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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 with an online link to the report. 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).

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) enacted in 1990, requires ICC to:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. This report must provide crime statistics for the past three years and provide policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sexual offenses. This report is available at www.itascacc.edu/security. All enrolled students and faculty and staff are sent an email notification of the reports purpose, availability, and location on the website.

2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. A crime log must be kept and made available to the public upon request. Crime logs are kept for seven years.

3. Keep crime statistics for three years detailing crimes occurring on-campus, in residential facilities, public areas on or near campus and in certain non-campus buildings such as remote classrooms. Also reported are liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

4. Disclose procedures for missing student notification for students residing in any on-campus student housing.

5. Disclose fire safety information for any on-campus student housing. A fire log open to public inspection must be maintained and used in the publication of an Annual Fire Safety Report with policy statements and statistics including location, cause, property damage and any injuries or deaths as a result of any on-campus student housing fire.

6. Submit collected crime and fire statistics to the Department of Education annually.

7. Notify prospective students and employees about the availability of this report.

ICC currently has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.
EDUCATING the ICC COMMUNITY

Educational Programming on Safety and Security and the Prevention of Crime:

- ICC encourages students and employees to be responsible for their own personal safety and security and the safety and security of others.
- ICC residential living orientation sessions provide information in the areas of crime prevention, sexual assault awareness, personal safety, fire prevention.
- The ICC athletic department schedules yearly mandatory sexual violence training for all student athletes.
- On occasion ICC invites various speakers, including members of law enforcement, to discuss topics of safety, security and crime prevention.
- ICC collaborates with the Support Within Reach Program 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. They provide awareness and education related to issues surrounding sexual violence to students, faculty, and staff including special campus groups and athletes.
- ICC has available, at no cost, brochures, flyers, pamphlets, and posters concerning various safety and security issues and crime prevention.
- The ICC Counseling Center can provide referrals for students in coping with alcohol and drug abuse.
- Implementation of a training module, Personal Empowerment through Self-Awareness, will occur in October 2014. This sexual violence prevention course will be offered over BrightSpace (D2L) and is available to all students and employees of the college. Although it is not mandatory, students are encouraged to participate.
- A sexual assault policy bill HF742 (Campus sexual harassment and sexual violence; various provisions modified relating to campus sexual assault policies, good faith reporting, postsecondary institution and law enforcement coordination, online reporting systems, data access, data classifications, security officer and administrator training, and student health services) has been sponsored in the Minnesota Legislature to have the following provisions (along with others) made for students of private and post-secondary institutions recognized by the Office of Higher Education.
  - comprehensive training on preventing and responding to sexual violence to campus security officers, campus administrators, and individuals responsible for receiving reports of sexual assault;
  - a memorandum of understanding must be entered into with local law enforcement that details procedures for responding to allegations of sexual assault;
  - collection and reporting a number of different pieces of data about sexual assault on campus.
  - restricted access to the data collected through the online reporting system;
  - a requirement that students complete an online training on sexual assault prior to registering for class;
  - development and implementation of a policy that requires student health providers to screen students for incidents of sexual assault; and
  - designation of an existing student health worker as a confidential advocate.
GEOGRAPHY

The following map shows the reporting area for the Itasca Community College campus. The campus is located on property owned by the University of Minnesota Outreach Station. All campus buildings are owned by the college. With the exception of the USDA Forest Service, all adjoining property is owned by the U of M.

On-Campus Buildings:
Administration Building
Backes Student Center
Dailey Hall
Davies Hall
Itasca Hall (residence)
Liberal Arts Building

Media Center
Mullins Hall
Wenger Hall (3rd floor-residence hall)
Wilson Hall

Non-Campus Building:
Forest Lake Motel (lodging for exchange students mid August-mid October)

Public Property:
US Hwy 169 E – borders southern edge of campus
CRIME PREVENTION

ICC has established a Behavioral Intervention Team (BIT) to provide proactive assistance to students exhibiting concerning behaviors. Information collected from multiple sources is brought to this team to identify and prevent possible harm by providing support and initiating appropriate interventions/referrals.

Team members are comprised of the Dean of Student and Administrative Services, Director of Disability Services, Director of Information Technology and Facility Services, campus counselors, Director of Residential Living, and the Director of Student Life. Other college officials and community professionals may be asked to serve on the team per individual case.

Campus Security Staff:

The Campus Security Department is a support unit to the broader mission and goals of the college. We strive to provide the safest, most stable environment possible in which education may be pursued without the fear and presence of crime or violence. We do this by supporting and educating students, employees, and visitors in areas of personal safety and providing assistance in situations of need. The Campus Security Department is built on a foundation of proactive service and crime prevention that reflects and preserves the rights and human dignity of those we serve.

Itasca Community College and the Campus Security Department partner with local law enforcement to respond to health, safety, and emergency situations. Members of the campus community should call 911 first in emergency situations and then contact Campus Security for assistance (218-259-6322 between 5 p.m.-12 a.m. Sunday-Thursday and 6 p.m.-2 a.m. Friday and Saturday). Our Campus Security officers are hands-off in situations in which their own safety may be compromised. Their role on campus is primarily to provide service and deter criminal activity.

Campus Security officers will provide walking escorts to any campus community member. It is never advisable that you walk alone after dark. Please do not hesitate to request an escort to your vehicle, residence hall, or any other location on campus. You may request an escort by calling the Campus Security duty phone at (218-259-6322 between 5 p.m.-12 a.m. Sunday-Thursday and 6 p.m.-2 a.m. Friday and Saturday). Escorts are available during fall and spring semester only.

Daily Crime Log:

A Daily Crime log is maintained by campus security officers. This log contains the following elements:

- Date crime was reported
- Date and time crime occurred
- Nature of the crime (description)
- Location of the crime (e.g., on-campus, public property) See Geography section of ASR
- Disposition (status)

The most recent 60-day period of the crime log is available for public inspection, upon request, during normal business hours from the Department of Residential Living.

ICC encourages all students and college community members to be fully aware of the safety issues on and around campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Personal Security Recommendations:

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 when you are asleep. You are also encouraged to lock your door 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 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 leave your keys lying around in public places or in your jacket pocket when you are not wearing it.

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.

Protect your property:
- Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom or your residence.
- Lock your door whenever you leave your room or office. Always lock your car doors.
- Never open the exterior doors of the building to strangers or non-residents. Always escort your guests to and from the main entrance doors.
- Protect all valuables in your room or office. Do not leave valuables in plain view.
- Take valuables home with you during vacations.
- You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
- Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

Protect your automobile:
- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving property where it is visible.

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 (218-259-6322 between 5 p.m.-12 a.m. Sunday-Thursday and 6 p.m.-2 a.m. Friday and Saturday).

Protect yourself walking and jogging:
- Avoid walking and jogging alone after dark. If you must travel alone at night, call Campus Security in advance (218-259-6322 between 5 p.m.-12 a.m. Sunday-Thursday and 6 p.m.-2 a.m. Friday and Saturday) 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 campus security immediately. Call Campus Security (218-259-6322 between 5 p.m.-12 a.m. Sunday-Thursday and 6 p.m.-2 a.m. Friday and Saturday) or the Grand Rapids Police Department (911 for emergencies [9-911 on campus phones] or 218-326-3464 for non-emergencies) if you should enter your room and find a stranger, regardless of the "cover story" supplied.
  1. Suspicious activity:
     (a) If you see any suspicious activity or people on or near campus, call the Grand Rapids Police department immediately (911 for emergencies [9-911 on campus phones] or 218-326-3464 for non-emergencies). 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 Student & Administrative Services (105 Backes Student Center/218-322-2319).
- Be security conscious at all times.

Security Considerations in the Maintenance of Campus Facilities:

Building access and maintenance:

- The ICC campus is for the use of the students, faculty, staff and their escorted guests and those on official business with ICC. All others are subject to being charged with trespassing.
- Access to campus buildings is usually limited to normal business hours. Building hours are posted at entrance doors. During non-business hours access to all buildings is by keyed entry.
- Residence halls are secured 24 hours a day.
- A Safety Committee comprised of the ICC Director of Facilities, the NHED Safety & Health Coordinator, and various campus staff meet on a regular basis to review safety issues and address their resolution.
- The Facility Services Department conducts routine campus inspections.
- Students, faculty, staff and visitors are encouraged to report needed repairs for all academic areas to the Facility Services Department.

Policies and procedures for safe access to buildings:

- Keys are issued to authorized faculty, staff and students only.
- Exterior building doors should NOT be blocked open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Individual academic buildings are normally open from 7 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have a picture I.D. in their possession and present the I.D. when requested.
- Faculty or staff who appear to be the last persons in a building should ask unauthorized people to leave the premises or contact Campus Security (218-259-6322 between 5 p.m.-12 a.m. Sunday-Thursday and 6 p.m.-2 a.m. Friday and Saturday). The building should be secured when the last employee leaves. In buildings that have outside windows, employees should close and lock them before leaving the building.
- For emergency 911 calls to the Grand Rapids Police Department, one on-campus pay telephone can be found near the outside entrance to the Backes Student Center Building. In addition, emergency/courtesy telephones are located in each building on campus. These phones are designated with signage and are visually cued by their “red” color. With the exception of Itasca Hall, there is at least one of these phones on each floor of each building. Itasca Hall has a single phone located in the main lobby. Local phone calls from these phones may be made free of charge. Note: You must first dial 9 to get an outside line.
- Problems related to people in buildings after hours should be reported immediately to the Grand Rapids Police Department (911 for emergencies [9-911 on campus phones] or 218-326-3464 for non-emergencies).
**ALCOHOL AND OTHER DRUGS ON CAMPUS POLICY**

The purpose of this policy is to set forth the college's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug & Alcohol Free Campus Policy information is part of the student handbook and may also be obtained as a stand-alone document from 104 Backes Student Center. It is also posted on the ICC website at: [http://www.itascacc.edu/departments/aboutitasca/documents/DFCampusPolicy_2014-15.pdf](http://www.itascacc.edu/departments/aboutitasca/documents/DFCampusPolicy_2014-15.pdf)

**Policy Statement Regarding Alcohol and Illegal Drugs:**

Itasca Community College recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. The College seeks to promote a healthy and responsible campus environment which is conducive to teaching and learning.

In compliance with MnSCU Policy 5.18, the Federal Drug Free Schools and Community Act, and the Federal Drug Free Work Act, the College has adopted the following policies regarding the use of alcohol and other drugs:

- No employee shall use, possess, manufacture, sell, or otherwise distribute any alcoholic beverage, illegal drug or any controlled substance while on-campus or while off-campus during scheduled work hours.
- No student shall use, possess, manufacture, sell, or otherwise distribute any alcoholic beverage, illegal drug or any controlled substance while on-campus or while off-campus and involved in a College-sponsored activity, service, project, program, or work situation.
- No employee shall report to work and no student shall report to campus while under the influence of alcohol or a controlled substance, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.

**Exceptions and Exemptions**

- The medically authorized use of a prescription drug is exempt from this policy. NOTE: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and MnSCU Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.
- An exception to use alcohol for specific events or for instructional purposes requires prior approval by the College President or designee, in accordance with a checklist outlined in MnSCU Board Procedures 5.18.1 and 5.18.2.

**Enforcement (Campus and Legal Sanctions):**

College violators of this policy are subject to the following consequences, including timely involvement of law enforcement agencies when appropriate:

- Employees found to have violated this policy will be subject to disciplinary action including, but not limited to any one or all of the following: oral and written reprimand, suspension, termination, and referral for prosecution.
- Students found to have violated this policy will be subject to disciplinary action according to the Student Code of Conduct, including, but not limited to any one or all of the following: warning, confiscation, suspension, expulsion, and referral for prosecution.
- Visitors found to have violated this policy are subject to removal from campus or college-sponsored off-campus events or activities.

**Drug and Alcohol Abuse Prevention/Education Programs:**

The college recognizes the reality of chemical dependency and is aware of its occasional presence in the college community. As a safeguard against this dependency, Residential Life provides a mandatory online prevention program to first year residential students. This pre-matriculation program must be completed by the end of the first week of the semester. Students who violate the college policy are subject to disciplinary action that includes a fine and additional
online coursework with further violations requiring further coursework, counseling, and removal from residence halls.

The college encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on prevention of chemical dependency or treatment for chemical dependency. Students may seek assistance and referrals to off-campus agencies through the college counseling staff. In addition to local resources, employees may seek assistance through LifeMatters, Employee Assistance Program (EAP) which is part of the State of Minnesota Employee Group Insurance Program (SEGIP) plan.

**CARRYING & CONCEALING OF HANDGUNS POLICY**

The “conceal and carry” law is officially known as the Minnesota Citizens’ Personal Protection Act of 2003, Minnesota Statutes section 624.714 (“MCPPA”).

**Part 1. 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.

**Part 2. Definitions.**

Subpart A. Employee.

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

Subpart B. 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.

Subpart C. Pistol.

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

Subpart D. 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.

Subpart E. System property.

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

Subpart F. Visitor.

"Visitor" means any person who is on system 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 system property.

**Part 3. General.**

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

Subpart A. 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 system 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 of the college, university or system office. 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.
Subpart B. Students.
Students are prohibited from possessing or carrying a firearm while on system property, regardless of whether the student has a permit to carry a firearm, except as otherwise provided in this policy.

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

Part 4. Exceptions.
Subpart A. Parking areas.
This policy does not prohibit the lawful possession or carry of firearms in a parking area or parking facility.

Subpart B. 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.
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, when possession or carry is otherwise authorized by law.

Nothing in this policy requires a college or university to provide storage facilities for employees' or students' weapons.

Part 5. Storage in State Vehicles
Prohibited. No vehicle owned, leased, or otherwise under the control of the system shall be used to store or carry a firearm, except as authorized for purposes under part 4.B.1.

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

Part 7. Referral to Law Enforcement.
Minnesota State Colleges and Universities may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

Part 8. Effect.
In the event any other system, college, university or system office policy or procedure is found to be in conflict with this policy, the terms of this policy shall govern.

MISSING STUDENT NOTIFICATION POLICY

In the event that a resident student has not been seen on campus for more than 24 hours and acquaintances have no knowledge of the student’s whereabouts the Director of Residential Life should be notified immediately. The ICC Provost will be notified and if the student is determined to be missing the institution will notify the appropriate law enforcement agency within 24 hours.

Students residing on campus have the annual option to designate a confidential contact person(s) on their Emergency Information form in the event they are deemed missing. This is in addition to other emergency contact information and is maintained separately. The college will contact this individual(s) within 24 hours once it has been determined that the student has been missing for 24 hours.

For students under the age of 18 years and not emancipated, the institution is required to also notify a custodial parent or guardian within 24 hours of when the student is determined to be missing.

Director of Residential Life 218-322-2380 / 479-857-3306 (cell)
ICC Provost 218-322-2388 / 218-349-9154 (cell)
Dean of Student and Administrative Affairs 218-322-2319 / 218-838-3803 (cell)
SEXUAL ASSAULT & HARRASSMENT POLICY

Policy Statement

18.1 Nondiscrimination in Employment and Education Opportunity


Subpart A. Equal Opportunity for students and employees. Itasca Community College, a member of the Minnesota State Colleges and Universities system (MnSCU), has an enduring commitment to enhancing Minnesota’s quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Itasca Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education.

Subpart B. Nondiscrimination. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, gender identity, gender expression, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Itasca Community College will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The college shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Itasca Community College, including but not limited to, its students, employees, applicants, volunteers, and agents, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing college equal opportunity and non-discrimination policies.

Part 2. Definitions.

Subpart A. Consensual Relationship. A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the MnSCU Board of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the college or otherwise adversely affects the individual's employment or education.

Subpart C. Discriminatory harassment. Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Itasca Community College further defines sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, evaluation of a student’s academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college; or
3. Such conduct has the purpose and effect of threatening an individual’s employment; interfering with an individual’s work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.
Subpart D. Employee. Employee means any individual employed by Itasca Community College including all faculty, staff, administrators, teaching assistants, residence directors and student employees.

Subpart E. Protected Class. For purposes of this policy:
1. Protected class includes race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, familial status and membership or activity in a local human rights commission are protected classes in employment.
2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal or state law.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she:

a. made a complaint under this policy;

b. assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;

c. associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin; or

d. Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or stated nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the college shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the college from taking immediate action to protect victims of alleged sexual abuse. MnSCU Board Policy 1B.3 Sexual Violence addresses sexual violence.

Subpart H. Student. For purposes of this policy, the term “student” includes all persons who:

1. Are enrolled in one or more courses, classes, either credit or noncredit, at the college; or

2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;

3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;

4. Have been notified for their acceptance for admission or have initiated the process of application for admission or financial aid; or

5. Are living in a college residence hall although not enrolled in, or employed by, the college.

Part 3. Consensual Relationships. An employee of Itasca Community College shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, the college shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the college. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

Part 5. Policies and procedures. The chancellor shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of colleges and universities shall comply with Board Policy 1B.1 and Procedure 1B.1.1.

Violence Against Women’s Act (VAWA):

Itasca Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Itasca Community College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off-campus when it is reported to a Itasca Community College official.
**1B.3 Sexual Violence Policy**

**Part 1. Policy statement.**

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Itasca Community College. Itasca Community College is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other college or MnSCU policies that may require separate proceedings. To further its commitment against sexual violence, Itasca Community College provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

**Subpart A. Application of policy to students, employees, and others.** This policy applies to all Itasca Community College students and employees and to others, as appropriate, where alleged incidents of sexual violence have been reported. Reports of sexual violence committed by a student at a location other than on college property are covered by this policy pursuant to the factors listed in MnSCU Policy 3.6, Part 2 (Off Campus Conduct). Reports of sexual violence committed by an Itasca Community College employee at a location other than college property are covered by this policy.

Reports of sexual violence on college property by individuals who are not students or employees are subject to appropriate actions by Itasca Community College, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by MnSCU Board policy 1B.1.

**Subpart B. College policies.** Itasca Community College, a member of Minnesota State Colleges and Universities (MnSCU) system, shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including, but not limited to, its students and employees. The policy content and implementation shall be consistent with the standards in this Policy and Procedure 1B.3.1.

**Part 2. Definitions.**

The following definitions apply to this Policy and Procedure 1B.3.1.

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

**Subpart B. 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 Itasca Community College 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.

**Subpart C. 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.

**Subpart D. 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.

**Subpart E. Consent.** Consent is informed, freely given and mutually understood. 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. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

**Subpart F. Non-forcible sex acts.** Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

**Subpart G. College property.** “College property” means the facilities and land owned, leased, or under the primary control of Itasca Community College.

**Subpart H. Employee.** “Employee” means any individual employed by Itasca Community College, including student workers.
Subpart I. Student. The term “student” includes all persons who:
1. Are enrolled in one or more courses, classes, either credit or noncredit, at the college; or
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college employees and are not enrolled in the institution but live in a college residence hall.

Procedure 1B.3.1 Sexual Violence Procedure
Part 1. Procedure objective. This procedure is designed to further implement Itasca Community College’s MnSCU Board Policy 1B.3 prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint.
This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Part 2. Definitions.
Subpart A. Policy definitions. The definitions in Policy 1B.3 also apply to this procedure.

Subpart B. Campus security authority. Campus security authority includes the following categories of individuals at a college:
1. A college security department;
2. Other individuals who have campus security responsibilities in addition to a college security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of the college who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations, and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification are not included in this definition.

Subpart A. Prompt reporting encouraged. Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement (911) for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office (Support Within Reach, 218-326-5008), counseling and health care providers, campus Title IX coordinators or campus security authorities for appropriate action.

Subpart B. Assistance in reporting. When informed of an alleged incident of sexual violence, all college students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinators or campus security authorities (CSA’s).

Itasca Community College campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

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. The college may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

Subpart A. Confidential reports. Because of laws concerning government data contained in Minnesota Statutes §13, the Minnesota Government Data Practices Act, college cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

Subpart B. Reports to campus security authorities. Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant’s consent except as may be required by law.
There may be instances in which Itasca Community College determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Itasca Community College will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

**Subpart C. Required Reports.** Any campus security authority or any college employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow college procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate an applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

**Part 5. Policy notices.**

**Subpart A. Distribution of policy to students.** The college shall, at a minimum, at the time of registration make available to each student, information about its sexual violence policy and procedure, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. The college may distribute its policy and procedure by posting on an Internet or Intranet web site, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

**Subpart B. Distribution of policy to employees.** The college shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

**Subpart C. Required Notice.** The college shall have a sexual violence policy, which shall include the notice provisions in this part.

1. **Notice of complainant options.** Following a report of sexual violence the complainant shall be promptly notified of:
   a. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
   b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college contacts for employees, students and others. Such contacts include name, location and phone number for 24-hour availability, as applicable.
   c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

2. **Notice of complainant rights.** Complainants shall be notified of the following:
   a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
   b. Rights under the crime victims bill of rights, Minnesota Statutes §611A.01-611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
   c. 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;
   d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
   e. That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved.
   f. That, at a sexual complainant’s request, the college may 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 a work site or to alternative college-owned housing, if such alternatives are available and feasible.

**Part 6. Investigation and disciplinary procedures.**

**Subpart A. Immediate action.** The college may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures in MnSCU System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

The college may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with MnSCU System Procedure 1B.1.1 or Board Policy 3.6.
**Subpart B. General principles.** The college shall use system procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.

College investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:
1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. Permit a student complainant and a student respondent to 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;
4. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
5. Be conducted in accordance with applicable due process standards and privacy laws;
6. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
7. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy or code has been violated.

The past sexual history of the complainant and respondent shall be 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.

**Subpart C. Relationship to parallel proceedings.** In general, Itasca Community College’s investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. The college need not, and in most cases should not, delay its proceedings while a parallel legal action is on-going. If the college is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for Itasca Community College’s procedures.

**Subpart D. False statements prohibited.** 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 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.

**Subpart E. Withdrawn complaint.** If a complainant no longer desires to pursue a complaint through the college proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

**Subpart F. Itasca Community College’s discretion to pursue certain allegations.** 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 the college.

**Subpart G. Itasca Community College’s discretion to deal with policy violations disclosed in investigation.** Itasca Community College reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances college administrators may choose to deal with violations of Itasca Community College’s policy in a manner other than disciplinary action.

**Subpart H. Sanctions.** Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. 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.

**Subpart I. Retaliation prohibited.** Actions by a student or employee intended as retaliation, 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.

**Part 7. Sexual violence prevention and education.**

**Subpart A. Campus-wide training.** The college must:
1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents.
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided this training.

3. Education shall emphasize the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

Subpart B. Other training and education. Itasca Community College and affiliated student organizations are encouraged to develop educational programs, brochures, posters and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

Subpart C. Training for individuals charged with decision making authority. Prior to serving as either an investigator or a decision maker for complaints under this procedure, administrators must complete investigator or decision-maker training provided by the system office. Investigators/decision-makers and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Part 8. Maintenance of report/complaint procedure documentation. Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes §13 (Minnesota Government Data Practices Act), and other applicable laws. Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics at Itasca Community College as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

Sexual Assault and Harassment Procedure:

- If you are the victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The college strongly advocates that a victim of sexual assault report the incident in a timely manner.

- Victims of sexual assaults occurring on campus should contact Campus Security (218-259-6322 between 5 p.m.-12 a.m. Sunday-Thursday and 6 p.m.-2 a.m. Friday and Saturday) or other designated campus official as soon as possible after the offense. Please remember it is most important to preserve evidence. Do not bathe, douche, use the toilet, or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.

- Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless requested by the sexual assault survivor, names and addresses of survivors are released to the Grand Rapids Police Department. Campus Security will attempt to provide support and advice for sexual assault survivors while waiting for a college official to arrive. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the college community. Sexual assault survivors should be aware of the need of the college to release information (for the protection and safety of others) regarding the fact that an assault has occurred.

- Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant’s consent except as may be required or permitted by law. There may be instances in which Itasca Community College determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Itasca Community College will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

- Any campus security authority or Itasca Community College employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow Itasca Community College procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office
responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures. Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

- The Dean of Student & Administrative Services will be the office of official record for reports of sexual assault. Students, faculty and staff are encouraged to contact the Dean of Student & Administrative Services (105 Backes Student Center / 218-322-2319) to report any information regarding assaults.
- Sexual assault survivors have the right to have reports made anonymously (third party) to the Grand Rapids Police Department. A campus official will assist the survivor in making this report if the survivor so wishes. Filing a police report will not obligate the victim to prosecute. Filing a police report will:
  1. Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
  2. Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later;
  3. Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
- In these situations, the name of the complainant will not be forwarded. Third party reports may prevent the college and the Grand Rapids Police Department from actively investigating the criminal activity.
- Counseling and medical services are available both on and off campus. If you are the victim of a sexual assault, ICC encourages you to contact one or more of the following:
  
  | ICC Counseling Center | 218-322-2320 |
  | Support Within Reach  | 218-322-2457 or 218-326-5008 |

- If the Dean of Student & Administrative Services (or a designee) determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location, date and time of the assault, and any information which might help identify the assailant will be reported. The method(s) of communication may be in the form of posters, appropriate notices, campus newsletter, radio station, local media, etc.
- Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by the Grand Rapids Police Department personnel.
- The college will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the college will attempt to provide, if reasonably available, alternative housing accommodations for students as well as a change in classes.
- The college will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the college determines there is a clear danger to the victim or the college community.

Campus Disciplinary Action for Sex Offenses:

- The college disciplinary process is an option for any person wishing to report a case of student misconduct. In order for ICC to proceed, a written complaint (whether by the victim or a third party) must be filed with the Dean of Student & Administrative Services or designee. If the complaint is criminal in nature, it will be forwarded to law enforcement.
- There are different standards of proof in the college conduct proceeding than in the possible criminal action. The college conduct proceeding determines whether the person's status as a student will be altered, whereas the criminal process determines if there will be limitations on the person's liberty. As there are different standards and the purpose of each proceeding is different, ICC encourages students who are the victims of sexual assault to go forward with the college process.
- The college process is outlined in the Student Code of Conduct. The ICC Student Code of Conduct (available on the ICC website www.itascacc.edu/policies or in the student handbook) clearly lays out the obligation and responsibility of students in regards to personal conduct on and off-campus. This code of conduct does not replace nor does it reduce any requirements of civil or criminal law imposed upon citizens as members of the larger community. Therefore, students who violate civil or criminal law may be subject to both legal and college sanctions for the same conduct when the conduct occurs off-campus but is related to the college community.
- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution’s final determination with respect of the alleged sex offense and any sanction that is imposed against the accused.

Itasca Community College may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy, 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 this policy, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

Itasca Community College shall use system procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.

**Sexual Violence Prevention and Education Programs:**

Implementation of a training module, Personal Empowerment through Self-Awareness, occurred in October 2014. This sexual violence prevention course was offered over the D2L (BrightSpace) learning platform. Students were contacted via email by the college Provost asking them to complete this mandatory course for all students and employees of the college. The course was well received and feedback regarding its value was positive. Continued use of this course as a voluntary training option will occur in conjunction with presenters on the subject of prevention and response procedures at fall orientation sessions. Men and women’s athletic directors arrange a mandatory sexual violence seminar for all athletes every fall.

Educational programs concerning sexual assault awareness are provided by Residential Life staff and counseling offices. Literature on date rape, sexual violence, abuse, and agencies that can offer support and referral services are available in literature racks around campus. Other measures include nightly security patrols of the campus, escort services, outdoor lighting, inspection of the campus for potentially dangerous areas, and the use of indoor and outdoor security cameras.

A sexual assault policy bill HF742 (Campus sexual harassment and sexual violence; various provisions modified relating to campus sexual assault policies, good faith reporting, postsecondary institution and law enforcement coordination, online reporting systems, data access, data classifications, security officer and administrator training, and student health services) has been sponsored in the Minnesota Legislature to have the following provisions (along with others) made for students of private and post-secondary institutions recognized by the Office of Higher Education.

- comprehensive training on preventing and responding to sexual violence to campus security officers, campus administrators, and individuals responsible for receiving reports of sexual assault;
- a memorandum of understanding must be entered into with local law enforcement that details procedures for responding to allegations of sexual assault;
- collection and reporting a number of different pieces of data about sexual assault on campus.
- restricted access to the data collected through the online reporting system;
- a requirement that students complete an online training on sexual assault prior to registering for class;
- development and implementation of a policy that requires student health providers to screen students for incidents of sexual assault; and
- designation of an existing student health worker as a confidential advocate

**Maintenance of Report/Complaint Procedure Documentation:**

Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes §13 (Minnesota Government Data Practices Act), and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on the Itasca Community College campus as required by that Act.
During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

**Resources:**

A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several ICC departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

**Support Within Reach** is a collaborative effort between Itasca CC and Support Within Reach–Sexual Violence Resource Center. Their mission is to enhance the campus community’s awareness, understanding, safety, and accountability regarding sexual violence, sexual harassment, and stalking. Program goals include:

- Providing on-site services including 24 hour crisis-line, one-to-one support, medical and legal advocacy, and referrals.
- Provide awareness and education related to issues surrounding sexual violence to students, faculty, and staff including special campus groups and athletes.

Support Within Reach maintains an office on campus during the school year (131 Wilson Hall – 218-322-2457 (hours posted) / 218-326-5008 after hours).

Support Within Reach provides a 40 hour training program for those interested in becoming a volunteer sexual violence advocate. Volunteer opportunities include after-hours Crisis Line, on-site office coverage, program awareness, and prevention education to the community. Trained advocates are available 24 hours a day. Services are free and confidential.

**ICC Campus Official Contact Information**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Home</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bart Johnson, ICC Provost</td>
<td>218-326-0040</td>
<td>218-322-2388</td>
<td>218-349-9154</td>
</tr>
<tr>
<td>103 Administration Building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Kangas, ICC Dean of Student &amp; Admin Services</td>
<td>218-838-3803</td>
<td>218-322-2319</td>
<td>218-838-3803</td>
</tr>
<tr>
<td>105 Backes Student Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shane Holm, ICC Faculty</td>
<td>218-246-8094</td>
<td>218-322-2396</td>
<td>218-256-0580</td>
</tr>
<tr>
<td>127 Liberal Arts Building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chad Haatvedt, Services Supervisor</td>
<td>218-322-2470</td>
<td></td>
<td>651-252-1722</td>
</tr>
<tr>
<td>111 Dailey Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justin Lamppa, ICC Faculty &amp; Men’s Athletic Director</td>
<td>218-322-2394</td>
<td>218-259-0609</td>
<td></td>
</tr>
<tr>
<td>115 Mullins Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Security – school year ONLY</td>
<td>218-259-6322</td>
<td></td>
<td>218-259-6322</td>
</tr>
<tr>
<td>Hours: 5 pm-1 am (Sun-Thur) 6 pm-2 am (Fri-Sat)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Off Campus Agencies Contact Information**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Rapids Police Department</td>
<td>218-326-3464 (Non-Emergency)</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>911 (9-911 from campus phones)</td>
</tr>
<tr>
<td>Advocates for Family Peace</td>
<td>218-326-0388</td>
</tr>
<tr>
<td>First Call for Help</td>
<td>218-326-8565</td>
</tr>
<tr>
<td>Support Within Reach (Sexual Violence Resource Ctr)</td>
<td>218-322-2457 / 218-326-5008 after hours</td>
</tr>
</tbody>
</table>

**Law Enforcement Agency Information Regarding Registered Sex Offenders:**

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state regarding 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 on a vocation, or is a student.
The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Information regarding this program can be found at the following website:
http://www.dps.state.mn.us/bca/invest/documents/page-07.html
- Any questions regarding the program may be directed to the Criminal Assessment Program at 1-888-234-1248 or 651-603-6748.
- Information about level 3 sex offenders can be found at the Department of Corrections website at www.corr.state.mn.us/level3/level3.asp or by calling 651-642-0200. An offender locator, for offenders that have the highest risk of re-offence, can be accessed at this website also.
- Information about sex offenders can be obtained from the Itasca County Sheriff’s Department at 326-3477 or the Grand Rapids Police Department at 326-3464.

CRIME REPORTING

Reporting Policies:

The Dean of Student & Administrative Services, located in Room 105 of the Backes Student Center, (218-322-2319) is the office to which all criminal reports should be made. Everyone on campus (including students, faculty, staff and visitors) are encouraged to report immediately any and all potentially criminal activity to the Dean of Student & Administrative Services and/or the Grand Rapids Police Department. Individuals reporting to ICC who also wish to file a complaint with the Grand Rapids Police Department will be provided with assistance from ICC upon request.

ICC normally requires a written complaint from someone to begin the investigation process. ICC also usually needs the assistance of the complainant in the disciplinary process against the accused. ICC will make exceptions, when necessary, including cases presenting clear danger to the victim and/or the college community.

ICC will issue an annual report of criminal reports made to the Dean of Student & Administrative Services and other law enforcement agencies for crimes occurring on college property or facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by ICC and/or recognized student organizations. The report is found on the ICC webpage at www.itascacc.edu/security and notification of its availability and location is emailed directly to all enrolled students and faculty and staff. It includes the following reports of crime:
- Criminal Homicide
- Burglary
- Sex offenses
- Motor vehicle theft
- Robbery
- Arson
- Aggravated assault
- Hate Crimes

Also reported are any arrests or disciplinary actions for the following offenses:
- Liquor law violations
- Drug abuse violations
- Weapons possession

When reports are made to the Dean of Student & Administrative Services, the Dean, his designee, or other security personnel on duty will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

Reporting Procedures (How do I report a crime on campus?):

All criminal activity occurring on campus should be reported immediately to the office of the Dean of Student & Administrative Services (105 Backes Student Center) and/or to the Grand Rapids Police Department. College personnel will assist the complainant in completing criminal reports. These reports will also be forwarded to the Grand Rapids Police Department. In appropriate cases, reports will also be shared with the appropriate administrator. ICC will assist the Grand Rapids Police Department with investigations.
Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

If you are a victim of a crime or witness a crime:
1. Call Campus Security (218-259-6322 between 5 p.m.-12 a.m. Sunday-Thursday and 6 p.m.-2 a.m. Friday and Saturday) or the Dean of Student & Administrative Services (218-322-2319) or the Grand Rapids Police Department (911 for emergencies [9-911 on campus phones] or 218-326-3464 for non-emergencies) for situations including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
2. Obtain a description of the offender(s), including sex, age, race, hair, clothing and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to campus personnel or the Grand Rapids Police Department.
3. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until campus personnel and/or the Grand Rapids Police Department arrive.

Campus security will accept third-party reports in cases of sexual assault in order to protect the victim's identity. Person's filing a complaint with the Dean of Student & Administrative Services will be provided a copy of the college's policies and procedures.

Any employees, faculty or staff, who become aware of an allegation of violation of college policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and the Dean of Student & Administrative Services. The following staff are considered Campus Security Authorities as they have significant responsibility for student and campus activities. CSA’s are authorized to accept reports of crime directly from victims and must report potential criminal activity of which they are aware to the Dean of Student & Administrative Affairs:

<table>
<thead>
<tr>
<th>Activities Coordinators</th>
<th>Campus Security Officers</th>
<th>Non-professional Counselors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Director</td>
<td>Coaches</td>
<td>Provost</td>
</tr>
<tr>
<td>Affirmative Action Officer</td>
<td>Dean of Academic Affairs</td>
<td>Registrar</td>
</tr>
<tr>
<td>Alumni Directors</td>
<td>Disability Services Director</td>
<td>Residential Assistants (RA’s)</td>
</tr>
<tr>
<td>Assistant Coaches</td>
<td>Financial Aid Director</td>
<td>Residential Life Director</td>
</tr>
<tr>
<td>Athletic Directors</td>
<td>Intramural Coordinators</td>
<td>Student Advisors</td>
</tr>
<tr>
<td>Bookstore Manager</td>
<td>Multicultural Affairs Director</td>
<td>Student Life Director</td>
</tr>
</tbody>
</table>

These individuals should not attempt to investigate but should instead report and allow designated campus officials to investigate. All persons in the ICC community are encouraged to assist anyone in reporting alleged criminal activity by contacting the Dean of Student & Administrative Services and/or the Grand Rapids Police Department, as well as providing assistance in making the report.

Student organizations utilizing any facility are encouraged to report safety and security concerns to the Dean of Student & Administrative Services.

Counselors are required to provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

Emergency Numbers

<table>
<thead>
<tr>
<th>Emergency Numbers</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Police, Ambulance:</td>
<td>911 (9-911 from campus phones)</td>
</tr>
<tr>
<td>ICC Security Director:</td>
<td>218-322-2319 / 218-838-3803</td>
</tr>
<tr>
<td>ICC Campus Security:</td>
<td>218-259-6322 (afternoon/evenings during school year)</td>
</tr>
<tr>
<td>ICC Safety / Physical Plant Director:</td>
<td>218-322-2444</td>
</tr>
<tr>
<td>ICC Switchboard:</td>
<td>218-322-2300</td>
</tr>
<tr>
<td>ICC Housing Director (cell):</td>
<td>218-360-0155</td>
</tr>
<tr>
<td>ICC After Hours Emergency (cell):</td>
<td>218-301-9544</td>
</tr>
<tr>
<td>ICC Maintenance (cell):</td>
<td>218-244-3191 / 218-259-1722</td>
</tr>
</tbody>
</table>
Itasca Community College's Response to Reports of Crime:

All allegations will be investigated. These investigations may be made in conjunction with the Grand Rapids Police Department. Reports will be classified by the Dean of Student & Administrative Services in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting definitions.

When alleged perpetrators are identified as students, the case will be forwarded to the Human Rights Officer for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.

Itasca Community College will, upon written request, disclose to the alleged victim or a crime or violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Itasca Community College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Off-campus college sponsored activities (i.e., athletic events, student organizations) are monitored by the appropriate law enforcement agency (Grand Rapids Police Department or Itasca County Sheriff’s Department). These departments share any reports of crime with ICC and these statistics are included in the annual security report.

Policies Concerning Law Enforcement:

The Dean of Student & Administrative Services serves as the primary liaison for Campus Security with all law enforcement agencies. Campus Security officers are employees of ICC; they are not certified or sworn peace officers. Campus Security officers are authorized, when appropriate, to make a citizen’s arrest. Typically, such arrests are made only in the presence of a Minnesota police officer. Campus Security works closely with the Grand Rapids Police Department and State and Federal law enforcement agencies to track and respond to campus criminal activity.

Report all crime immediately! All criminal activity on campus should be reported immediately to Campus Security (218-259-6322 between 5 p.m.-12 a.m. Sunday-Thursday and 6 p.m.-2 a.m. Friday and Saturday) and/or the Grand Rapids Police Department (911 for emergencies [9-911 on campus phones] or 218-326-3464 for non-emergencies).

- ICC will assist the complainant in completing criminal reports.
- ICC will accept third party reports in certain cases, like sex offenses. ICC prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.
- Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.

Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

- gender
- approximate age
- height
- weight/build
- facial description (eye color, etc.)
- hair color & style
- distinguishing marks (scars, etc.)
- dress/clothing
- facial hair
- glasses
- distinguishing gait
- voice
EMERGENCY RESPONSE/NOTIFICATION SYSTEM

Itasca Community college is required to immediately notify the campus community upon confirmation of a significant emergency or a dangerous situation involving an immediate threat to the health or safety to students and employees occurring on campus.

The Provost, Dean of Academic Affairs, Dean of Student and Administrative Services, and other relevant staff, depending upon the nature of the emergency will manage crises or unexpected tragedies that adversely affect students, their families, college employees, and community members. Anyone who becomes aware of a crisis that affects our college should dial 911 immediately, contact the Provost or Dean of Student and Administrative Services. Please do not assume that others are aware of any situation.

Itasca Community College administration, or their designee, will make an immediate determination about the need for timely warning to the greater college community through our wireless emergency notification system (Star Alert).

Students are encouraged to opt in to this system upon registration.

Upon notification of the incident the college administration or designee will meet and determine additional response options and will immediately prepare a response plan according to the following timeline: the first 10 minutes, the first hour, the first day, and thereafter.

Procedure for disseminating any emergency information to the larger community will be based upon the type of threat being presented. All media contact will be handled by the college Provost.

ICC contracts with Blackboard Connect, an Emergency Notification System. The multimodal service allows ICC officials the ability to send emergency notification messages via: landline, cellular telephone, and email messages when circumstances dictate an alert to issue. The StartAlert system is part of the overall campus emergency plan. ICC also uses the StarAlert system for notifications regarding campus closings for weather related conditions or other factors that would require a campus closure.

StarAlert is activated when a situation exists that presents an imminent danger to the campus and requires immediate action. An “imminent danger” is defined to be a situation that threatens the immediate safety of the campus community, is not anticipated, and failure to provide such a warning may result in serious harm. Examples of such emergencies may include a tornado, chemical or hazardous material spills, an armed and actively violent person, etc.

Contact information collected and imputed into the StarAlert system is extracted from information on file in eServices. The StarAlert system is not used for marketing or any purposes other than emergency communications. “Emergency Communications” is defined to be communication that is vital information to help minimize any significant risk to the health and safety of the community.

Procedure: StarAlert may be activated by the college Provost, Dean of Student Services and Administrative Affairs, and the Director of ITS and Facilities, or their full-time designees.

StarAlert is tested once a semester to ensure the system is in good working order and to assist campus community members with emergency preparedness in the event of an actual emergency.

Registration: All students, faculty and staff are automatically enrolled in StarAlert. Individuals are responsible for providing accurate data. ICC assumes no liability or responsibility for improper or outdated data. Student contact data is collected from eServices and may be updated by students by logging in to eServices and updating their contact information. Faculty and staff (employee) data is collected from human resources data. Employees should contact their Human Resources office for appropriate information to be updated in ISRS.
EMERGENCY NOTIFICATIONS & TIMELY WARNINGS

Emergency notifications are issued for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus such as, but not limited to, serious disease/illness, dangerous weather, natural disaster, bomb threat, explosion, or chemical hazard. Some Clery Act defined crimes may also be included.

The college Provost, or designee, will assess the situation and determine whether or not a legitimate situation exists. Upon confirmation of an emergency or dangerous situation posing an immediate threat to the health or safety of individuals on campus the Provost, or designee, will issue a notice over the wireless emergency notification system (Star Alert). If the confirmed threat is perceived as on-going or continuing the notification may go out in the form of email notification, D2L student platform, the electronic bulletin board system, campus social media pages, and posted on the ICC website. Paper notices may also be posted around campus. Depending upon the nature of the threat, (e.g., isolated gas leak) the notification may only go to a particular segment of the college community.

A test of the emergency response system (Star Alert) is conducted at random twice a semester by the Director of Facility Services/IT. Other scheduled drills, exercises and appropriate follow-through activities with the Safety Committee, designed for assessment and evaluation of emergency plans and capabilities. Documentation (description, date, time, announced/unannounced) of these tests will be done by the Director of Facility Services/IT and is kept on file in their office for a minimum of seven years.

Timely warnings must be issued by ICC for any Clery Act crime that occurs on our Clery geography that is:

- reported to campus security authorities or local police agencies; and
- considered by the institution to represent a serious or continuing threat to students and employees.

When timely warnings are made to the campus community, the identity of the victim must be withheld as confidential. Exception: Clery crimes reported to pastoral or professional counselors are not subject to timely warning requirements.

Upon determination of a crime that has occurred and continues to pose a potential serious or continuing threat to the college community, the Provost, or designee, will issue a campus wide timely warning on a case-by-case basis based on the nature of the crime and the continuing danger to the campus community unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to respond to or otherwise mitigate the emergency. The warning is not just a cautionary statement but will include information about the crime that triggered the warning. Example of such threats could include, but are not limited to, a rash of dormitory burglaries or motor vehicle thefts, a campus reported rape in which the alleged perpetrator has not been caught, random fires being set around campus, reported murder, non-negligent manslaughter, negligent manslaughter, sex offenses (forcible or non-forcible), robbery, aggravated assault, burglary, and any bias-motivated crimes. Timely warnings are issued for threats to crimes against persons or to property.

As available pertinent information becomes available, the timely warning may identify date and time of the incident plus location, nature of the crime and possible suspect descriptions. Information promoting safety that may aid individuals in protecting themselves may be included in the warning. Additional warnings may be issued as information becomes available. Local radio stations may be used to help disseminate information, depending upon the nature of the incident.

**ICC Campus Official Contact Information**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Home</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bart Johnson, ICC Provost</td>
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<td>651-252-1722</td>
</tr>
<tr>
<td>111C Dailey Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EVACUATION PROCEDURES

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.

SAMPLE Emergency Evacuation Plan Map in Offices/Classrooms
An extensive Emergency Procedures Guide (EPG) is being developed for campus wide distribution. This handbook will provide emergency contacts and numbers and include detailed instructions for the following events:

- Fire/Explosions
- Tornado
- Medical Emergencies
- Mechanical/Utility Failure
- Natural Gas Leaks
- Hazardous Materials Spills/Leaks
- Violent Intruder/Lockdowns
- Bomb Threats
CRIME STATISTICS

This information is being provided to you as in compliance with the Federal Crime Awareness & Campus Security Act of 1990 (Clery Act).

Data for this report is collected from local law enforcement, ICC Dean of Student & Administrative Services, ICC Director of Residential Living, and Facilities Director. Data includes Itasca Community College off-campus college sponsored activities that are monitored by local law enforcement.

This report is posted on the ICC website (http://www.itascacc.edu/about/iccsecurityreport.pdf) and the department of education website (http://ope.ed.gov/security). A hard copy of this report is available upon request in 104 Backes Student Center.

<table>
<thead>
<tr>
<th>Reported Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities*</th>
<th>Non-Campus Properties</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Sex Offenses, Forcible Rape, fondling</td>
<td>2014</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>2013</td>
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<tr>
<td></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Non-Forcible Incest, statutory rape</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>2012</td>
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<td>0</td>
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<tr>
<td>Robbery</td>
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<td>0</td>
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</tr>
<tr>
<td></td>
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<td>0</td>
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<td>0</td>
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<tr>
<td></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013</td>
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<tr>
<td></td>
<td>2012</td>
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<tr>
<td>Arson</td>
<td>2014</td>
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<tr>
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<td>2012</td>
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<thead>
<tr>
<th>Reported Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities*</th>
<th>Non-Campus Properties</th>
<th>Public Property</th>
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<tr>
<td>Domestic Violence</td>
<td>2014</td>
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<td>0</td>
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<td>2013 first required reporting year</td>
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<td>Dating Violence</td>
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<tr>
<td>Stalking – includes cyber stalking</td>
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<td>Reported Offense – Hate Crimes</td>
<td>Hate Category*</td>
<td>Year</td>
<td>On-Campus Property</td>
<td>On-Campus Student Housing Facilities*</td>
<td>Non-Campus Properties</td>
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<td>Murder/Non-Negligent Manslaughter</td>
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<td></td>
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<tr>
<td>Destruction/Damage/ Vandalism of Property</td>
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<td>2012</td>
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</table>

*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.

<table>
<thead>
<tr>
<th>Arrests</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities*</th>
<th>Non-Campus Properties</th>
<th>Public Property</th>
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</thead>
<tbody>
<tr>
<td>Weapons: Carrying/ Possession/etc.</td>
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<td>0</td>
<td>0</td>
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<tr>
<td></td>
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<td>2012</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Drug Abuse Violations</td>
<td>2014</td>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>2013</td>
<td>2</td>
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<tr>
<td></td>
<td>2012</td>
<td>2</td>
<td>2</td>
<td>0</td>
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<tr>
<td>Liquor Law Violations</td>
<td>2014</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
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<td></td>
<td>2012</td>
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</tr>
</tbody>
</table>

29
ANOual Fire Safety Report for Residence Halls

Residential Facility Fire Safety Systems:

Itasca Community College has two residential facilities. Each facility has a fire alarm system that is inspected and tested annually with Nardini Inspection Company. The inspection report is kept on file with the Facility Services department and is available upon request. All campus fire extinguishers are certified annually by a contractor and inspected monthly by the ICC Facility Services department staff.

<table>
<thead>
<tr>
<th>Itasca Hall</th>
<th>Wenger Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Manufacturer</td>
<td>Simplex Model 4008</td>
</tr>
<tr>
<td>Alarm Initiation Devices</td>
<td>7 manual pulls, 31 photo cells, 3 heat detectors</td>
</tr>
<tr>
<td>Alarm Notifications</td>
<td>55 horns, 2 strobes, 12 horn/strobe combination</td>
</tr>
<tr>
<td>Annual Alarm Inspection</td>
<td>Yes</td>
</tr>
<tr>
<td>Sprinkler System</td>
<td>Wet system</td>
</tr>
<tr>
<td>Smoke Detection</td>
<td>Yes</td>
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<tr>
<td>CO₂ Detection</td>
<td></td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>Yes</td>
</tr>
<tr>
<td>Evacuation Plans Posted</td>
<td>Yes</td>
</tr>
<tr>
<td>Fire Drills Conducted Each Year</td>
<td>2 announced, 2 unannounced</td>
</tr>
</tbody>
</table>

Any person who willfully tampers with fire alarm equipment resulting in a false fire alarm is subject to criminal punishment.

Fire Evacuation Procedures:

- Loud, intermittent beeps will sound when a fire alarm is in progress. All residents must follow fire exit routes posted on the inside of all suite doors. In accordance with Minnesota State Law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until notified by official campus personnel.
- Electrical devices and lights should be turned off before exiting the building and windows should be kept open. Residents should wear shoes and clothes appropriate for the weather. Residents should lock and close bedroom and suite doors taking keys and fob devices with them.
- Once outside move away from the building and keep streets, fire lanes, hydrant areas, and walkway areas clear for emergency vehicles and personnel.
- In the event of limited or poor evacuation, the Director of Residential Living is authorized to direct residence hall staff to enter student rooms to ensure evacuation. Any violations of evacuation procedures by residents will be handled through conduct proceedings.

**Procedures for Reporting a Fire:**
- When a fire is discovered, the nearest fire alarm should be activated and all building occupants begin evacuation.
- Call 911 (9-911) if using campus phones to report to Grand Rapids Fire Department.
- Notify Provost, Facilities Service staff, or Director of Residential Living. They will contact the fire alarm system management company and Grand Rapids Fire Department to confirm actual fire or false alarm.
- The Provost and/or Dean of Academic Affairs or Director of Facility Services must report the incident (even if a false alarm) to the State Fire Marshal as required by state law [Minn. Stat. 299f.452(1998)].

**Rules on Items Posing Potential Fire Threat in On-Campus Housing:**

Residential Life provides each student living on campus a copy of the Residential housing handbook which clearly states that:
- Any type of candle, incense or any flammable or slow-burning substances are strictly prohibited in all on-campus housing facilities and resident rooms. Residents who are in possession of any of these substances will receive a written warning to remove items within 24 hours and/or may be subject to disciplinary actions.
- Microwaves are allowed in rooms; however, they must be tended while in use. Cooking appliances such as toasters, popcorn poppers, pizza ovens, warming plates, or any other appliances which have either exposed heating elements or produce excessive heat can only be used in kitchenette/commons areas. Any residents who exhibit negligence while cooking or using ovens and sets off the room fire alarm may face disciplinary action.

**Fire Safety Prevention and Training:**

Fire safety education and training is currently limited to Resident Assistants and Facility Services staff. Fire Safety is a topic of discussion with ALL resident students at their Orientation session on the day they move into their room and is covered in the Residential Life Student Handbook.

The following are recommendations for all residential students:
- Know every regular and emergency exit from the building you are in. Know how to activate the alarm system and what it sounds like.
- Arrange the contents of your room with fire safety in mind. Maintain clear and unobstructed access to your room door, from both the inside and outside, at all times.
- Do not overload electrical outlets. Do not use broken, frayed or cracked electrical cords. Do not suspends lamps or lights by their own cords.
- Smoking is NOT allowed in any college building.
- Do not allow excess clutter of flammable materials.

**Current Student Housing Fire Statistics**

<table>
<thead>
<tr>
<th></th>
<th>Itasca Hall</th>
<th></th>
<th></th>
<th>Wenger Hall</th>
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<tr>
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<tr>
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<tr>
<td>Injuries Requiring Treatment</td>
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<tr>
<td>Injuries Resulting in Death</td>
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<tr>
<td>Damaged Property Value</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>
1. Administration Building
2. Backes Student Center
3. Mullins Hall
4. Wenger Hall
5. Davies Hall
6. Dailey Hall
7. Library/Media Center
8. Liberal Arts Building
9. Wilson Hall
10. Child Care Center
11. Itasca Hall

Stop light entrance & roundabout

6/2014 DJN
Definitions

GENERAL DEFINITIONS

Business Day is defined as “Monday through Friday, excluding any day when ICC is closed.”

Campus is defined as
• any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by ICC in direct support or, or in a manner related to, ICC’s educational purposes, including residence halls; and
• any building or property that is within or reasonably contiguous to the area identified in the first part of this definition, that is owned by ICC but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus residences are defined as residential facilities for students on campus.

Campus Security Authority – Campus security authority includes the following categories of individuals:
• Individuals who have campus security responsibilities
• Any individual or organization identified in college policy as an individual or organization to which students and employees should report criminal offenses
• An official of the college who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations, and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are not included in this definition.

MnSCU – Minnesota State Colleges and Universities

Non-campus building or property
• any building or property owned or controlled by a student organization that is officially recognized by ICC or
• any building or property owned or controlled by ICC that is used in direct support of, or in relation to, ICC’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of ICC.

Public property is all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Referred for campus disciplinary action - The referral of a student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. These referrals do not include those students already counted in the arrest categories for liquor law, drug law, or weapons violations, but will include those referred for a major crime.

CRIMINAL DEFINITIONS

The following definitions are those used in the Uniform Crime Reporting system of the U.S. Department of Justice, Federal Bureau of Investigation.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

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 into a building or other structure with the intent to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Drug Abuse Violations – Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs and the equipment or devices utilized in their preparation and/or use. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
**Hate Crimes** – Crimes that manifest evidence of prejudice based on race, religion, sexual orientation, disability, gender, or ethnicity.

**Intimidation** – To lawfully 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.

**Larceny Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Liquor Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

**Manslaughter** – The reckless or grossly negligent killing of a human being, excluding traffic fatalities.

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

**Negligent Manslaughter** – The killing of another person through gross negligence.

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.

**Robbery** – The taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of a person or persons by force or threat of force or violence or by putting the victim in fear. Car--*jackings are robbery offenses where a motor vehicle is taken through force or threat of force.

**Simple Assault** – Simple, not Aggravated includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries.

**Vandalism of Property** – The willful or malicious destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without the consent of the owner or person having control.

**Weapon Law Violations** - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**DEFINITIONS OF SEXUAL OFFENSES**

**Forcible**
Any sexual act directed against another person, forcibly or against that person’s will where the victim is incapable of giving consent.

- **Forcible Rape (except Statutory Rape):** The carnal knowledge of a person, forcibly or against that person’s will, or both; or not forcibly or against the person’s will where the victim is incapable of giving consent because of youth or his or her temporary or permanent mental or physical incapacity.

- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly or against that person’s will, or both; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of his or 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 or against that person’s will, or both; or not forcibly or against the person’s will where the victim is incapable of giving consent because of youth or his or her temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia. Examples are a finger, bottle, handgun, stick, etc.

- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly or against that person’s will, or both; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity. Forcible fondling includes “indecent liberties” and “child molesting.”

**Non-forcible**
Unlawful, non-forcible sexual intercourse, except “prostitution offenses.”

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

- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
DEFINITIONS for the SaVE ACT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

Domestic Violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.” 42 U.S.C. § 13925(a)(8).

Dating Violence – means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship. 42 U.S.C. § 13925(a)(10).

Stalking – means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. 42 U.S.C. § 13925(a)(30).