

Itasca Community College
Grand Rapids MN
**Annual Security Report &
Fire Safety Report**
October 2019



ITASCA
COMMUNITY COLLEGE
A member of Minnesota State



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Report Introduction

Itasca Community College works diligently to ensure the safety and well-being of students, faculty, staff, and visitors to campus. Students and college community members are encouraged to be aware, informed, and alert regarding safety issues on campus and to share in the responsibility to prevent crime by reporting illegal and inappropriate activities. ICC systematically reviews our services, facilities and policies relating to safety and each of us has a responsibility to review this information for our own personal safety and security.

Information on ICC's Campus Security Report is distributed via email in the Annual Notification to all students and employees including an online link to an electronic version of the report also. Please note that email is used as the official method of communication at Itasca Community College. Paper copies are available upon request (104 Backes Student Center).

ICC maintains a webpage with current security information (<http://www.itascacc.edu/campus-services/campus-security>). A link to the 2019 security and fire safety report can be found on this page along with archived reports. The current report can be found at:
<http://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/CampusSecurity2019.pdf>

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act* and is in section 485(f) of the *HEA*.

On March 7, 2013, the *Violence Against Women Reauthorization Act of 2013 (VAWA)* (Public Law 113-14) was signed into law. *VAWA* includes amendments to the *Clery Act*. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

The Grand Rapids Police Department provides fully licensed police protection for Itasca Community College. The Itasca Community College Dean of Student and Administrative Affairs has developed a working relationship with the Grand Rapids Police Department that allows for immediate response to all crimes, emergencies, or requests for service generated by the campus.

The Itasca Community College security patrol is recognized as a support unit responsible for providing security services for students, faculty, staff and campus visitors. The department is comprised of part-time student employees. They are **NOT** licensed police officers and do not possess the power of arrest. Their role on campus is primarily to provide service and deter criminal activity.

The Dean of Student and Administrative Services, with data from the security patrol daily log overseen by the Director or Resident Life compiles all required information and statistics for this report. Statistics are collected using incident reports and from other reporting authorities including, but not limited to, local law enforcement agencies and officials of Itasca Community College who have significant

responsibility for student and campus activities. These college/university officials, known as Campus Security Authorities, include individuals in departments such as:

Campus Security Authorities:

Group 1 CSAs (Those with campus security and disciplinary responsibilities)			
Office	Location	Phone	Comments/Hrs
Grand Rapids Police Department	420 N Pokegama Ave Grand Rapids MN 55744	218-326-3464	

Group 2 CSAs (Others responsible for security including students and employees)			
Office	Location	Phone	Comments/Hrs
Campus Security Patrol/Escort			

Group 3 CSAs (Those with significant responsibility for student and campus activities or disciplinary or judicial proceedings)			
Office	Location	Phone	Comments/Hrs
Provost Title IX Coordinator Bart Johnson	105 Administration	218-322-2388	
Dean of Student & Administrative Affairs – Rick Kangas	108 Backes Center	218-322-2319	
Residential Life Director Football Coach Weldon Braxton	17 Backes Center & Itasca Hall	218-322-2380	
Resident Assistants-Spring 2018 Joe LaDoux Gage Koskovich Eric Reichwaldt Bryce Seiger Tressa Weleski			
Resident Assistants-Fall 2018 Sam Moberg Franck Nyemeck Desley Sabby Logan Schritz Tressa Weleski			
Security Patrol 2018 Troy Alcaraz Dalton Rowan Mitchell Struffert Zach Suelter			
Men’s Athletic Director Baseball Coach Justin Lamppa	115 Mullins Hall	218-322-2394	
Women’s Athletic Director Volleyball Coach Leslie Reed	223 Mullins Hall	218-322-2399	
Wrestling Coach Joe Umlauff	219 Mullins Hall	218-322-2445	
Men’s Basketball Coach Shannon Roberts	220 Mullins Hall	218-322-2398	

Group 3 CSAs cont.			
Office	Location	Phone	Comments/Hrs
Women's Basketball Coach John Bauer	217 Mullins Hall	218-322-2397	
Softball Coach Kyle Erickson	217 Mullins Hall	218-322-2397	
Assistant Football Coaches Dwane Barbee Willie Braxton Jasmon Watkins			
Assistant Wrestling Coaches Jimmy Barnes Mike Schauer Derek Varin			
Assistant Men's Basketball Coaches Bill Adamson Norman Jones			
Assistant Baseball Coaches Chris Brown Sam Sparen			
Assistant Volleyball Coaches Emily Kessler			
Asst Women's Basketball Coaches Jen Toewe			
Assistant Softball Coaches Emily Kessler Mandi McNeil Brooke Ostendorf			
Study Abroad – Denmark Derek Fox	205/207 Wenger Hall	218-322-2376	
Class Act Program Director Anna Francisco	127 Liberal Arts	218-322-2368	
Sexual Assault Advocates Support Within Reach Evelyn Fielding Sherry Shadley	1325 Fourth St NW Grand Rapids MN	218-326-5008	
Club Advisors Harold Annette Weldon Braxton Marlo Gangi Will Backes Derek Fox Brad Jones Anna Francisco Brian Vroman Lynette Howe Jenny Wettersten Crystal Smith Susan Lynch Rick Kangas Kayley Schoonmacher Lee Kessler	L131 Media Center 17 Backes Center 126 Wilson Off campus 105 Wenger 115J Dailey 127 Liberal Arts 127 Liberal Arts 140 Davies 125 Wilson 105 Wenger 122 Admin 108 Backes Center 107 Backes Center 115E Dailey	218-322-2353 218-322-2380 218-322-2446 218-322-2425 218-322-2354 218-322-2368 218-322-2373 218-322-2365 218-322-2437 218-322-2408 218-322-2451 218-322-2319 218-322-2312 218-322-2356	

It is the policy of Itasca Community College to report all criminal activity to the Grand Rapids Police Department by reporting incidents directly to their office. All crimes or potential crimes that are reported to the campus will be forwarded to the Grand Rapids Police Department. It is also Itasca Community College's position that all campus community members are responsible for reporting any criminal activity they become aware of to the College Provost (105 Admin/218-322-2388) or the Dean of Students and Administrative Services (108 Backes Center/218-322-2319) or the Grand Rapids Police Department (218-326-3464) or (emergency 9-911).

Itasca Community College urges all campus entities that are excluded from mandatory reporting, such as professional mental health counselors and pastoral counselors, to advise clients who are victims of crime to report those incidents to campus or local law enforcement authorities, and to report confidential information used strictly for statistical purposes to the Dean of Students and Administrative Services (108 Backes Center/218-322-2319).

Itasca Community College works closely with the Grand Rapids Police Department for immediate response and investigation to all crimes, emergencies, or requests for service generated by the campus. Itasca Community College recognizes Rick Kangas, Dean of Student and Administrative Services as the primary Clery Compliance Officer for compiling this report and annual crime statistics. Statistics are collected using incident reports and from other reporting authorities including, but not limited to, local law enforcement agencies and officials of Itasca Community College who have significant responsibility for student and campus activities. These college officials, known as Campus Security Authorities, are listed in this report.

Itasca Community College publishes the Annual Security Report each year by October 1. The website link for this report is included in the college acceptance letter. This information is also provided to newly hired employees as part of their orientation session. All current students, faculty and staff are sent an email that briefly describes the report and also contains the exact Internet address where it can be found. <http://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/CampusSecurity2019.pdf>.

Printed copies of the report are available, at no cost, upon request from the Information Center, 104 Backes Student Center.

Geography

Pursuant to the Act, the Dean of Students and Administrative Services monitors criminal activity and publishes this report containing a three-year statistical history of select crimes or incidents that occur. The statistics are gathered from four specific geographic areas; 1) campus, 2) residence halls (subset of campus if applicable), 3) non-campus property or institution sanctioned buildings or property and 4) public property that is adjacent to campus, and are submitted on an annual basis to the U.S. Department of Education.

The following definitions are taken from the Higher Education Act of 1965, 485(f) (20 U.S.C. 1092(f)), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” and are used to classify the locations listed in the Itasca Community College crime statistics.

Campus: The term “campus” means 1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and 2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Residential Facilities: Wenger Hall and Itasca Hall

Non-Campus Building or Property: The term “non-campus building or property” means 1) any building or property owned or controlled by an institution; and 2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Non-campus properties include:

Forest Lake Motel (1215 NW Fourth Street, Grand Rapids MN) – For approximately four weeks every year Danish exchange students reside at this location. (September 22 – October 16, 2018)

Grand Rapids High School Noble Hall Field – Sporting events

Grand Rapids Sport Complex – Sporting practice and events

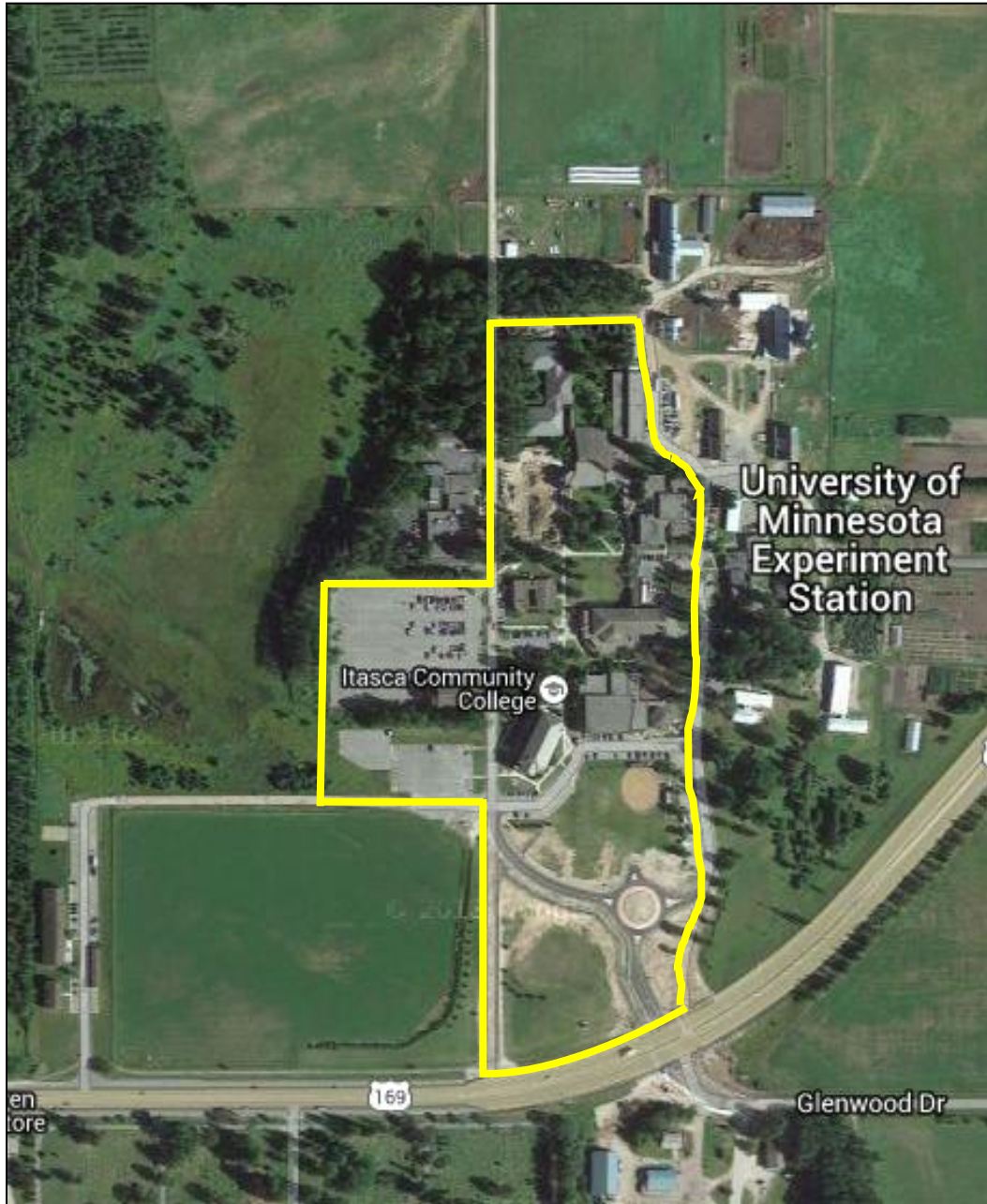
Legion Baseball Field – Sporting practice and events

Camp Rankine – Camp used by engineering faculty & students for project-based retreats

Public Property: The term “public property” means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

Itasca Community College public property includes adjacent streets, parking lots, sidewalks, stairwells.

Map of Campus Property:



Types of Crimes Required Under the Clery Act (See definitions in Appendix 1)

Criminal homicide:

- Murder and non-negligent manslaughter
- Negligent Manslaughter

Sex Offenses:

- Rape
- Fondling
- Incest
- Statutory rape

Robbery

Aggravated assault

Burglary

Motor vehicle theft

Arson

Arrests and referrals for disciplinary actions, including:

- Arrests for liquor law violations, drug law violations, and illegal weapons possession.
- Persons who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Hate crimes, including:

The number of the following crimes that are determined to be hate crimes:

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

For each hate crime recorded an institution must identify the category of bias that motivated the crime.

For the purposes of this, the categories of bias include the victim's actual or perceived:

- Race
- Gender
- Gender identity
- Religion
- Sexual orientation
- Ethnicity
- National origin
- Disability
- Dating violence
- Domestic violence
- Stalking

Statistics

Offense – reported by hierarchy	Year	On-Campus Property	Non-Campus Properties	Public Property	On-Campus Student Housing Facilities
Murder/Non-Negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Sex Offenses, Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Sex Offenses, Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Sex Offenses, Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Sex Offenses, Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2017	1	0	0	0
	2016	0	0	0	0
Dating Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking – includes cyber stalking	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Bias Motivated Crimes

Year	Crime	Bias Motivation	Location
2018	None reported		
2017	None reported		
2016	None reported		

**Hate Crime/Bias Motivation Categories: Race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. The crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are included in the list of crimes that must be reported as hate crime statistics if there is evidence that the crime was perpetrated by the offender’s bias towards the victim’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.*

Arrests	Year	Non-Campus Properties	Public Property	On-Campus Property	On-Campus Student Housing Facilities
Weapons: Carrying/Possession/etc.	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Law Arrests	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Liquor Law Arrests	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Disciplinary Actions	Year	Non-Campus Properties	Public Property	On-Campus Property	On-Campus Student Housing Facilities
Weapons: Carrying/Possession/etc.	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations Referred for Disciplinary Action	2018	0	0	2	2
	2017	0	0	0	0
	2016	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	2	2

Emergency Response and Timely Warning

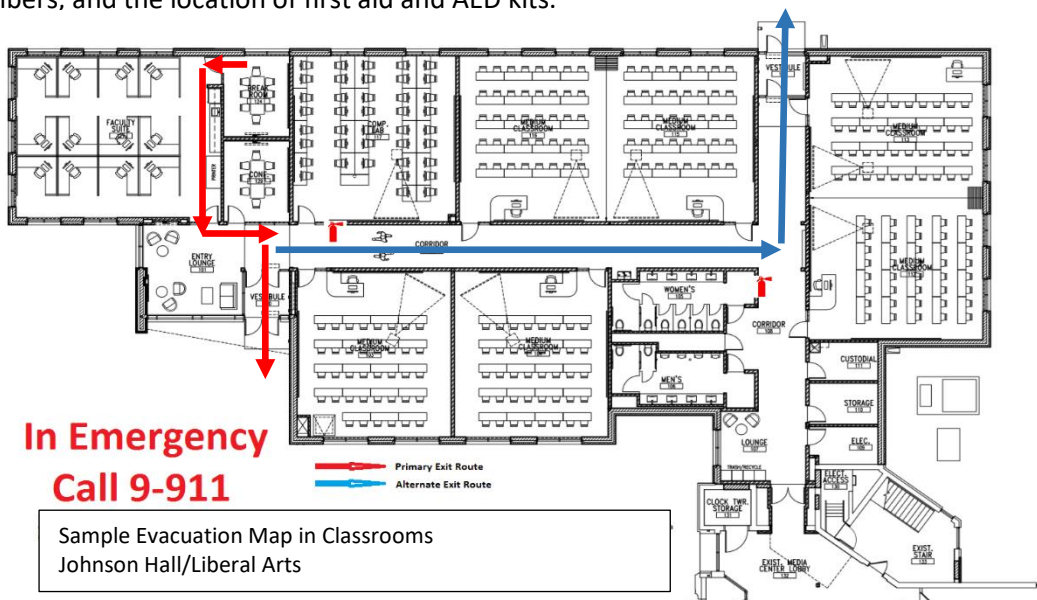
Itasca Community College is required by policy and fire code to have evacuation and emergency operations plans in place. Evacuation plans and emergency procedures can be found posted in each classroom and available in the resident life handbook. Itasca Community College also has a current Emergency Procedures Guide based on the all-hazards concept, incorporating the National Incident Management System and coordinated with the system office and local emergency response agencies. This plan is used to respond to any level of emergency impacting Itasca Community College and outlines the responsibilities and actions necessary to protect life, property and the environment. Some of the processes and procedures are included in this report.

It is recommended that all employees and students review and become familiar with the emergency evacuation procedures annually, or whenever there are plan or facility design changes. It is recommended that departments pre-determine designated assembly points, direct occupants to those locations, and prevent re-entry to the facility. Emergency assembly points should be at least 50 feet from the building and away from areas where emergency personnel will respond, such as roadways or near fire hydrants.

In the event of an emergency or dangerous situation, designated staff will direct students, faculty, staff, and guests in the evacuation of relevant campus buildings. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from ICC and on-scene emergency responders. Certain events, like a hazardous materials release, may require everyone to shelter-in-place to prevent exposure to harmful elements. A test of evacuation procedures is conducted annually for the entire campus.

Evacuation Protocol

- Building evacuations occur when an alarm sounds continuously.
- Do not use elevators during an emergency evacuation.
- Everyone must exit the building quickly and proceed in an orderly manner to the pre-determined designated emergency assembly area. Be alert and pay attention to what is happening around you. Remain at the assembly point until directed by emergency personnel.
- Some emergency situations and weather emergencies may require that you take shelter in the building. Each room on campus has a copy of the Emergency Evacuation Plan posted by the door that provides a detailed evacuation route from the building, indoor shelter areas, emergency phone numbers, and the location of first aid and AED kits.



Emergency Response: Itasca Community College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty or staff occurring on campus. Itasca Community College has numerous systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat. These methods of communication include but are not limited to:

Active messaging: Itasca Community College has the ability to address the campus through a VoIP phone system.

Passive messaging: Itasca Community College will provide emergency information via the main web page. The administration will use campus wide mass email and any other available media such as signs, reader boards and internal closed circuit televisions to disseminate emergency notifications to students, faculty and staff. Twitter and Facebook social media will also be used to disseminate emergency notification either individually or through the Star Alert system.

Individual messaging: Itasca Community College utilizes an emergency notification system branded Star Alert, provided by Blackboard Connect, which disseminates emergency notification through SMS text, direct phone calls and email, at the selection of the recipient. This is an opt-in system.

Students are encouraged to opt-in to this system at the time of registration. College employees are informed of this option as part of their orientation session.

Students, faculty and staff have the option of permanently opting out of Star Alert should they choose. For additional information on access, issues concerning individual accounts or other questions contact: Chad Haatvedt, IT Services/Facilities Director (218-322-2444/218-301-9544)

Itasca Community College, upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus:

1. An Itasca Community College official will verify that a legitimate emergency or dangerous situation exists, even if all of the pertinent details are not known or are available at the time.
2. Itasca Community College officials, in coordination with and at the advice of local first responders, will determine the appropriate segment(s) of the campus community to receive notification.
3. Itasca Community College will, without delay, and taking into account the safety of the community, determine the content of the notification, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The following persons or organization(s) are responsible for emergency notification dissemination:

Provost Bart Johnson
Dean of Student and Administrative Services Rick Kangas
Director of Facilities and IT Services Chad Haatvedt

Itasca Community College after ensuring that local first responders are notified, will activate the active messaging system to provide emergency notification to the campus community. An immediate Star Alert containing pertinent emergency notification and information will be disseminated. Other passive and individual messaging will provide redundant and detailed emergency information as soon as reasonably possible. Itasca Community College will provide follow-up information to the community as needed.

Itasca Community College will test the emergency response and evacuation procedures annually in accordance with this policy and applicable state and federal regulations. Tests may be announced or unannounced and emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Records for all Clery related requirements are maintained for seven years and available upon request.

Timely Warning: Itasca Community College will issue a timely warning for all Clery Act crimes reported to Campus Security Authorities or local police agencies and considered by Itasca Community College officials to represent a serious or continuing threat to students, faculty and staff. Timely warning will not be limited to violent crimes or crimes against persons, and may include crimes against property or other types of serious or continuing threats. Timely Warning Notices will withhold the name of victims as confidential.

Issuance of a Timely Warning is determined on a case-by-case basis. Factors included are the nature of the crime or threat, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Itasca Community College will consult with local law enforcement and other officials when determining the need and content of any Timely Warning.

The intent of a Timely Warning is to enable the campus community to protect themselves and will include all information that would promote safety and aid in the prevention of similar crimes or protection from specific threats. Timely Warnings will be disseminated using the Star Alert text and email features, campus email system, or any other passive or individual method of notification to students, faculty and staff.

Campus Security Policies

Any Itasca Community College student, faculty or staff member should call 9-911 from campus phone or 911 from a cell phone to report an emergency situation or crime.

Crimes can be reported directly to Provost Bart Johnson (105 Admin/218-3349-9154), Dean of Student and Administrative Services Rick Kangas (108 Backes Student Center/218-838-3803), Director of Facilities and IT Services Chad Haatvedt (111 Dailey/218-301-9544). Please notify those listed above anytime 911 services are requested (fire, law enforcement, medical) on campus.

All criminal activity occurring on campus should be reported immediately to Provost Bart Johnson (105 Admin/218-3349-9154), Dean of Student and Administrative Services Rick Kangas (108 Backes Student Center/218-838-3803), Director of Facilities and IT Services Chad Haatvedt (111 Dailey/218-301-9544). If the victim chooses, an additional report can be filed with the appropriate local law enforcement agency. Dean of Student and Administrative Services Rick Kangas can assist the complainant in completing reports. Internal reports may be shared with other departments on campus as necessary to complete an investigation and/ or to ensure the safety of the campus community. Dean of Student and Administrative Services Rick Kangas above will assist law enforcement with investigations as required. Depending on many factors Itasca Community College may or may not hold reports of crime in confidence and may be required by law to release information based on the events or nature of the crime. Whenever possible Itasca Community College will attempt to protect the identity of crime victims.

In addition, crimes can be reported to any of the Campus Security Authority listed on pages 4 and 5 of this report who have significant responsibility for student and campus activities (not including counselors).

Itasca Community College is not required to report statistics for crimes reported to a pastoral or professional counselor. Pastoral and professional counselors, if and when they deem appropriate, are encouraged to inform the persons they are counseling, of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics.

Itasca Community College security patrol and officials ARE NOT certified or sworn peace officers and do not possess law enforcement (arrest) authority. Itasca Community College personnel may utilize private person arrest authority pursuant to Minnesota State Statute 629.37 when appropriate.

Itasca Community College works closely with the Grand Rapids Police Department, Itasca County Sheriff, State Patrol, Bureau of Criminal Apprehension, and other state and federal law enforcement agencies as required. Itasca Community College has a Memorandum of Understanding with the Grand Rapids Police Department.

Itasca Community College encourages students, faculty and staff to accurately and promptly report all crimes to one of the above listed agencies and offices when the victim of a crime elects to, or is unable to make, such a report.

Itasca Community College annually reviews the physical security infrastructure to ensure appropriate steps are taken to maintain and enhance the safety and security of the campus. Landscaping and lighting are checked weekly by facility services staff and discrepancies are as soon as our contracted electrician can effectuate repairs. The campus works closely and routinely with the NHED safety

director and the Facilities department to evaluate campus physical security and vulnerability, programming resources to address any potential threats, vulnerabilities or contingencies.

Building	Monday - Friday	Saturday	Sunday	Campus Holiday
Administration	7 am – 4:30 pm	NA	NA	NA
Backes Student Center	6:30 am – 10 pm	NA	NA	NA
Davies Hall, Dailey Hall, Johnson Hall, Wilson Hall	6:30 am – 9 pm	NA	NA	NA
Mullins Hall	6:30 am – 11 pm	NA	4:30 pm – 1 pm	NA
Media Center	8 am – 8 pm	NA	2 pm – 8 pm	NA
Wenger Hall	Continuous	Continuous	Continuous	Continuous
Itasca Hall	No public hours	No public hours	No public hours	No public hours
Early Childhood	7 am – 5 pm	NA	NA	NA

Campus facilities, offices, classrooms and other spaces use a combination of keyless entry, keys issued to authorized personnel only, and manually operated locks. Typically, any employee can open and/or grant access and secure all facility access points after hours.

Itasca Community College provides the following programs at the frequency noted, to inform students, faculty and staff about campus security procedures and practices:

Program	Frequency/Dates	Audience
D2L – PESTA	Semester start	All students & employees

Itasca Community College encourages students, faculty and staff to be responsible for their own security and the security of others by following the tips provided:

Protect your room or apartment:

- Lock your door – even if you are only going out for a short time. It only takes 8 seconds to walk into an open room and steal your valuables.
- Always lock your door and windows when you are asleep. You are also encouraged to lock your door and windows when you are awake.
- Do not prop open locked exterior building doors. These doors are locked for your protection and protection of other residents.
- Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the main entrance doors.
- Do not loan your keys or Student ID card swipe to anyone – even a classmate or friend. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
- Smoke detectors are provided in each housing unit for your safety. AT NO TIME SHOULD THEY BE DISCONNECTED OR REMOVED (or a fee may be imposed).

Protect your property:

- Personal property (purses, backpacks, calculators, cell phones, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom, or your residence.
- Take valuables home with you during vacations and school breaks.
- Park your bike where you can keep an eye on it if possible. Always lock your bike.

Protect your automobile:

- Always lock your car doors and never leave your keys or valuable items such as cameras, wallets, etc. in plain sight or on the seats in the vehicle.
- Try to park your car in a well-lit area.

Protect yourself at night:

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Call for an escort in advance

Protect yourself walking and jogging:

- Avoid walking and jogging alone after dark. If you must travel alone at night, call for someone to escort you to your on-campus destination.
- Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence or apartment, and keep your personal or valuable items concealed and close to your body.

Help us protect you:

- Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them. Call 911 first and then
 1. Suspicious activity:
 - (a) If you see any suspicious activity or people on or near campus, call law enforcement. Do not assume that what you observe is an innocent activity or that it has already been reported.
 - (b) Do not assume the person is a visitor or college staff member that you have not seen before.
 2. Suspicious people may be:
 - (a) Loitering about at unusual hours and locations; running, especially if something of value is being carried.
 - (b) Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
 - (c) Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
- Report all thefts and property loss immediately to the Dean of Students and Administrative Services (108 Backes Center/218-322-2319).
- Be security conscious at all times.

Daily Crime Log

Itasca Community College has a security patrol and therefore maintains a written daily crime log. The crime log records by date the crime that was reported, any crime that occurred within the institutions designated Clery geography. The crime log discloses specific information about criminal incidents, not crime statistics. The information in the crime log contains the nature, date, time and general location of each crime and disposition of the complaint, if known. The log has a more specific location focus than the statistical disclosure and designed to disclose crime information on a more-timely basis. Itasca Community College MUST make an entry or an addition to an entry to the log within two business days of the report of the information to the Director of Resident Life, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

The institution may withhold information required if there is clear and convincing information that the release of the information would:

- 1) Jeopardize an ongoing criminal investigation or the safety of an individual,
- 2) Cause a suspect to flee or evade detection, or
- 3) Result in the destruction of evidence.

Itasca Community College may disclose any information withheld once the adverse effect described above is no longer likely to occur. The institution can withhold only that information that would cause the adverse effect.

The campus security patrol makes the crime log for the most recent 60-day period open to public inspection during normal business hours. Itasca Community College must also make any portion of the crime log, older than 60 days available within two business days or a request for inspection. Request must be made to Director of Resident Life, Weldon Braxton (17 Backes Center/218-322-2380).

Missing Student Policy

If at any time a student, faculty or staff member becomes aware or suspects a student is missing for 24 hours, report ***immediately*** to the Dean of Student and Administrative Affairs, Rick Kangas and/or Grand Rapids Police Department. Any missing student report by any other Campus Security Authority, will be referred immediately to the Dean of Student and Administrative Affairs, Rick Kangas and/or Grand Rapids Police Department (218-326-3464).

Students have the option of identifying and designating a contact person or persons whom Itasca Community College shall notify within 24 hours of the determination that the student is missing, as determined by Itasca Community College or local law enforcement agency. The students contact can, but does not need to, be their general emergency contact. They have an annual option to change their contact person for the missing student contact. Students are advised that their contact information will be registered confidentially and will only be accessible to authorized campus officials. Information may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If students are under 18 years of age and not emancipated, Itasca Community College MUST notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Itasca Community College will notify local law enforcement within 24 hours of the determination that the student is missing, unless law enforcement was the agency that made the determination that the student is missing.

Sexual Assault and Related Offenses

Itasca Community College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relations violence, stalking, as well as aiding acts of sexual violence. Sexual assault and related offenses are governed and adjudicated under Minnesota State Board Policy 1B.3 Sexual Violence Policy, the Violence Against Women Act as amended and the Clery Act as amended. As a result, Itasca Community College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to an Itasca Community College official. In this context, Itasca Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of Minnesota State Board Policy 1B.3 Sexual Violence Policy, visit <http://www.minnstate.edu/board/policy/1b03.html>. For a complete copy of Itasca Community Colleges policy governing sexual misconduct, visit <http://www.itascacc.edu/campus-services/sexual-violence-prevention>.

Definitions: *The following definitions apply:*

Affirmative Consent: Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Sexual Assault: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. An actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also

includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.

2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Rape: is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: is defined a nonforcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: The term “domestic violence” means felony or misdemeanor crimes of violence committed—

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: The term “dating violence” means violence committed by a person – who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated; and that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

1. Course of conduct means two or more acts, including, but not limited to, acts which the

stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
3. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Itasca Community College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking. Itasca Community College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students and participating in and presenting information and materials during new employee orientation. Primary prevention and awareness programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome. Environmental risk and protective factors are considered as they occur on the individual, relationship, institutional, community and societal levels.

Name of Awareness Program(s)	Date Held	Location Held
Sexual Violence Prevention (all students)	8/27/2018	Campus: Mullins/Davies/Library
<i>Personal Empowerment through Self-Awareness is an online sexual violence prevention course offered over BrightSpace (D2L) and is available to all students and employees of the college. Students who miss the session at Freshman Orientation are contacted and required to complete this online course.</i>		
Sexual Violence Prevention (athletes)	8/15, 8/26, 9/11	Campus: Mullins Hall
Sexual Assault Prevention Programming <i>(online EverFi course)</i>	Residential students are required to complete this course prior to moving in to housing. Athletes also complete this course.	
Ongoing Prevention Program(s)		
ICC collaborates with Support Within Reach (SWR) (a private, non-profit, community service organization serving residents and those impacted by incidents of sexual violence in a six county area) whose mission is to enhance the campus community’s awareness, understanding, safety, and accountability regarding sexual violence, sexual harassment, and stalking. The program provides on-site services (131 Wilson Hall, 218-322-2457 / 218-326-5008 after hours) including one-on-one support, medical and legal advocacy, and referrals. On-campus hours are limited and vary from semester to semester. Services are also available at their Grand Rapids location (1325 NW Fourth Street). In addition to the awareness programming, they provide on-going education related to issues surrounding sexual violence to students, faculty, and staff including special campus groups throughout the year. A number of prevention programs were conducted for the 2018 calendar year.		
<u>Additional programming offered by SWR for 2018:</u>		
Neurobiology of Trauma	1/25/18	
40-hour Sexual Assault Training	1/30, 2/1, 2/6, 2/8, 2/13, 2/15	
Film Screening of The Apprentice	4/12/18	
Take Back the Night	9/21/18	
What Do Drugs & Alcohol Have to Do With It?	10/30/18	
<i>The Intersection Between Sexual Violence & Substance Use</i>		
#MeToo, #ItsOnUs and Affirmative Consent	11/20/18	
<i>Fads or Effective Sexual Violence Prevention?</i>		

Procedures for Reporting a Complaint: Itasca Community College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Itasca Community College will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to the Dean of Student and Administrative Affairs or local law enforcement. Students and employees should contact the Dean of Student and Administrative Affairs and/or Director of Resident Life.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at Grand Itasca Clinic and Hospital (1601 Golf Course Road, Grand Rapids MN).

In Minnesota, evidence may be collected even if you chose not to make a report to law enforcement. Evidence collected during a medical forensic exam will only be tested if a report is made to law enforcement.

Under Minnesota law, the county in which the sexual assault or rape occurred is responsible for the cost of collecting evidence during your medical forensic examination. The county must pay regardless of whether or not you report to law enforcement. After your medical forensic examination has been performed, the county may be reimbursed from your insurance with your permission. Counties must obtain your approval prior to billing your insurance. Whether or not the county uses your insurance is your choice. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to Itasca Community College investigators or police. Although Itasca Community College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. Itasca Community College will assist any victim with notifying local police if they so desire. Grand Rapids Police Department may also be reached directly by calling 218-326-3464, in person at 420 N Pokegama Ave, Grand Rapids MN.

Additional information about the Grand Rapids Police Department may be found online at: <https://www.cityofgrandrapidsmn.com/police-department-home>

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Provost Bart Johnson, 105 Administration/218-349-9154/bart.johnson@itascacc.edu by calling, writing, going online or coming into the office to report in person if the victim so desires. Itasca Community College will provide resources, on campus, off campus or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Itasca Community College Dean of Student and Administrative Services or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the institution, below are the procedures that the institution will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Itasca Community College designated CSA's (see pages 4 & 5), when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested. Itasca Community College may:

1. Provide complainant with written information to access medical care, depending on when reported (immediate vs. delayed report).
2. Assess immediate safety needs of complainant.
3. Assist complainant with contacting local police if complainant requests and provide contact information for local police department.
4. Provide complainant with referrals to on and off campus mental health providers.
5. Assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties
6. Provide a "No Trespass" directive to accused party if deemed appropriate
7. Provide written instructions on how to apply for an Order of Protection
8. Provide a copy of the Sexual Violence Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
9. Inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
10. Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

When appropriate, Itasca Community College may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.

Assistance for Victims - Rights and Options: Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Itasca Community College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Minnesota, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. Be informed of prosecutor's decision to decline prosecution or dismiss the case along with information about seeking a protective or harassment order at no fee
2. Protection against employer retaliation for victims to take reasonable time off to attend order for protection or harassment restraining order proceedings
3. Domestic abuse victims have the ability to terminate a lease without penalty
4. Sexual assault victims can make a confidential request for HIV testing of a convicted offender
5. Sexual assault victims do not have to pay the cost of a sexual assault examination
6. Sexual assault victims may not be required to undergo a polygraph examination in order for an investigation or prosecution to proceed.

Further, Itasca Community College complies with Minnesota law in recognizing Orders of Protection and Harassment Restraining Orders. Any person who obtains an order of protection from Minnesota or any reciprocal state (Under VAWA's full faith and credit provision, every state must recognize and enforce protection orders issued in other states, as if issued in the enforcing state) should provide a copy to Itasca Community College's Dean of Student and Administrative Services and the Office of the Title IX Coordinator. A complainant may then meet with Itasca Community College's Dean of Student and Administrative Services to develop a plan, which is a plan for campus officials and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.). Itasca Community College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. Protection from abuse orders may be available through the local county court at no cost. Itasca Community College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, Itasca Community College offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal investigation of the complaint. The victim **will** be provided written notification about options for or available assistance in, and how to request changes to changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/ adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, Itasca Community College will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Type of Order	Who Can File For One	Where to go for assistance	Criteria for Order*
(OFP) Order for Protection Domestic Abuse	<ul style="list-style-type: none"> • Spouses • Former Spouses • Parents and Children • Persons related by blood • Persons who live together or who have lived together in the past • Persons who have a child in common, even if they have not been married or lived together • Persons who have an unborn child in common • Persons involved in a significant romantic or sexual relationship 	<p>Visit the Itasca County Courthouse. District Court staff will help you complete the paperwork (Affidavit and Petition) needed to ask for a temporary "ex parte" Order for Protection. You are called the "Petitioner" and the person you are filing against is called the "Respondent." Support Within Reach (1325 NW 4th St, Grand Rapids) can assist students in completing and filing OFP's and harassment orders.</p> <p>On-campus office: 131 Wilson Hall</p>	<ul style="list-style-type: none"> • physical harm, bodily injury, or assault; • the infliction of fear of imminent physical harm, bodily injury, or assault; • terroristic threats, within the meaning of section 609.713, subd 1; criminal sexual conduct, within the meaning of section 609.342, 609.343, 609.344, 609.345, or 609.3451; or interference with an emergency call within the meaning of section 609.78, subd 2.
(HRO) Harassment Restraining Order	Anybody who does not fall under the criteria for the Order for Protection.	<p>To file a Harassment Restraining Order, you must first fill out a Court Administration form titled "Petitioner's Affidavit and Petition for Harassment Restraining Order."</p> <p>You may pick up a copy of this form from the Itasca County Service Center, or download it from the Minnesota Court System's web site. Provide as many details as possible on the form, and return it to Court Administration.</p>	A single incident of physical or sexual assault or repeated incidents of intrusive or unwanted acts, words, or gestures that have a substantial adverse effect or are intended to have a substantial adverse effect on the safety, security, or privacy of another, regardless of the relationship between the actor and the intended target.

*Criteria for Order reflects Minnesota Statutes

The institution does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request in Student Services, 107 Backes Student Center.

On-Campus Resources for Victims

Service	Name of Person/Office to Contact	Contact Information
Counseling	Student Services / 107 Backes Center	218-322-2320
Victim Advocacy	Support Within Reach / 131 Wilson	218-322-2457
Financial Aid Assistance	Allison Geisler / 107 Backes Center	218-322-2323
Visa & Immigration Assistance	Bill Marshall / Admissions	218-322-2340

Off Campus Resources for Victims

Service	Name of Person/Office to Contact	Contact Information
Counseling	Advocates for Family Peace	218-326-0388
Health	Grand Itasca Clinic & Hospital	218-326-3401
Mental Health	Northland Counseling Center	218-326-1274
Victim Advocacy	Support Within Reach	218-326-5008
Crisis Intervention/Referral	First Call For Help	218-326-8565
Legal Assistance		

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.html> – Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> – Department of Education, Office of Civil Rights

Bystanders: Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some of the ways to be an active bystander. If you or someone else is in immediate danger, call 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
2. Confront people who seclude, hit on, and/or try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in the Annual Security Report or other resources for support in health, counseling, or with legal assistance.

Reducing the Risk of Sexual Assault: You can reduce the chances of sexual assault by doing the following:

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas, it is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (call 911)
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink unattended, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come and get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgement before doing anything you may regret later.

Complainants' rights: are as follows:

1. Complainants have the right to file criminal charges with local law enforcement officials in any sexual assault case
2. They have all of the rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety
3. Complainants are afforded the availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident
4. Campus Security Authorities will assist in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding

5. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved
6. Upon a sexual assault complainant's request, Itasca Community College will take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible. Any accommodations or protective measures provided to the victim will be maintained in confidence, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
7. Upon the request of the complainant, students who report sexual assaults to (Minnesota State) and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring

Investigation and Disciplinary Procedures: Investigations and disciplinary procedures will be conducted by Itasca Community College officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Itasca Community College officials who conduct investigations and disciplinary procedures will not have any bias or conflict of interest toward either the accuser or the accused.

Procedures used in response to a complaint of sexual violence complainants should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. The process will be respectful of the needs and rights of individuals involved and they will be treated with dignity. It is never assumed or suggested that the complainant or victim was at fault for the sexual assault or should have behaved differently to prevent the assault. All proceedings will be acted on promptly and conducted within reasonable timeframes. The process will allow for extensions of those timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. The process will be consistent with these policies and transparent to the complainant and the respondent. Student complainants and respondents will have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law. Employees have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan. All procedures will be conducted in accordance with applicable due process standards and privacy laws. The complainant and respondent will simultaneously be informed, in writing, of the outcome in a timely manner, as permitted by applicable privacy law. Outcomes will be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated. The past sexual history of the complainant and respondent are deemed irrelevant except as that history may directly relate to the incident being considered. A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

Itasca Community College takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

If a complainant no longer desires to pursue a complaint through Itasca Community College proceeding, Itasca Community College reserves the right to investigate and resolve the complaint as it deems appropriate. Itasca Community College reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of Itasca Community College.

The institution will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

Sanctions: Itasca Community College may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated Board Policy 1B.3, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

Itasca Community College may summarily suspend or take other temporary measures against a student alleged to have committed a violation of Board Policy 1B.3, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, or expulsion of students, or termination from employment for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate. Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by Itasca Community College for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

Actions by a student or employee intended as retaliation, coercion, discrimination, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, section 121 of the Adam Walsh Child Protection and Safety Act of 2006, and the Family Educational Rights and Privacy Act of 1974, Itasca Community College is providing a link to the Minnesota Sex Offender Registry. This act requires institutions of higher education issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The Minnesota Level 3 Sex Offender Registry is available via Internet. **Information regarding Level 3 sex offenders can be found at coms.doc.state.mn.us/Level3/ and information regarding Level 2 offenders is available at the Grand Rapids Police Department.**

Filing an Appeal: The complainant or the respondent may appeal the decision of the decision maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision maker.

For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondents administrative remedies under this procedure except as provided herein.

Drug and Alcohol Policies:

Itasca Community College prohibits the unlawful possession, consumption (use), sale, or distribution of alcohol by all students and employees and enforces all applicable drinking/liquor laws and policies on campus, including Federal law, Minnesota State law, Grand Rapids City Ordinances and institution policy.

The possession or consumption of alcohol is prohibited in all Itasca Community College campus buildings, and applies regardless of age. The only exception is for special events authorized by the Minnesota State Colleges and Universities Board of Trustees.

Students are subject to the Student Code of Conduct while participating in school sponsored activities at off campus locations – any violations of the Student Code of Conduct while participating in any such activities will be investigated by Itasca Community College and the Office of Student Conduct (Dean of Student and Administrative Services).

Students who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the Grand Rapids Police Department may be called to assist, and the student may be subject to citation or arrest. **Employees** who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action. **Non-students/ non-employees** who are found to be in possession of an open container or consuming alcohol while on campus may be asked to leave campus, may be prohibited from returning for one year, if uncooperative the Grand Rapids Police Department may be called to assist, and the individual may be subject to citation or arrest.

Students who are believed to be under the influence of alcohol may be subject to disciplinary action for violating the Student Code of Conduct. **Employees** who are believed to be under the influence of alcohol may be subject to disciplinary action. **Non-students/ non-employees** who are believed to be under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative the Grand Rapids Police Department may be called to assist, and the individual may be subject to citation or arrest.

Illegality of Drugs on Campus and the Enforcement of Federal and State Drug Laws: Itasca Community College enforces Federal, State, and local drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia. Itasca Community College forbids the possession, use, or distribution of illegal drugs on campus. This includes but is not limited to possession, sale, and use, growing, manufacturing and making of narcotic drugs. Exceptions would be drugs prescribed by a doctor's order.

Students who are believed to be under the influence of a controlled substance may be subject to disciplinary action for violating the Student Code of Conduct. **Employees** who are believed to be under the influence of a controlled substance may be subject to disciplinary action. **Non-students/ non-employees** who are believed to be under the influence of a controlled substance may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative the Grand Rapids Police Department may be called to assist, and the individual may be subject to citation or arrest.

For petty misdemeanor crimes, such as possession of marijuana, the following actions will be taken: **Students** who are found to be in violation of the law may be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the Grand Rapids Police Department may be

called to assist, and the student may be subject to citation or arrest. **Employees** who are found to be in violation of the law while on campus may be subject to disciplinary action. **Non-students/ non-employees** who are found to be in violation of the law while on campus may be asked to leave campus, may be prohibited from returning for one year, if uncooperative the Grand Rapids Police Department may be called to assist, and the individual may be subject to citation or arrest for misdemeanor and felony level drug crimes the Grand Rapids Police Department will be contacted.

Drug and Alcohol Abuse Education Programs: Itasca Community College recognizes the reality of chemical dependency and is aware of its occasional presence in the higher education community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the campus community. Itasca Community College encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various offices, including Counseling and Human Resources, provide information and referral to prevention programs for those seeking help with substance abuse.

All residential students and athletes must enroll in the AlcoholEdu program by EverFi. The first portion of this online program must be completed before students move to campus. The second portion must be completed by October. Any violators of the campus alcohol and other drugs policy are required to complete the AlcoholEdu Sanctions course.

Firearms Policy: Board Policy 5.21 Possession or Carry of Firearms

<http://www.mnscu.edu/board/policy/521.html>

Purpose and Scope. The purpose of this policy is to establish restrictions on possession or carry of firearms applicable to the Minnesota State Colleges and Universities System, in accordance with the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714, and other applicable law.

Definitions.

Employee. "Employee" means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and the system office, including student employees.

Firearm. "Firearm" means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas or compressed air.

Pistol. Means a weapon as defined in Minnesota Statutes section 624.712, subd. 2

Student. "Student" means an individual who is:

1. registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any system college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Campus property. "Campus property" means the facilities and land owned, leased, or under the primary control of Minnesota State), Minnesota State Colleges and Universities, its Board of Trustees, and system office.

Visitor. "Visitor" means any person who is on campus property, but does not include (1) an employee of the Minnesota State Colleges and Universities acting in the course and scope of their employment; or (2) a student, when that student is on campus property.

No person is permitted to carry or possess a firearm on campus property except as provided in this policy.

Employees.

1. **Prohibition.** Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off campus property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.
2. **Employee reporting responsibility.** An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the official designated in the applicable policy included in this report. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

Students. Students are prohibited from possessing or carrying a firearm while on campus property, regardless of whether the student has a permit to carry a firearm, except as otherwise provided in this policy.

Visitors. Visitors are prohibited from possessing or carrying a firearm while on system property, except as otherwise provided in this policy.

Exceptions. The following are exceptions to this policy:

Parking areas. This policy does not prohibit the lawful possession or carry of firearms in a parking area or parking facility.

Authorized uses. This policy does not prohibit:

1. Lawful possession or carry related to an academic use or use at a campus shooting range, such as law enforcement programs, approved in writing by the college or university president; or
2. Transport of an unloaded firearm directly between a parking area or parking facility and the location authorized for its use, or transport of an unloaded firearm directly between a parking area or parking facility and a storage facility provided by the college or university.
3. Possession or carry of a pistol by a visitor who has a lawful permit to carry a pistol pursuant to Minnesota Statutes section 624.714, subd. 1a (see related documents below).
4. Possession or carry of a firearm by a licensed peace officer under Minnesota Statutes section 626.84, subd.1(c) or by a qualified law enforcement officer pursuant to 18 United States Code section 926B (see related documents below), when possession or carry is otherwise authorized by law.

Violations. Violations of this policy by students or employees are misconduct subject to discipline, up to and including expulsion or termination.

Referral to Law Enforcement. Itasca Community College may refer suspected violations of weapons law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fires safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to Itasca Community College.

Description of On-campus Student Housing Fire Safety Systems

	Itasca Hall 1851 E Hwy 169		Wenger Hall 1851 E Hwy 169	
Alarm Manufacturer	Simplex Model 4008		Simplex Model 4005	
Alarm Initiation Devices	7 manual pulls 31 photo cells 3 heat detectors		5 manual pulls 3 photo cells 8 duct detectors	
Alarm Notifications	55 horns 2 strobes 12 horn/strobe combination		26 horn/strobe combination	
Annual Alarm Inspection	Yes		Yes	
Sprinkler System	wet system		Patterson fire pump	
Smoke Detection	Yes		Yes	
CO ₂ Detection				
Fire Extinguishers	Yes		Yes	
Evacuation Plans Posted	Yes		Yes	
Fire Drills Conducted Each Year	2 announced & 2 unannounced	2 per semester 4 calendar year	2 announced & 2 unannounced	2 per semester 4 calendar year

Statistics and Related Information Regarding Fires in Residential Facilities

Number of Fire Calls in Residence Halls	Itasca Hall			Wenger Hall		
	2017	2016	2015	2017	2016	2015
Unintentional	0	1	0	0	0	0
Intentional	0	0	0	0	0	0
Undetermined	0	0	0	0	0	0
Injuries Requiring Treatment	0	0	0	0	0	0
Injuries Resulting in Death	0	0	0	0	0	0
Damaged Property Value	0	0	0	0	0	0

Value Ranges: \$0 – 99
 \$100 – 999
 \$1,000 – 9,999
 Etc. using \$25,000 increments

Fire Safety Policies: For your own safety and the safety of others, residents are expected to maintain their rooms in an orderly manner at all times in compliance with the following fire regulations:

1. Unattended cooking is not allowed in rooms or kitchens.
2. Use of open flame cooking devices or hot plates is not allowed in rooms.

3. Microwave ovens, popcorn poppers, toasters, coffee pots or other such devices should not be used under lofts and/or near flammable materials.
4. Light bulbs should be used in approved lamps or holders and be of proper wattage for the device; excessive wattage may result in a fire.
5. Light fixtures must not be tampered with in any way, and items which might serve as conductors of electricity should not be hung from them.
6. Room doors must be able to fully open and be self-closing. Room doors must be closed when the room is left unattended or the residents of the room are sleeping. Closet doors may not be removed.
7. An emergency aisle of at least 22 inches must be maintained within the room.
8. When arranging furniture, consideration must be taken so that if tipped over, items do not block the door.
9. Kitchen doors must not be propped open.
10. Use power strips/surge protectors with breakers instead of octopus plugs or extension cords. Multi plugs or extension cords are not allowed.
11. Power strips/surge protectors must be unplugged after use and should not be placed under carpet or attached to, woven through or touching metal in any manner.
12. Students are responsible for notifying a Residential Life staff immediately after identifying problems with smoke detectors.
13. Anyone caught tampering with smoke detectors or fire alarms may face criminal charges.
14. Portable heaters are prohibited in student rooms/apartments.
15. Motorbikes or other motorized vehicles may not be stored in students' rooms or in any residential community.
16. Excessive use of paper on walls is not permitted.
17. Wastebaskets are provided in students' rooms. Garbage receptacles should not be taken from other areas of the hall into students' rooms.
18. Highly combustible materials such as propane, gas, lighter fluid, helium, grills, charcoal and firewood are prohibited.

Candles: Candles may not be burned in any residential areas, including student rooms, due to potential fire hazards. New/unburned candles are permitted for decorative purposes only.

Burning of Incense, Sage, Sweet Grass, or Cedar: Incense, sage, sweet grass, cedar, hookahs and similar items are not allowed to be burned in residential communities. An exception for the sole purpose of religious ceremony may be granted with prior approval from your Residence Hall Director within three working days. All requests must be in writing, and student should expect a written response within one business day.

Fire Safety Education: the following are required fire safety education activities:

Fire Drills: As required by state law, a fire drill is scheduled for each semester. These fire drills are unannounced to provide a realistic practice situation. Failure to evacuate during a fire drill or false alarm could result in prosecution. Failure to evacuate will also subject a student to Residential Life disciplinary procedures.

Fire Safety Equipment: Fire extinguishers are located throughout each building for the protection of the residents. Misuse of fire extinguishers including breaking or smashing the fire extinguisher glass will result in disciplinary action by the Department of Residential Life and/or referral to appropriate

authorities. State law requires Itasca Community College to provide smoke detectors and smoke alarms in each residence hall room/apartment. It is a misdemeanor punishable by 90 days in jail and/or \$300 to either remove the batteries or alarm from its location. While this represents a violation of state law, it also poses a threat to the safety of students living in the residential community and will be considered a violation of the Student Code of Conduct. Most rooms also have a sprinkler system that will automatically turn on in case of fire. The system will continue to operate until turned off by campus personnel or the fire department. This system can be accidentally activated when hit by an object; therefore, take proper precautions not to accidentally bump the system. There must be at least an 18 inch radius around the sprinkler, with no objects placed on or near it. Students will be held financially responsible for costs associated with damage to the sprinkler system. Vandalism/damages may result in disciplinary action including possible suspension and/or removal from the Residential Life program (as well as restitution).

Evacuation Procedures: Emergency evacuation routes and severe weather locations are posted in all buildings on each floor throughout campus. Residential Life staff provides fire emergency procedures in The Department of Residential Life Student Handbook.

If you hear an alarm:

1. Close windows, open curtains, and turn on lights.
2. Check for heat on door and then open slowly and check for smoke.
3. If smoke is thick and/or fire is present, remain in your room with the door closed. Block air vents and door crack with towel or clothing. Call the Itasca Community College Emergency Designee at 218-326-4751 and identify yourself and your location.
4. If smoke is absent, exit the building using the nearest exit. Close and lock your door when you leave.
5. Stand away from the building and do not re-enter until the all-clear is given by Residential Life staff, Itasca Community College officials or civil authorities.

If you see a fire:

1. Pull alarm in hallways.
2. Call 911 (9-911 from campus phones).
3. Exit the building. Evacuation procedures are posted in each building.

Regardless of 911 reports, all fires that occur on Itasca Community College campus property should be reported to the Itasca Community College Director of Facilities Services and Director of Residential Living.

Institutions must maintain a fire log that reflects the nature of the fire, date, time and general location of each fire in on-campus student housing facilities. Itasca Community College complies with this rule by including all fire related incidents in the Daily Fire Log. The Itasca Community College Director of Facilities Services and Director of Facilities Services offices maintains a Fire Log of all incidents reported.

This log includes the incident type, date incident is reported, date and time of occurrence, general location of each reported incident type and the disposition of the incident if that information is known. Itasca Community College posts specific incidents in the Fire Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law. The most current (up to 60 days) of information is available in the Department of Residential Living in Itasca Hall and Facilities Services in Dailey Hall.

Appendix 1

Terms and Definitions

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon (or displays weapon in a threatening manner) or by means likely to produce death or great bodily harm (e.g. victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness).

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

The unlawful entry of a structure with the intent to commit a felony or theft.

Affirmative Consent

Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Criminal Homicide – Negligent Manslaughter

The killing of another person through gross negligence.

As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide—Manslaughter by Negligence (b).

Dating and Relationship Violence

Dating and relationship violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

Destruction/Damage/Vandalism of Property – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Drug law violations

Arrests or referrals for the violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack. Note: This offense includes stalking.

Larceny-theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.

Liquor law violations

Arrests or referrals for the violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Note: A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails and that fits one of the following property descriptions:

- **Automobiles** - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people
- **Buses** - motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis
- **Recreational Vehicles** - motor vehicles that are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes
- **Trucks** - motor vehicles that are specifically designed (but not necessarily used) to transport cargo
- **Other Motor Vehicles** - any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, or golf carts.

Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Non-negligent Manslaughter (1a).

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear that force will be used.

Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

Sexual Assault

“Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Simple Assault - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Sex Offenses – Defined

Forcible Sex Offenses.

Any sexual act directed against another person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent.

Reported offenses may include:

- **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 in instances 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 or against the person’s will in instances 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** - To use 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 in instances 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.

Note: An object or instrument is anything used by the offender other than the offender’s genitalia. Examples include but are not limited to a finger, bottle, handgun, or a stick.

- **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.

Note: Forcible Fondling includes Indecent Liberties and Child Molesting. Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault with an Object, it should be reported only if it is the sole Forcible Sex Offense committed against a victim.

Sex Offenses, Non-forcible.

Unlawful, non-forcible sexual intercourse.

Reported offenses may include:

- **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.

Note: If force was used or threatened, or if the victim was incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity, then the offense should be classified as forcible rape, not statutory rape.

Sexual Violence

Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

Stalking

Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

Weapons law violations

Arrests or referrals for the violation of laws or ordinances dealing with weapon offenses.

Resources: 2016 Handbook for Campus Safety and Security Reporting
Title 34: Education [PART 668—STUDENT ASSISTANCE GENERAL PROVISIONS](#)
[Subpart D—Institutional and Financial Assistance Information for Students](#)
Bystander intervention strategies Stanford University's Office of Sexual Assault & Relationship Abuse
Various Minnesota State Colleges and Universities Annual Security Reports.

Appendix 2

College Drug Free Schools and Communities Act Biennial Review

Introduction

The Drug-Free Schools and Communities Act of 1989 Amendments requires institutions of higher education to design and implement alcohol and illicit drug programs on their campuses. As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education has to certify that it has adopted and implemented a program to prevent "the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees" on campus property or as part of any campus activity.

This legislation directed Colleges/Universities to:

1. To develop a written policy on alcohol and other drugs
2. To develop a process that ensures policy distribution to all students, staff, and faculty
3. To enumerate federal, state, or local sanctions for unlawful possession or distribution of illicit drugs and alcohol
4. To describe health risks associated with alcohol abuse or illicit drug use
5. To describe College drug and alcohol programs available for students and employees
6. To specify disciplinary sanctions imposed on students and employees for policy violations
7. To conduct biennial reviews to assess the effectiveness of its alcohol and drug programs.

The law further requires an institution of higher education to review its program to:

1. To determine its effectiveness and implement changes if they are needed, and
2. To ensure that the sanctions developed are consistently enforced

In compliance with federal legislation, the Drug Free Schools and Communities Committee of Itasca Community College has prepared this biennial review.

Biennial Review Process

A committee was convened and oriented to the requirements of the Drug Free Schools Act and the completion of a Biennial Review to comply with the act.

Members represented: Residential Living, Enrollment Services, Counseling, Athletics, Student Life, and Student Services.

The committee reviewed components essential to the College's drug and alcohol program: policy statements, publications, services, data collection, campus life, and data on student and employee conduct.

General Conclusion

Itasca Community College appears to be in full compliance with federal legislation. Itasca Community College has developed and maintains a drug prevention policy. Itasca Community College distributes the drug-free policy to all staff, faculty and students annually.

Itasca Community College provides services and activities to promote a strong drug-free campus environment.

Itasca Community College tracks the number of drug and alcohol related offenses, sanctions, and referrals.

Itasca Community College Compliance with Federal Legislation

Itasca Community College Policy

Drug and Alcohol-Free Campus and Worksite Policy

Part 1. Scope of Policy

The Itasca Community College Drug-and Alcohol-Free Campus Policy is for Students and Employees of Itasca Community College and includes all campus locations.

Part 2. Purpose

Itasca Community College, along with all Minnesota State Colleges and Universities (MnSCU), is committed to ensuring an educational and employment environment where students and employees can work, learn and develop to their full potential. Because the use and abuse of alcohol and controlled substances negatively impacts the ability of students and employees to work, learn and develop to their full potential, and to comply with federal and state laws, Itasca Community College has adopted and will implement the following drug-and alcohol-free campus policy.

Part 3. Drugs, Alcohol Prohibited

The unlawful manufacture, growing, possession, use, dispensation, sale or distribution of controlled substances and the manufacture, use, sale, distribution or possession of alcoholic beverages by Itasca Community College students and employees is strictly prohibited: 1) on Itasca Community College property; 2) while participating in a student activity, activities sponsored by officially recognized student organizations, or an event or activity sponsored or sanctioned by Itasca Community College or Minnesota State Colleges and Universities, including off-site activities; and 3) while performing work, including overtime work and rest breaks.

Subpart A. Exceptions

The use of alcoholic beverages may be permitted only:

1. for Itasca Community College or Minnesota State Colleges and Universities educational/ awareness programs; or
2. for a specific event or circumstance authorized by the above. However, in no case may students or employees violate Liquor Laws.

Subpart B. Employees

No Itasca Community College employee may:

1. report to work under the influence of alcohol, controlled substances or other drugs which affect her/his alertness, coordination, reaction, response, judgment, decision-making or safety; or
2. operate, use or drive any Itasca Community College or state equipment, machinery or vehicle while under the influence of alcohol, controlled substances or mind-altering drugs.

An employee who is under the influence of alcohol, controlled substances or other mind-altering drugs, or who is taking medically authorized drugs or other substances which may affect job performance, has an affirmative duty to immediately notify the appropriate supervisor that the employee's mental or physical condition precludes her/his ability to operate, use or drive Itasca Community College or state equipment.

Employees are discouraged from consuming alcoholic beverages off-site during lunch or dinner meals when returning to perform work on behalf of Itasca Community College. In any situation subsequent to the intake of alcohol, an employee whose behavior or condition adversely affects her/his performance is subject to discipline.

Since engaging in off-duty sale, purchase, transfer, use or possession of controlled substances may have a negative effect on an employee's ability to perform his/her work, an Itasca Community College employee involved in such circumstances is subject to discipline.

Employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the workplace are required to notify Itasca Community College or Minnesota State Colleges and Universities within five (5) working days of such a conviction.

Part 4. Penalties for Policy Violations

Itasca Community College employees and students who violate this policy are subject to Itasca Community College and system sanctions and may be subject to legal sanctions under local, state or federal law.

Itasca Community College students will be disciplined according to the Student Code of Conduct. Disciplinary sanctions include, but are not limited to, warning, confiscation, restitution, dismissal, suspension, expulsion and referral for prosecution.

Itasca Community College employees covered by a Collective Bargaining Agreement will be disciplined according to the process delineated in the appropriate agreement. Other employees will be disciplined according to the Excluded Administrators Plan or the Commissioner's Plan. Discipline may include, but is not limited to, oral and written reprimand, suspension, termination, and referral for prosecution.

Part 5. Information

Itasca Community College provides voluntary educational programs designed to inform students and staff about the health risks associated with drug and alcohol use, community resources available to provide assistance to individuals dealing with drug and/or alcohol abuse issues, the legal ramifications associated with illegal use of drugs and/or alcohol, and penalties for policy violations under Minnesota Law.

Itasca Community College Student Code of Conduct

Unauthorized use, sale, possession, or presence on campus or at Itasca Community College-sponsored events of alcoholic beverages or controlled substances and/or drug paraphernalia. The state of being under the influence of alcohol or controlled substances on Itasca Community College-

controlled property, or at Itasca Community College-sponsored events. A complete copy of the Drug and Alcohol-Free Campus Policy is available for students and employees in the Information Center in Backes Student Center and the Human Resources Office.

Distribution of Written Policy

Itasca Community College drug and alcohol policies are found in the Annual Campus Crime Report, on the Itasca Community College website, and Human Resources. One or more of these publications is distributed to every student and employee each semester start.

The information is also found on the following pages on the college website:

College Policies:

<http://www.itascacc.edu/academics/college-policies/>

Campus Security Department:

<http://www.itascacc.edu/campus-services/campus-security>

Legal Penalties

Minnesota State Law

Under Minnesota law, it is a crime for any person to drive, operate, or be in physical control of any motor vehicle when the person is under the influence of alcohol or a controlled substance.

A person who commits first-degree driving while impaired is guilty of a felony and may be sentenced to imprisonment for not more than seven years, or to payment of a fine of not more than \$14,000, or both.

Other penalties for violating state laws prohibiting driving under the influence include:

- driver's license suspension or revocation;
- impounding motor vehicles;
- further criminal prosecution

Under Minnesota law, it is also a crime for a person under the age of 21 years to consume, possess or purchase any alcoholic beverages.

- Underage consumption: \$100 fine.
- Possession by persons under 21: \$100 fine.
- Use of false identification for alcohol purchase: \$100 fine.
- Furnishing alcohol to persons under 21: \$3,000 fine and/or 1 year in jail

Guidelines for the sentencing of any person convicted of drug and alcohol-related criminal offenses are established by the Minnesota Sentencing Guidelines Commission. The actual length of a sentence depends upon the individual's criminal and driving history.

Possession or sale of controlled substances, including but not limited to, narcotics, depressants, stimulants, Hallucinogens, and cannabis, is prohibited by Minnesota law. Penalties for controlled substance crimes include:

First Degree

Sale: 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a school zone, park zone, or public housing zone.

Possession: 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 110+ kilos marijuana.

Penalty: 0 to 40 years, 4 year mandatory minimum if prior drug felony; up to \$1,000,000 fine. 0 to 40 years, 2nd offense.

Second Degree

Sale: 3+ grams cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25+ kilos marijuana, or sale of a Schedule I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone.

Possession: 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.

Penalty: 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to \$500,000 fine.

Third Degree

Sale: Narcotic drug, 10+ doses hallucinogen, 5+ kilos marijuana, or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.

Possession: 3+ grams cocaine, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone.

Penalty: 0 to 30 years, 2 year mandatory minimum if prior drug felony; up to \$250,000 fine. Between 0 to 30 year years, 2nd or subsequent offense.

Fourth Degree

Sale: Any Schedule I, II or III drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same.

Possession: 1 0 doses hallucinogen, any amount of a Schedule I, II or III drug (except marijuana) with the intent to sell it.

Penalty: 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to \$100,000 fine.

Fifth Degree

Sale: Marijuana, or any Schedule IV drug.

Possession: All Schedule I, II, III, IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery.

Penalty: 0 to 5 years, 6 month mandatory minimum if prior drug felony; up to \$10,000 fine.

Federal Law

Schedule I Drugs (Penalty for possession)

First Offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, 20 year minimum; up to \$4 million fine individual, \$10 million other than individual.

Second Offense: 20 years to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to \$8 million fine individual, \$20 million other than individual.

Schedule II Drugs (Penalty for possession)

First Offense: 5 to 40 years, 5 year mandatory minimum; if death or serious injury, 20 year minimum; up to \$2 million fine individual, \$5 million other than individual.

Second Offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.

Schedule I or Schedule II Controlled Drugs (Penalty for possession)

First Offense: 0 to 20 years, if death or serious injury, 20 year minimum, not more than life; up to \$1 million fine individual, \$5 million other than individual.

Second Offense: 0 to 30 years, if death or serious injury, not less than life; up to \$2 million fine individual, \$10 million other than individual.

Schedule III Drugs (Penalty for possession)

First Offense: 0 to 5 years, up to \$250,000 fine individual, \$1 million other than individual.

Second Offense: 0 to 10 years; up to \$500,000 fine individual, \$2 million other than individual.

Schedule IV Drugs (Penalty for possession)

First Offense: 0 to 3 years, up to \$250,000 fine individual, \$1 million other than individual.

Second Offense: 0 to 6 years, up to \$500,000 fine individual, \$2 million other than individual.

Schedule V Drugs (Penalty for possession)

First Offense: 0 to 1 year, up to \$100,000 fine individual, \$250,000 other than individual.

Second Offense: 0 to 2 years, up to \$200,000 fine individual, \$500,000 other than individual.

Health Risks

The health risks associated with alcohol and illicit drug use and abuse can be significant and can have an impact on physical, mental, social and financial health as well as impact academic success.

Alcohol Use and Abuse:

Alcohol use and abuse can lead to many health consequences which include, but are not limited to: cardiovascular disease, insomnia, compromised immune system, memory loss, diabetes, accidents/trauma/injury, violence, dementia, organ failure (liver cirrhosis), financial difficulties, and depression.

Drinking problems can negatively impact mental health as “alcohol abuse and alcoholism can also worsen existing conditions such as depression or anxiety”. Furthermore, alcohol problems often extend beyond the drinker to his/her spouse and children as well.

Campus Resources

Itasca Community College

Counselors..... (218) 322-2320

Student Support Services..... (218) 322-2430

Minnesota State Employee Assistance Program (EAP)..... 1-800-657-3719

Local

Alcoholics Anonymous, ALANON & ALATEEN..... (218) 326-8565
Alcohol and Drug Abuse Action Addition Helpline (218) 327-8273
Detoxification Services (1215 SE 7th Ave, Grand Rapids)..... (218) 327-1026
Esther House (212 SW 11th Ave, Grand Rapids)..... (218) 326-0993
Group home for men and women with mental illness and chemical dependency.
First Call for Help (24-Hour Information)..... (218) 326-8565
Hope House (2002 Cromell Drive, LaPrairie) (218) 326-1443
*Supportive living environment for men and women who have gone through
chemical dependency treatment or are going through an outpatient program.*
Meth/Drug Hotline..... (218) 326-8565
Northland Counseling Center (215 SE 2nd Ave, Grand Rapids) (218) 326-1274
*Provides residents of Koochiching, Itasca and Aitkin counties with individual,
family and group treatment counseling. Also provide school intervention services.*
Northland Recovery Center (1215 SE 7th Ave, Grand Rapids) (218) 327-1105
*Continuum of care for chemical dependency and related counseling concerns,
serving northern Minnesota.*
Rapids Counseling Service (717 NE 4th St, Grand Rapids) (218) 327-2001

Regional

Leech Lake Addiction & Dependency Programs (6530 Hwy 2 NW, Cass Lake) (218) 335-8308
Essentia Health Center Chemical Dependency (523 N Third St, Brainerd) (218) 828-7374
Moose Lake Regional Treatment Center (1111 Minnesota 73, Moose Lake)..... (218) 786-0117
Poison Control Information 1-800-222-1222
Range Mental Health Center (624 13th Street S, Virginia) (218) 749-2881
Range Mental Health Center (3203 W Third Ave, Hibbing) (218) 263-9237
Twelfth Step House (512 Second St N, Virginia) (218) 749-4328

Human Services

Itasca County (1209 SE Second Ave, Grand Rapids)..... (218) 327-2941
Cass County (400 Michigan Ave W, Walker)..... (218) 547-1340
Aitkin County (204 First St NW, Aitkin) (218) 927-7200
Indian Health Services (522 Minnesota Ave NW, Bemidji) (218) 444-0452

Self Help Groups / National Hotlines

Alcohol Abuse 24 Hour Helpline & Treatment (www.thetreatmenthelpline.com) . 1-800-987-7342
Cocaine Helpline (www.cocainhelp.com) 1-866-535-7050
Drug Abuse 24 Hour Helpline & Treatment (www.24houraddictionhelp.org) 1-800-447-9081
Narcotics Anonymous (www.naminnnesota.org)..... 1-877-767-7676

Statistical Information

Type of Violation	Number of Violations	Number of Fatalities	Number of Sanctions	Type of Sanction
Alcohol <i>Both violations occurred in 2016. None reported for 2017 or 2018..</i>	2	0	2	First Offense: <ul style="list-style-type: none"> • Monetary fine • Required to complete the 2 hour online alcohol sanctions course. • Meet with an ICC counselor. • Disciplinary probation letter in students file. Repeat offenders may be removed from housing.
Drug <i>Both violations occurred in 2018.</i>	2	0	2	

Distribution of Annual Notification

Itasca Community College annually provides the alcohol and drug policies, resources, programs, and health risks to all employees and students through the Annual Compliance and Security Act. Employees and students receive the document via e-mail at the start of each academic semester. A copy of the annual report is located on the Itasca Community College website at: <http://www.itascacc.edu/campus-services/campus-security>