will be investigated by an impartial investigator as defined by EEOC regulations at 29 CFR 1614.108 and implementing guidance in EEOC Management Directive (MD) 110, Chapter 6.
The Investigation

A thorough investigation will be conducted. The investigation will encompass all the information relevant to the accepted claims and may, when appropriate, include comparative data on other individuals who were similarly situated. The investigations may be conducted by verbatim statements, interrogatories, position papers, or by other fact finding methods. During the investigation, you will have an opportunity to present all the facts which you believe show unlawful discrimination.

The Bureau has 180 calendar days from the date you filed your complaint to notify you that the investigation has been completed. After the investigation is completed, a Report of Investigation (ROI) and a summary of the ROI will be sent to you. By written agreement between you and the Bureau, the time period may be extended an additional 90 days. Your complaint may also be amended with like or related claims raised before the completion of the investigation.

If your complaint is amended, the time period will be extended by 180 days from the date of the amendment. Once the ROI is issued to you, you will have 30 days from the date of your receipt of the ROI to exercise your right either (1) to request a hearing before an EEOC Administrative Judge, or (2) to request a decision, without a hearing, by the Director, OEO. This notice is called the notice of your right to an "election."

If you have a claim that is also appealable to the Merit Systems Protection Board (MSPB), you are not entitled to a hearing by the EEOC. A final agency decision will be issued by the Director, OEO, and you will be given appeal rights to the MSPB.

The Hearing

Your request for a hearing must be sent directly to the appropriate EEOC Field Office with a copy to the Bureau. Once you have elected a hearing, the Administrative Judge will have full and complete authority over your complaint. You will be allowed to present witnesses and evidence on your behalf. The hearing is recorded and transcribed verbatim. The Administrative Judge will have 180 days from the date the EEOC received your request for a hearing to conduct the hearing, issue findings and conclusions and a decision on your complaint. This time frame may be extended by the Administrative Judge. You should be advised, however, that there may be circumstances where the Administrative Judge may decide that a hearing is not necessary.

The Administrative Judge will issue a decision on your complaint which will become the final action of the Department, if the Department does not appeal the Administrative Judge's decision within 40 days of the date the decision was received.
If You Do Not Ask for A Hearing

If you do not ask for either a hearing or a decision without a hearing within 30 calendar days after you receive the notice of election described above, the Director, OEO, will issue a final decision based upon the evidence in the ROI. You will be given appeal rights if you are dissatisfied with the final decision.

The Final Decision

The Director, OEO, as the designee of the Secretary, will issue you a final decision on your complaint within 60 calendar days from (a) the date of your request for an immediate decision, or (b) the end of the 30-day period after your receive the notice of election.

The final agency decision will include an analysis on the merits of each claim accepted in your complaint, or a decision to dismiss some or all of your claims. If a finding of discrimination is made, the final decision will also identify the corrective action to which you are entitled.

If a hearing has been conducted, the Administrative Judge will send you a copy of the decision with a copy to the Department. The Director, OEO, will have 40 days to issue a final order after receipt of the Administrative Judge's decision. If the Department rejects the Administrative Judge's decision, it must simultaneously appeal to the EEOC. A copy of the appeal will be sent to you.

If you are dissatisfied with the agency's final decision, you may, within 30 calendar days of the date on which you received the decision or notice of dismissal, appeal the decision to the Director, Office of Federal Operations, Equal Employment Opportunity Commission, P.O. Box 19848, Washington, D.C. 20036. You may also deliver the appeal in person to the EEOC, Office of Federal Operations at 1801 L Street, N.W., Washington, D.C. or by fax at 202-663-7022. You must also send a copy of the appeal to the Director, OEO, Department of the Interior, 1849 C Street, N.W., MS-4309, Washington, D.C. 20240.
HINU Policy for HINU Students

HINU will not discriminate on the basis of sex in educational programs and activities. HINU will respond promptly and effectively to all complaints of Sex Discrimination and Sexual Harassment (including sexual violence).

All inquiries and complaints regarding Sexual Harassment and Sex Discrimination may be submitted to any HINU Staff/Faculty member, who will forward the complaint to:

a. HINU Student Conduct Office:
   Student Rights Specialist
   Minoka Hall, Bldg 105

   Telephone: (785) 749-8415
   Fax: (785)-832-6631
   www.HINU.edu

   Or

b. U.S. Department of Education, Office for Civil Rights (OCR)

   Office for Civil Rights, Denver Office
   U.S. Department of Education
   Cesar E. Chavez Memorial Building
   1244 Speer Blvd., Suite 310
   Denver, CO 80204-3582

   Telephone: 303-844-5695
   TDD: 877-521-2172
   Fax: 303-844-4303
   E-mail: OCR.Denver@ed.gov

   Note: If filing a complaint with OCR, it must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause shown under certain circumstances.

   www.ed.gov
Chapter 6
Student Conduct Process

All crimes occurring on the HINU campus must be reported to the Safety and Security Department and documented on the Campus Crime Log so that they may be reported to the campus community, prospective students and their families and the U.S. Department of Education annually in the Campus Crime Report and Fire Safety Report. Incidents involving threats, physical violence, or weapons should be reported to law enforcement as soon as possible.

Documentation should include all relevant information regarding the incident, i.e., “who, when, where, why and how”. It is important to document if the document was a hate crime and/or if an arrest was made in connection to the incident. If so, include relevant information on the motive, i.e., race, religion, sexual orientation, etc. and/or arrest information, such as case number, specific charges, arresting Deputy/Officer’s name and badge number.

Employees, contractors and current HINU students are subject to disciplinary action. Disciplinary actions are separate and independent of any criminal charges that may be filed.

Current HINU students that face a disciplinary action are afforded specific rights under 25 CFR and under Title IX. The disciplinary action process is required to conform to a minimum standard to ensure due process is followed.

HINU Student Conduct

HINU shows concern for the development of responsible, personal, and social conduct of its students. When the student is accepted, the student is assuming full responsibilities regarding HINU’s rules and regulations. The Mission of HINU is twofold: to promote student success and to serve the community. To this end, HINU offers students in the community quality learning experiences and related service to help them become more effective workers, family members and citizens.

While HINU is a college campus for Native American and Alaska Native students only, the campus is not Indian Country i.e., Tribal land, such as a reservation or allotment. The HINU campus is Federally-owned facility, which is governed by Federal law and applicable laws of the State of Kansas.

HINU’s violation of conduct process does not enforce laws in a criminal or civil court, however, Security Guards have the authority and responsibility to call upon the service
of any law enforcement agency as necessary to maintain peaceful conditions and enforce these laws at HINU.

All penalties apply to all students equally, no matter if they reside on or off-campus. Any HINU student that violates the Articles of Conduct while they are on the HINU campus will be subject to disciplinary action, up to, and including permanent expulsion from HINU.

Uphold confidentiality. When discussions must be held on confidential matters, please do not discuss in front of others, locate a place where this can be discussed. All of us must remember that it is inappropriate to discuss issues regarding fellow employees or students openly.

HINU Incident Reports

Documenting violations of laws and/or HINU's Code of Conduct is an important aspect of working at HINU. It is important that the Incident Reports are submitted timely, accurately, as well as in a manner that is consistent and fair to all students.

This training packet is designed to help you initiate a Violation Report regarding an incident involving a HINU Student at HINU. The information provided is tailored for current HINU students, i.e., those that are currently enrolled at HINU 1 (one), or more, credit hour of classes.

Key Points:

- Laws

Laws that directly impact Student Conduct - Incident Reports at HINU are the Clery Act and FERPA. Violations of State & Federal criminal laws may also be broken and need to be addressed, however, it is important to know that HINU's Administrative Disciplinary Action Process and the Criminal Justice System are 2 separate and independent processes.

Each process has certain rights and procedures, and the outcome of one does not have a direct effect on the other. A student can be found to committed a violation of HINU's Code of Student Conduct but also be found Not Guilty in a criminal trial for the same incident, and vice versa.
• **Incident and Narrative Report**

The Incident Reports about an incident regarding behavioral misconduct are utilized to report crimes and disciplinary actions to the US Department of Education annually and need to be as accurate as possible.

The codes selected in the "Violations" tab i.e., Violation code, Arrest Made, and Hate Crime code must match the narrative report on the "Description" tab, and vice versa. This means that Violation Code(s), including Arrest and Hate Crime codes, you select must match the events that occurred and the elements of the Code of Conduct definitions and the narrative report you write.

• **Location Code**

Where an incident occurs for every Incident Report is important information that must be identified, collected and reported each year to the US Department of Education.

The Location Codes most often used are "OC" and "OCD".

- **OC**= "On-Campus" identifies all violations that occurred on the campus except for those that occurred in the dorm

- **OCD**= "On-Campus Dorm" identifies all violations that occurred in the Dormitories

- **OFF**= "Off-Campus" identifies all violations that occurred, but not on the HINU Campus, i.e., on official travel

- **OFP**= "Public Property" identifies all violations that occurred somewhere immediately next to the HINU Campus, i.e., 23rd & Massachusetts

**Date of Incident**

When an incident occurs for every Incident Report is important information that must be identified, collected and reported each year to the US Department of Education. The date of incident is automatically set to default on the day writing of the Incident Report has started, but may be changed if needed.

It is also important in the decision to determine if the incident occurred at all. Ultimately, an Incident Report may not be upheld if the facts identified in the report are not accurate.
One of the most common errors in the facts of a Incident Report is the date the Incident occurred. The usually happens an incident occurs late at night before midnight, but the writing of the Incident Report does not occur until after midnight. If you are writing a Incident Report during this time, you must be cognizant of the change of the date occurring at midnight because this information cannot be edited at a later time.

**Unidentified Persons**

All violations of HINU’s Code of Student Conduct must to be reported. Occasionally, an incident occurs but it is not known who did it. In these situations, a report still needs to be written. Select one of the 2 names below as the “student” for the Incident Report:

- John Doe
- Jane Doe

**Burden of Proof**

Burden of Proof is the standard for determining the validity if the Incident Report written against a student is true or not. The Burden of Proof at HINU for a violation by a HINU Student violating HINU’s Code of Student Conduct is "Preponderance of the Evidence".

Preponderance of the Evidence is the same standard used in civil trials. The weight of the evidence and testimony by each side is what is to be taken into account for a decision to be made. Those factors can be overwhelming or just barely enough to render a decision (visualize a feather on a scale).

The initial burden of proof is upon the person reporting the incident, the student will have the opportunity to refute the allegations or confirm the incident occurred as reported.

If the student refutes that the incident occurred or as described in the Incident Report, then the person hearing the incident will make a determination based upon who’s version of the incident is more believable. If the events in the Incident Report are considered to be true and accurate, then sanctions may be imposed. If the student disagrees with the decision, they may have an opportunity to appeal.
HINU Student Rights

HINU recognizes that HINU students have and be afforded the following rights:

a. The right to an education

b. The right to be free from unreasonable search and seizure of the person and property, to a reasonable degree of privacy, and to a safe and secure environment

c. The right to make his/ her own decisions where applicable

d. The right to freedom of religion and culture

e. The right to freedom of speech and expression, including symbolic expression, such as display of buttons, posters, choice of dress and length of hair, so long as the symbolic expression does not disrupt the educational process or endanger the health and safety of the students or others

f. The right to freedom of the press, except where material in publication is libelous, slanderous, or obscene

g. The right to peaceable assembly and to petition for the redress of grievances

h. The right to freedom from discrimination

i. The right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to sanctions of suspension, expulsion, or transfer
The Right to Due Process

HINU student's right to Due Process includes:

a. Written notice of charges within a reasonable time before a hearing. Notice of the charges shall include reference to the regulation allegedly violated, the facts alleged to constitute the violation, and notice of access to all statements of persons relating to the charge and to those parts of the student's school record which will be considered in rendering a disciplinary decision.

b. A fair and impartial hearing before the imposition of disciplinary action, absent the actual existence of an emergency situation seriously and immediately endangering the health or safety of the student or others. In an emergency situation the official may impose disciplinary action not to exceed a temporary suspension, but shall immediately thereafter report in writing the facts (not conclusions) giving rise to the emergency and shall afford the student a hearing which fully comports with due process, as set forth herein, as soon as practicable thereafter.

c. The right to have present at the hearing the student's parent(s) or guardian(s) (or their设计ee) and to be represented by lay or legal counsel of the student's choice. Private attorney's fees are to be borne by the student.

d. The right to produce, and have produced, witnesses on the student's behalf and to examine all witnesses.

e. The right to a record of hearings of disciplinary actions, including written findings of fact and conclusions in all cases of disciplinary action.

f. The right to administrative review and appeal.

g. The student shall not be compelled to testify against himself.

h. The right to have allegations of misconduct and information pertaining thereto expunged from the student's school record in the event the student is found not guilty of the charges.
Rights of Residential Hall Students

1. The rights to read, study, and relax in one’s room free from undue interference; unreasonable noise and other distractions that may inhibit the exercise of this right.

2. The right to sleep without undue disturbance from guests of roommate(s) and/or other residents.

3. The right to expect that a roommate will respect others personal belongings.

4. The right to a clean living and learning environment.

5. The right to host guests with the expectation that guests are to respect the rights of the host’s roommate(s) and other hall residents.
Temporary Emergency Suspension

Students have the right to a safe and secure environment. The HINU administration is charged with the responsibility of keeping the campus safe, secure, and a pleasant place to learn. Occasionally, situations may arise where immediate action must be taken to protect the safety, health, and well-being of all HINU students, employees, contractors, and visitors.

If there is a reasonable belief that a student may pose a threat to the safety and security of another person on the campus (i.e., the student is accused of committing an act of violence, threatening another person, had a prohibited weapon or explosive, and/or committed a sexual assault), that student may be immediately suspended from campus until the determination is made that the student does not pose a danger.

If a student is suspended under this provision, then that student will have an opportunity to address the violation through the disciplinary process electronically, i.e. via phone, teleconference, etc. If the student is suspected of committing a crime, either on or off of the HINU campus, the student may be suspended from HINU and be placed on a Campus Bar, pending the final outcome of the investigation by the law enforcement agency and/or district attorney’s office, and if applicable, until the final outcome of any criminal charges that may be filed.

The President of HINU or Vice President University Services, or their designee, will make the decision on whether such circumstances exist. If a student is suspended under this provision, the student will be notified as soon as possible and must exit the campus immediately.

When the Staff/Faculty member believes there is a need to place a student on an Emergency Campus Suspension, the Staff/Faculty member shall contact their Supervisor. The Staff/Faculty member shall provide all relevant information as to why the Staff/Faculty member has a reasonable belief that a student may pose a threat to the safety and security of another person on the campus.

The Supervisor will then contact the President of HINU or Vice President University Services, or their designee, will make the decision on whether such circumstances exist. If, and when approved, the Supervisor shall notify the Security Guard on-duty, who will in turn, notify the student. The notification shall be both verbally and in writing.
Administrative Disciplinary Action Process

The Administrative Disciplinary Action Process involves a conference between the college and the alleged student offender, at which time the violation shall be discussed and resolution sought.

The Administrative Disciplinary Action Process is designed to ensure equity and fairness for all involved. The process is as follows:

Incident Reports

a. The Staff/Faculty member will immediately notify the student of the forthcoming Violation, of the Administrative Disciplinary Action process and that an initial hearing will be scheduled to occur at the earliest possible opportunity within the next Five (5) to Ten (10) days.

b. The Staff/Faculty member will write the Incident Report on CAMS. The violation report will contain which violation(s) are cited and a written narrative report.

c. The Staff/Faculty member writing the Incident Report shall contact the Student Rights Specialist via telephone (during normal business hours) at (785)749-8415 and/ or e-mail (if after normal business hours) to schedule a hearing.

d. The Student Rights Specialist will schedule a Hearing no sooner than Five (5) days and but no later than Ten (10) days.

The Hearing shall be scheduled to occur at the earliest possible opportunity, during the Staff/Faculty member’s scheduled Duty Shift, if possible.

If the Student Rights Specialist cannot schedule the Hearing during the Staff/Faculty member’s normal Duty Shift, the Staff/Faculty member will immediately submit a request to their Supervisor for Compensatory Time or Over Time to attend the Hearing.
e. Hearings are to be scheduled on the Staff/Faculty member's calendar using a "meeting maker", including the Student Rights Specialist and Staff/Faculty member's Supervisor.

f. The Staff/Faculty member that initiated the Incident Report will generate a "Notice of Hearing" letter which outlines the date, time, place the Hearing is scheduled and the recommended sanction(s).

Print 2 copies of the Notice of Hearing letter and 2 copies of the Violation Report for the Supervisor to sign.

g. After the Supervisor signs the Notice of Hearing letter and Incident Report, the Staff/Faculty member shall the following documents to the student:

   a) A copy of the Violation Report  
   b) Notice of Hearing  
   c) HINU Progress Report

If the Staff/Faculty member cannot deliver the documents to the student within 24-hours, the Staff/Faculty member shall make arraignments for the Supervisor to deliver it.

h. The Staff/Faculty member and the Student shall sign both copies of the Notice of Hearing and the Incident Report.

The signature is to indicate receipt of the documents only. It is not an indication of the student admitting guilt or innocence.

If the student refuses to sign the documents, the Staff/Faculty member shall document the refusal to sign. The student's refusal to sign should be witnessed by a 2nd HINU Staff/Faculty member, if possible.

1 copy of each document is for the student's files and the 2nd copy is for HINU's files.
i. The Staff/Faculty member shall bring of the Incident Report, the Notice of Hearing letter and any additional documentation and/or evidence, to the Initial Hearing.

j. A student has the right to have present at the hearing:

   a) The student’s parent(s) or guardian(s) (or designee) and, to be represented by lay or legal counsel of the student’s choice.

   b) If an attorney is going to be present, all private attorney fees are paid by student/family.

   c) The student must inform the Student Conduct Office 5 days before a scheduled hearing. If this is not done before the schedule hearing date, the hearing will be postponed.

Initial Hearing

1. A record of the proceeding (including an audio recording and documents presented), is secured at the Student Rights Specialist Office for one year, after which the recording will be managed according to federal regulations (except files involving cases of Student Expulsion which will be kept for a longer period). Violation(s) of the HINU Handbook are read into the record and should become part of the student’s file.

2. The Staff/Faculty member are given the opportunity to present their case.

   The Staff/Faculty member shall bring a copy of the Incident Report, the Notice of Hearing (signed by the student), and any supporting documentation and/or evidence that supports the charges identified in the Incident Report.

3. The student is given the opportunity to present his/her case and evidence. The student shall have the right to call witnesses on his/her behalf and to question witnesses.

4. The Student Rights Specialist may request additional evidence from the parties.
5. The Student Rights Specialist shall:
   a) Decide upon the innocence or guilt of the student with respect to the charges brought against him/her.
   b) Determine the disciplinary action that should be taken.

6. The Student Rights Specialist can Dismiss the Charges or impose sanctions (see Sanctions).

7. The Student Rights Specialist will provide written notice of his/her decision and any rights to appeal to the student and department or residential hall staff within Five (5) days of the hearing.

Appeal to the Student Rights Specialist

1. A student may appeal based on the following:
   a) Deprivation of Due Process
   b) Inadequate evidence to justify decision
   c) Sanction not in keeping with the gravity of the violation.

2. The student must declare in writing the intent to appeal and must schedule an appeal hearing with the Student Rights Specialist, within Five (5) working days after the decision was served.

3. The Student Rights Specialist shall, within Ten (10) working days after receipt of the appeal, review the record of the hearing and the decision made in the initial hearing.

4. The Student Rights Specialist shall have discretion over whether to permit the student and HINU to submit additional written materials and/or to present that information at a scheduled conference or meeting. If any additional evidence is presented, it shall be presented to all parties, and if any conference or meeting occurs, all parties shall be present.

5. The Student Rights Specialist shall serve the Student and Department or Residential Hall staff, a letter that outlines the decision made, within Five (5) working days after the review of the Student Rights Specialist decision.

6. The severity of any sanction may not be increased on appeal.
HINU Code of Conduct and Definitions

Intimidation or Threat
Any willful conduct, which creates a fear of bodily harm, or is verbally abusive, including gesturing, name-calling, threatening, by word or action of a perceived threat to inflict bodily harm.

Simple Assault
Assaults and attempted assaults where no weapon is used and which do not result in serious or aggravated injury to the victim.

Aggravated Assault
An unlawful attack by one person, upon another, that inflicts severe or aggravated bodily injury. This type of assault may be accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Negligent Manslaughter
The killing of another person through gross negligence.

Murder/ Non-Negligent Manslaughter
The willful (non-negligent) killing of one human being by another.

Bringing a Weapon on Campus
All weapons are prohibited on the HINU campus. Weapons are defined as any item whose primary use is to cause death or injury. Any use of, or having in one’s possession or concealing, an instrument or substance, which by nature or use is an offensive or a combative object, even if otherwise legal, is prohibited. All weapons are subject to confiscation and will not be returned.

Illegal Weapons Violation
The violation of city, county, state, or federal laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned.

Sexual Harassment
Any unwelcome sexual advances, request for sexual favors, or other verbal or physical contact of a sexual nature.
**Forcible Rape**
The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy**
Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault With An Object**
The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling**
The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Incest**
Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**
Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New Mexico is 16 years of age.

**Stalking**
To intentionally, maliciously, repeatedly follow or harass another person in person, by correspondance, or by electronic means.
The following has been adapted from Handbook for Campus Safety and Security Reporting from the US Department of Education.

**Arrests**

Arrest for Clery Act purposes is defined as persons processed by *arrest, citation or summons*. Classify as arrests:

- Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)

- Juveniles taken into custody or arrested but merely warned and released without being charged. A juvenile should be counted as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.

- Any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.

- Only violations by persons where some police or official action is taken beyond a mere interview, warning or admonishment.

Do not classify as arrests incidents in which:

- Police contact a juvenile who has committed no offense

- Police take a juvenile into custody for his or her own protection, but no crime was committed

- Officers make call backs or follow-up contacts with young offenders for the purpose of determining their progress

- An individual makes a “citizen’s arrest” (AKA a *Warrantless Arrest*)

- The arrest was for something other than a violation of a weapons, drug or liquor law (e.g., an arrest for an Aggravated Assault)

- A **civil** citation is issued
Hate Crimes

Another category of indicate on an Incident Report are Hate Crimes. A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias against another person’s race, color, national origin, sex, disability, sexual orientation, and religion.

Biases that can be considered Hate Crimes is a negative opinion or attitude toward a group of persons based on their:

- **Race**- A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites, etc.)

- **Gender**- A preformed negative opinion or attitude toward a group of persons because those persons are male or female

- **Religion**- A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists)

- **Disability**- A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness

- **Sexual Orientation**- A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals)

- **Ethnicity/National Origin**- A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics)
HINU must report Hate Crimes to the US Department of Education any instance of Hate Crimes for the following offenses:

- Article 3, Intimidation
- Article 4-A, Simple assault
- Article 4-B, Aggravated Assault
- Article 4-D, Murder and Non-negligent Manslaughter
- Articles 8-A – 8-D, Forcible Sex Offenses
  - Article 8-A, Forcible Rape
  - Article 8-B, Forcible Sodomy
  - Article 8-C, Sexual Assault With An Object
  - Article 8-D, Forcible Fondling
- Articles 9-A – 9-B, Non-Forcible Sex Offenses
  - Article 9-A, Incest
  - Article 9-B, Statutory Rape

Classifying a crime as a hate crime is sometimes difficult. Before an incident can be classified as a hate crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender’s actions were motivated, in whole or in part, by bias.

It is the perception of the offender, not the perception of the victim that determines whether a crime is classified as a Hate Crime. Also, knowing that an offender is prejudiced is not enough to classify a crime as a Hate Crime. There must be evidence that the offender was motivated by that prejudice to commit the crime.

While no single fact may be conclusive, facts such as the following, particularly when combined, are supportive of a finding of bias:

a. The offender and the victim were of a different Race, Religion, Disability, Sexual Orientation and/or Ethnicity/National Origin. For example, the victim was African-American and the offender was Native.

b. Bias-related oral comments, written statements or gestures were made by the offender which indicate his or her bias. For example, the offender shouted a racial epithet at the victim.
c. Bias-related drawings, markings, symbols or graffiti were left at the crime scene. For example, a swastika was painted on the door of a synagogue.

d. Certain objects, items or things which indicate bias were used. For example, the offenders taped a photo of a burning cross to the door of the victim’s dorm room.

e. The victim is a member of a Racial, Religious, Disability, Sexual-Orientation or Ethnic/National Origin group which is overwhelmingly outnumbered by other residents in the student housing facility where the victim lives and the incident took place.

This factor loses significance with the passage of time (i.e., it is most significant when the victim first moved into the facility, and becomes less and less significant as time passes without incident).

f. Several incidents occurred in the same location at or about the same time, and the victims were all of the same Race, Religion, Disability, Sexual Orientation or Ethnicity/National Origin.

g. A substantial portion of the campus community where the crime occurred perceived that the incident was motivated by bias.

h. The victim was engaged in activities promoting his or her race, religion, disability, sexual orientation or ethnicity/national origin. For example, the victim was a member of the NAACP or participated in gay rights demonstrations on campus.

i. The incident coincided with a holiday or a date of particular significance relating to a Race, Religion, Disability, Sexual Orientation or Ethnicity/National Origin (e.g., Martin Luther King Day, Ramadan).

j. The offender was previously involved in a similar Hate Crime or is a hate group member.

k. There were indications that a hate group was involved. For example, a hate group claimed responsibility for the crime or was active on the campus.

l. A historically established animosity existed between the victim’s and the offender’s groups.
m. The victim, although not a member of the targeted racial, religious, disability, sexual-orientation or ethnic/national origin group, was a member of an advocacy group supporting the precepts of the victim group.

Additional considerations in determining whether an incident is a hate crime:

- **Need for a case-by-case assessment of the facts.** The aforementioned factors are not all-inclusive of the types of objective facts which evidence bias motivation. Therefore, examine each case for facts bias motivated him or her to commit the crime.

- **Misleading facts.** Be alert to misleading facts. For example, the offender used an epithet to refer to the victim's race, but the offender and victim were of the same race.

- **Feigned facts.** Be alert to evidence left by the offenders that is meant to give the false impression that the incident was motivated by bias. For example, students of a religious school, hoping that they will be excused from attending class, vandalize their own school, leaving anti-religious statements and symbols on its walls.

- **Offender's mistaken perception.** Even if the offender was mistaken in his or her belief that the victim was a member of a Racial, Religious, Disability, Sexual-Ontention or Ethnic/National Origin group, the offense is still a Hate Crime as long as the offender was motivated by bias against that group.

For example, a non-gay student leaving a publicized gay rights meeting, is followed back to campus and attacked behind a dorm by six students who mistakenly believed the victim is gay. Although the offenders were mistaken, the offense is a Hate Crime because it was motivated by the offenders' anti-gay bias.
Code of Student Conduct Sanctions

Department Supervisors & the Student Rights Specialist can impose the following sanctions:

1. **Written Warning**- A written warning will be issued to the student and may be placed in the student’s official academic file, outlining the offense and possible sanctions and criminal penalties that may be imposed by HINU and/or the judicial system if further violations are incurred by the student.

2. **Written Warning & Probation**- A notice in writing to the student that the student is found to have violated specific HINU regulations and that more severe disciplinary sanctions may be imposed if the student is found to violate HINU regulations during the designated probationary period.

3. **Loss of Privileges**- Denial of specified privileges for a designated period of time.

4. **Loss of Good Social Standing**- Loss of Good Social Standing bars the student from being an officer in a student organization or representing HINU. It is regained once other sanctions are completed.

5. **Community Service**- the student may be assigned Community Service for a period of time.

6. **Diversion Program**- Diversion provides an opportunity for students to maintain Good Social Standing and remain eligible for housing. Students may participate in a drug or alcohol treatment program while fulfilling the sanctions for violating the Substance Abuse Policy.

7. **Educational Sanctions**
   i. **Reflection Essay**- A reflection essay may be assigned to help a student reflect on what choices he or she has made to get into a situation, what he or she could do instead to avoid situations like this in the future, and what he or she learned in this situation. The essay cannot serve to blame others for the actions of the student. Length will be assigned by the Student Rights Specialist, Department Supervisor or Housing staff.

   ii. **Policy Review**- Policy Review: A policy review may be assigned in order to help students understand the motivation behind the Code of Student Conduct. In this essay, the student must reflect on why the policies he or she violated exist in Code of Student Conduct and what would happen if the
policy did not exist. The review cannot be used to argue against the Code of Student Conduct. It is meant to challenge the student to think from many perspectives. Length will be assigned by the Student Rights Specialist, Department Supervisor or Housing staff.

iii. General Essay- General Essay: A General Essay may be assigned about any topic the Student Rights Specialist, Department Supervisor or Housing staff with the length determined accordingly.

iv. Interview- An interview with a relevant campus resource may be assigned to help the student learn from this situation and relevant campus resources. The length and number of questions will be assigned by the Student Rights Specialist, Department Supervisor or Housing staff.

v. Flyer- An 8.5"x11" flyer may be created by the student regarding the violation(s) committed in order to help the student better explain a policy while educating the HINU campus community about the violation.

8. Restorative Sanctions

i. Letter of Apology- A letter of apology will be assigned as a sanction when the student showed disrespect to other members of the HINU community. The letter must be sincere and will be reviewed by the Student Rights Specialist, Department Supervisor or Housing staff before it is delivered.

ii. Community Service- Community service hours will be assigned to help the student to repair harm done through his or her actions. The Student Rights Specialist, Department Supervisor or Housing staff will assign the specific location where hours are to be completed and specify a date by which the community service hours must be completed.

iii. Recommended Counseling- Counseling will be recommended in writing to a student for assistance in resolving any potential mental or emotional issues. The recommendation will be maintained in the students file.

iv. Chemical Abuse Referral- Student will be referred to an appropriate service or program when alcohol or substance abuse violations have occurred in order to assist the student in understanding if he/she has problems with chemical abuse.

v. Conference- A conference between the person harmed and the person who violated the Code of Student Conduct will be assigned in cases where the
person harmed agrees to have a conference with the student who violated the code. The main objective of a conference is to have the student who violated the code understand how his or her choices have affected others.

9. **Residential Contract**- The student will be placed on a Residential Contract for a period of time to be determined by the Director of Housing where the student will be assigned a specific task.

10. **Suspension from Campus Housing**- The student may temporarily lose Residential privileges and remain at HINU as a Commuter Student. This includes the loss of housing visitation privileges.

11. **Suspension from the Campus**- The student will be immediately suspended from the HINU campus. The student will be dis-enrolled and re-enrollment will be denied for a specific period of time. Fees, such as enrollment or housing, will be forfeited by the student.

12. **Dorm Bar**- The student is prohibited from entering housing facilities and the areas immediately adjacent to the residential buildings, including parking lots for a specific period of time. Fees paid will be forfeited by the student.

13. **Time Bar**- The student is prohibited from entering the HINU campus for any reason, other than to attend classes. The student may enter the campus no earlier than 30-minutes before his/her 1st class of the day and must exit the campus within 30-minutes of his/her last class of the day. Participation in extracurricular activities or events outside these parameters is not allowed. Failure to abide by the stipulations in the Time Bar will subject the student to charges of trespassing in the Code of Student Conduct and possible criminal charges. Fees paid will be forfeited by the student.

14. **Campus Bar**- This may be either temporary or permanent. Temporary banishment is separation of the student from the residential halls for a definite period of time, after which the student is eligible to return. Conditions for return must be specified under a temporary banishment. Permanent banishment is a permanent separation of the student from the residential halls with no eligibility for return. Conditions for return will not be specified under a permanent banishment since the student is ineligible to return.

15. **HINU Banishment**- This may be either temporary or permanent. Temporary banishment is separation of the student from HINU for a definite period of time, after which the student is eligible to return. Conditions for return must be specified under a temporary banishment. Permanent banishment is a permanent separation of the student from HINU with no eligibility for return.
Conditions for return will not be specified under a permanent banishment since the student is ineligible to return. A banished student will automatically receive a notice of trespassing if the student is found to enter or loiter on HINU premises without prior authorization from HINU’s President.

16. **Revocation of Admission and/or Degree**- Admission to or a degree awarded from HINU may be revoked for fraud, misrepresentation, or violation of HINU standards for obtaining the degree or for other specified violations committed by a student before graduation. Revocation of admission and/or degree may be coupled with temporary or permanent HINU banishment.

17. **Withholding Certificate or Degree**- HINU may withhold awarding a certificate or degree otherwise earned until the completion of the process set forth in this Code of Student Conduct, including the completion of all sanctions imposed.

18. **Loss of Organizational Recognition**- Student organizations that violate the Code of Student Conduct may lose their status as a student organization.

19. **"No Contact Order”**- A “no contact order” may be imposed to prohibit a student from being in contact with another student or HINU employee. This includes personal, electronic, postal, or any other types of contact. The no-contact order may be temporary or permanent.

20. **Guest Restriction**- A student may be restricted from hosting guests in the residential halls if the student violates the guest policy. The guest restriction may be temporary or permanent.

21. **Expulsion**- The student will be immediately dis-enrolled and will no longer be eligible for future enrollment at HINU. Fees paid will be forfeited by the student.

22. **Other Referrals and/or Conditions**
FERPA

It is the policy of HINU to comply fully with the terms, provisions and intent of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). A complete statement of HINU’s policy and procedures relative to this act may be obtained from the Admissions office. Following the guidelines established by FERPA, HINU strives to protect personal privacy and the confidentiality of official student records. Most of the information in a student record at HINU is considered confidential. The information listed below is considered public information unless the otherwise indicated by the student:

- Name
- Local & permanent address, Telephone number, & E-mail address
- Major area of study at HINU
- Dates of attendance at HINU
- Degree & Awards received and dates
- Student classification
- Enrollment status (Full-Time or Part-Time)
- Academic Level

HINU employees may read, review, photocopy, and distribute to appropriate persons within HINU any information contained in a student record while in the discharge of their official duties. However, before distributing confidential information outside HINU, even to members of the student’s family, HINU Staff/Faculty must first secure written permission from the student to do so, except:

Every complainant has the right to be notified of the time frame within which:

a) HINU will conduct a full investigation of the complaint;
b) The parties will be notified of the outcome of the complaint; and
c) The parties may file an appeal, if applicable.

Every victim has the right to be notified, in writing, of the outcome of the Violation Report. Even though Federal privacy laws limit disclosure of certain information in disciplinary proceedings:

- HINU must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall.
Additionally, the Clery Act (20 U.S.C. §1092(f)), which only applies to post-secondary institutions, requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense. Therefore, HINU may not require a complainant to abide by a non-disclosure agreement, in writing or otherwise.

**Forms/Documents:**

- Incident Report (CAMS)
- Notice of Initial Hearing
- Progress Report Form
- Temporary Emergency Suspension Notice
- Critical Incident Report Form
- Suspected Child Abuse and Neglect (SCAN) Report form
- Response Team Communication Plan
Related Policies:

- The Jeanne Clery Act, 20 U.S.C. § 1092f
- The Family Educational and Privacy Rights Act (FERPA), 20 U.S.C. § 1232g
- Indian Child Protection and Family Violence Prevention Act, as amended (25 USC 3203)
- Crime Control Act of 1990, Subchapter IV – Child Abuse Reporting (42 USC 13031)
- DOI Zero Tolerance Policy of Discrimination and Harassment
- 370 DM 752.1- Discipline and Adverse Actions
- 30 IAM 4- Critical Incident and Death Reporting Form Policy
- 34 IAM 6- Addressing & Responding to Sexual Violence & Abuse at BIE Post-Secondary Institutions
- BIE Suspected Child Abuse/Neglect (SCAN) & Employee Incident Reporting Protocol
- HINU Campus Crime Report and Fire Safety Report
- HINU Emergency Response Plan & Recovery Plan
- HINU Emergency Response Guide
- HINU Student Handbook
- Guidance: State & National Ethics Code of Licensed Counselors
Definitions:

**CAD Number:** Computer Aided Dispatch Number, use by law enforcement to track when a law enforcement officer is sent to respond to a call for service.

**Cyber-stalking:** Use of the Internet, e-mail, instant messages, blog entries, social media, websites, text messages or other electronic communications to stalk.

**Dating:** A social relationship of a romantic or intimate nature

**Domestic Violence:** Abusive behavior by a family member or an intimate partner (or former intimate partner) toward the other intimate partner. Domestic Violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone and include stalking and cyber-stalking.

**Forcible Sex Offenses/Sexual Assault:** Any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity.

The definition includes Forcible Sex Offenses/Sexual Assault is sexual activity such as forcible/nonconsensual sexual intercourse, forcible/nonconsensual sodomy, forcible/nonconsensual fondling, sexual assault with an object, and attempts commit, or conspire to commit, any of the aforementioned offenses and/or acts against a person who is unable to consent either due to age or lack of capacity.

**Non-Forcible Sex Offenses:** Incest- non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**POC:** Point of Contact

**Statutory Rape:** non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Sexual Exploitation of an Adult or Child:** voyeurism, prostitution, child pornography

**Stalking:** Repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

**Threats:** Use of words, gestures, or weapons to communicate the intent to cause death, disability, injury, or physical harm.
# TELEPHONE DIRECTORY

Area code: 785 (unless otherwise specified)

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Alcohol AA Abuse Helpline</td>
<td>800-299-6310</td>
</tr>
<tr>
<td>Bert Nash Mental Health</td>
<td>785-843-9192</td>
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<tr>
<td>Counseling &amp; Psychological Services (KU)</td>
<td>785-864-2277</td>
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<tr>
<td>DCCC A</td>
<td>785-841-4138</td>
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<tr>
<td>Douglas County AIDS Project</td>
<td>785-843-0040</td>
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<td>Douglas County Health Department</td>
<td>785-843-0721</td>
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<tr>
<td>ECKAN</td>
<td>785-841-3357</td>
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<tr>
<td>GaDuGi Safe Center</td>
<td>785-843-8985</td>
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<tr>
<td>Haskell Catholic Center</td>
<td>785-842-2401</td>
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<tr>
<td>Haskell Counseling Center</td>
<td>785-764-8445</td>
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<tr>
<td>Haskell Counseling Supervisor</td>
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<td>Haskell Counseling On Call</td>
<td>785-764-5078</td>
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<td>Haskell Health Center</td>
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<td>Haskell Health Center Mental Health</td>
<td>785-832-4802</td>
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<td>Haskell Indian Nations University</td>
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<td>Haskell Health Center Contract Health</td>
<td>785-832-4851</td>
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<td>785-841-4809</td>
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<td>Haskell Residential Halls</td>
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<td>Blalock</td>
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<td>Roe Cloud</td>
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<td>Pocahontas</td>
<td>785-764-8465</td>
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<tr>
<td>Winona</td>
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<tr>
<td>Osceola Keokuk</td>
<td>785-730-2721</td>
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<tr>
<td>Haskell Residential Director</td>
<td>785-830-2703</td>
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**Haskell Security**

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<td>Haskell Recreation &amp; Activities</td>
<td>785-764-8480</td>
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<tr>
<td>Headquarters Counseling Center</td>
<td>785-841-2345</td>
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<tr>
<td>Kansas Statewide Crisis Hotline</td>
<td>800-363-2287</td>
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<tr>
<td>Kansas Suicide Prevention Hotline</td>
<td>800-784-2433</td>
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<td>Lawrence County Jail</td>
<td>785-830-1000</td>
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<td>Lawrence Fire Department</td>
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<td>Non-Emergency</td>
<td>785-832-7509</td>
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<td>Lawrence Memorial Hospital</td>
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<td>Emergency Department</td>
<td>785-749-6100</td>
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<tr>
<td>Ambulance</td>
<td>785-749-6162</td>
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<td>Lawrence Police Department</td>
<td>785-843-0250</td>
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<tr>
<td>Dispatch</td>
<td>911</td>
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<td>Investigation</td>
<td>785-830-7430</td>
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<td>Non-Emergency</td>
<td>785-832-7509</td>
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</table>
National Suicide Prevention Lifeline 800-273-8255
Poison Center 800-222-1222
Veterans Crisis Line 800-273-8255 press 1
Watkins Health Center (KU) 785-864-9500
Willow Domestic Violence Center 785-331-2034
Willow 24 hour hotline 785-843-3333
Telephone Directory
Area Code: 785 (unless otherwise specified)

Haskell Indian Nations University (HINU) 1-785-749-8404
HINU President's Office 749-8497
Vice President Academic Affairs 830-2770
Vice President University Services 830-2753
Director of Admissions 749-8454
Registrar's Office 749-8440
Financial Aid Office 749-8468
Business Office 832-6667
Director of Housing 830-2703
  Blalock Hall 749-8462
  Roe Cloud Hall 749-8466
  Pocahontas Hall 749-8465
  Winona Hall 830-2722
  Osceola Keokuk Hall 830-2721
Recreation Department 749-8480
Athletic Department 749-8459
Facilities Department 749-8467
Student Rights Office 830-2754
Haskell Health Center 843-3750
Haskell Behavioral Health 832-4802

HINU Academic Support
Disabilities Services 832-6607
Counseling Center 749-8445
TRIO Student Support Center 749-8403
Distance Education 832-6679
Student Success Center 830-2277
Substance Abuse Counselor 830-8773

HINU Campus Security
Security Guard On-Duty (cell phone) 830-2763
HERT (Response Team) 832-6608
Law Enforcement, Fire & EMS
Douglas County Sheriff's Dept. (DCSD)
Emergencies 911
Lawrence Police Department (LPD)
Emergencies 911
Non-emergency 832-7509
Dispatch 843-0250
Lawrence Fire Department (LFD) 911
Emergency Medical Services (EMS) 911
Investigation 830-7430
Sexual Assault Resources
LMH SANE Collaborative 749-6100
GaDuGi Safe Center 843-8985
Sexual Assault Response Team Douglas County 843-8985
Suicide Prevention
Kansas Statewide Crisis Hotline 1-800-363-2287
Kansas Suicide Prevention Hotline 1-800-784-2433
Lawrence Headquarters Counseling 785-2345
National Suicide Prevention Lifeline 1-800-273-TALK (1-800-273-8255)
Veterans Crisis Line 1-800-273-8255 (Press '1' to talk directly to a VA Suicide Prevention and Mental Health Professional)
Medical Services
Indian Health Service – Lawrence
Main number 843-3750
Contract Health 832-4851
Appointment Desk 843-3750
Dental Clinic (HINU) 832-4803
Lawrence Memorial Hospital (Main) 749-6100
Bert Nash Mental Health 843-9192
Counseling and Psychological Services (KU) 864-2277
Douglas County Health Department 843-0721
Poison Control
National Poison Control Hotline (Emergencies only) 1-800-222-1222
Albuquerque Poison Control 272-2222

Security Supervisor:
Jim Tucker 8302703 (office)
760-6187 (Cell)

Facility Manager:
Lee Pahcoddly 749-8467 (office)
727-8191 (cell)

Safety Officer
Gary Goombi 749-8467 (office)
727-9932 (cell)

Douglas Family Children Services
Reporting child abuse/neglect in Douglas County (24-hours a day)
1901 Delaware
Lawrence, KS 66046
1-800-922-5330

Indian Country Child Abuse Hotline 1-800-633-5155

Child Protective Services 1-800-922-5330