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Introduction

Itasca Community College (ICC) encourages all students and college community members to be fully aware of safety issues on campus and to take action to prevent and to report illegal and inappropriate activities. Each of us has a responsibility for our own personal safety and security. Personal awareness and applying personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and the Campus Security Act enacted in 1990, ICC monitors criminal activity and publishes this report and maintains a three year statistical history. The college will distribute electronic notification of availability of this report to each current student and employee. It will be posted on the ICC website by October 1 each year. ICC will notify prospective students and employees of its availability and will provide a copy of the report upon written request to the Director of Student Services located in Room 105 Backes Student Center (218-322-2319).

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.

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.

Policy Regarding the Illegality of Alcoholic Beverages on Campus and Enforcement of Under-Age Drinking Laws:

- ICC forbids the use (consumption), possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. ICC also forbids the maintenance of unlawful drinking places on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special (non-student) functions. Only the President may authorize such programming use.
- ICC enforces the Minnesota drinking laws, including the prohibition of use by persons under 21 years of age, and college policy. Possession or consumption of alcohol on campus is prohibited by ICC and may result in a student disciplinary complaint.
- If the accused is not cooperative or is underage, the Grand Rapids Police Department may be called to assist.

Policy Regarding the Illegality of Drugs on Campus and Enforcement of Federal and State Drug Laws:

- ICC forbids the possession, use or sale of illegal drugs (other than by a doctor’s prescription) on campus. This includes but is not limited to possession, sale, use, growing, manufacturing and making of narcotic drugs.
- ICC enforces both Minnesota and Federal drug laws regarding the use, possession, and sale of illegal drugs.
Enforcement

Campus Sanctions
Administrative and legal sanctions up to and including: 1) termination of employment for employees and expulsion for students; and 2) referral for prosecution, will be imposed on students and employees who violate the above standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Legal Sanctions
Federal and state sanctions for illegal possession of controlled substances range from 0-30 years imprisonment and up to $1 million in fines. Additional penalties include forfeiture of personal property, the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach $8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines up to $4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to $500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to $8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a $700 fine, 90 days in jail, and/or revocation of driver’s license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in a $100 fine. Furnishing alcohol to persons under 21 is punishable by up to a $3,000 fine and/or one year imprisonment.

Drug and Alcohol Abuse 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 may provide prevention programs to Itasca Community College.

The college encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency.

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”). The section of the law most directly affecting MnSCU states: Subd. 18. [Employers; Public Colleges and Universities.]

- An employer, whether public or private, may establish policies that restrict the carry or possession of firearms by its employees, while acting in the course and scope of employment. Employment related civil sanctions may be invoked for a violation.
- A public postsecondary institution regulated under chapter 136F or 137 may establish policies that restrict the carry or possession of firearms by its students while on the institution’s property. Academic sanctions may be invoked for a violation.
- Notwithstanding paragraphs (a) and (b), an employer or a postsecondary institution may not prohibit the lawful carry or possession of firearms in a parking facility or parking area.
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 students whereabouts the Director of Residential Living should be notified. 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 have the option to designate a confidential contact person on their Emergency Information form in the event they are deemed missing. 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.

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 develops and presents educational programs in the area of crime prevention, sexual assault awareness, personal safety, fire prevention, etc.
- ICC invites various speakers, including members of law enforcement, to discuss topics of safety, security and crime prevention.
- ICC works with the Grand Rapids Police Department, the Itasca County Sheriff’s Department and Itasca Alliance Against Sexual Assault (Support Within Reach) to establish opportunities of education for the college community members on related topics.
- 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.

CRIME PREVENTION

Personal Security Recommendations:

Designated campus security staff are available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Call for an Escort! The Facility Services department is open from 5:30 a.m.-2 a.m. Monday-Thursday when night classes are in session. They are available for escort services from 6-11 p.m. Call 218-322-2470 or 218-244-3191 to request assistance. Campus security is available for escort services from 8 p.m.-1 a.m. Sunday-Thursday; and from 10 p.m.-2 a.m. Friday and Saturday. You can reach them at 218-244-3191.

Be aware of when patrol is on duty. Security staff normally patrol campus between the hours of 8 p.m.-1 a.m. Sunday-Thursday and 10 p.m.-2 a.m. Friday and Saturday. They are equipped with two-way radios.
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 (322-2470 from 8 a.m. to 4:30 p.m. or the Facility Services department cell phone at 244-3191 after 4 p.m.).

Protect yourself walking and jogging:
- Avoid walking and jogging alone after dark. If you must travel alone at night, use the ICC Escort Service(218-322-2470 from 8 a.m.-4:30 p.m. or the Facility Services department cell phone at 218-244-3191 after 4 p.m.) 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 or the Grand Rapids Police Department 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 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 Director of Finance & Facilities.
- Be security conscious at all times.

**Security Considerations 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 to entrance doors.
- 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 (218-244-3191). 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 or 218-326-3464 for non-emergencies).

### CRIME REPORTING

**Reporting Policies:**

The Director of Finance & Facilities, located in Room 108 of the Backes Student Center, (218-322-2403) 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 Director of Finance & Facilities Office 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 Director of Finance & Facilities 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. It includes the following reports of crime:

- Criminal Homicide
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate Crimes

Also reported are any arrests or disciplinary actions for the following offenses:

- Liquor law violations
- Drug abuse violations
- Weapons possession

The Director of Finance & Facilities serves as the primary liaison for Campus Security with all law enforcement agencies.

When reports are made to the Director of Finance & Facilities, the Director 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:**

All criminal activity occurring on campus should be reported immediately to the office of the Director of Finance & Facilities (108 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 [Director of Finance & Facilities (218-322-2403)] or the Grand Rapids Police Department (911 for emergencies 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. After 4 p.m., please call 218-244-3191 (Facility Services cell phone).
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 Director of Finance & Facilities will be provided a copy of the college's policies and procedures.

All employees, faculty or staff who becomes 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 Director of Finance & Facilities. The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to campus security:
The individuals should not attempt to investigate but should instead report and allow Campus Security to investigate. All persons in the ICC community are encouraged to assist anyone in reporting alleged criminal activity by contacting the Director of Finance & Facilities 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 Director of Finance & Facilities.

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

**Emergency Numbers**

- Fire, Police, Ambulance: 911 (9-911 from campus phones)
- ICC Security (Maintenance cell phone): 218-244-3191 or 218-259-1722
- ICC Security Director: 218-322-2319
- ICC Safety / Physical Plant Director: 218-322-2444
- ICC Information: 218-322-2300
- ICC Housing Director (cell): 218-360-0155
- ICC After Hours Emergency (cell): 218-301-9544

**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 Director of Finance & Facilities 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.

**Policies Concerning Law Enforcement:**

Campus security staff are employees of ICC; they are not certified or sworn peace officers. Campus security staff 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 (218-322-2403 or the Facility Services department cell phone at 218-244-3191 after 4 p.m.) and/or the Grand Rapids Police Department (9-911 for emergencies 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

A Crisis Team was established at Itasca Community College for the purpose of establishing appropriate policies and procedures to assist in managing crises or unexpected tragedies that adversely affect students, their families, college employees, and community members.

College Administration, the Critical Incident Coordinator (CIC) or their designee is to be notified by any staff or faculty member who becomes aware of a crisis that affects our college. Please do not assume that he/she is aware of any situation.

Itasca Community College Administration or the CIC will make an immediate determination about the need for timely warning to the greater college community through our wireless emergency notification system (Star Alert) which became operational in 2008.

Upon notification of the incident the CIC or designee will immediately prepare a response plan according to the following timeline: the first 10 minutes, the first hour, the first day, and thereafter.

The CIC or designee will coordinate and facilitate a meeting of the campus Crisis Team which includes:

- Provost
- Dean of Academic Affairs
- Building Maintenance Foreman/IT Director
- Residential Life Director
- Student Life Director, Men’s Athletic Director
- ICC Counselors/Advisors
- Director of Nursing
- Disabilities Coordinator
- ICC Librarian
- 2 faculty members
- Student Government representative
- Northland Counseling staff representative
- Grand Rapids Police Department

Procedure for disseminating any emergency information to the larger community will be based upon the type of threat being presented and as outlined in the campus Critical Incident Postvention Manual. All media contact will be handled by the college Provost.

### TIMELY WARNING & EMERGENCY NOTIFICATIONS

The college will issue a timely warning to members of the campus community in cases of Clery reported crimes listed on page 1 and in cases where the Director of Finance & Facilities (or designee) determines there is a continuing threat to the college community. In such cases, warnings will be published through campus bulletins, campus radio stations, and campus communications of any medium.
As available pertinent information permits, 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.

Emergency notifications are issued through a wireless text messaging emergency notification system for a confirmed emergency or dangerous situation posing an immediate threat to the health or safety of individuals on campus. A test of the emergency response system (Star Alert) is conducted at random twice a semester by the Director of Facility Services/IT.

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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.

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.

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CRISIS / DISASTER PREPAREDNESS

An extensive Emergency Procedures Guide (EPG) is being developed for campus wide distribution for the 2013 year. 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 Director of Finance & Facilities, ICC Director of Residential Living, and any other campus employees...Data includes Itasca Community College off-campus college sponsored activities 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.

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<td>Reported Offense – Hate Crimes</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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<tr>
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<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>2012</td>
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<td>0</td>
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<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>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2011</td>
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<tr>
<td></td>
<td>2010</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Drug Abuse Violations</td>
<td>2012</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2011</td>
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<td>2010</td>
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<tr>
<td>Liquor Law Violations</td>
<td>2012</td>
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<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2011</td>
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<tr>
<td></td>
<td>2010</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>
Disciplinary Actions | Year | On-Campus Property | On-Campus Student Housing Facilities | Non-Campus Properties | Public Property
--- | --- | --- | --- | --- | ---
Weapons: Carrying/ Possession/etc. | 2012 | 0 | 0 | 0 | 0
| 2011 | 0 | 0 | 0 | 0
| 2010 | 0 | 0 | 0 | 0
Drug Abuse Violations | 2012 | 0 | 0 | 0 | 0
| 2011 | 0 | 0 | 0 | 0
| 2010 | 0 | 0 | 0 | 0
Liquor Law Violations | 2012 | 7 | 7 | 0 | 0
| 2011 | 7 | 7 | 0 | 0
| 2010 | 5 | 5 | 0 | 0

**ANNUAL 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><strong>Alarm Manufacturer</strong></td>
<td>Simplex Model 4008</td>
</tr>
<tr>
<td><strong>Alarm Initiation Devices</strong></td>
<td>7 manual pulls</td>
</tr>
<tr>
<td></td>
<td>31 photo cells</td>
</tr>
<tr>
<td></td>
<td>3 heat detectors</td>
</tr>
<tr>
<td><strong>Alarm Notifications</strong></td>
<td>55 horns</td>
</tr>
<tr>
<td></td>
<td>2 strobes</td>
</tr>
<tr>
<td></td>
<td>12 horn/strobe combination</td>
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<tr>
<td><strong>Annual Alarm Inspection</strong></td>
<td>Yes</td>
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<tr>
<td><strong>Sprinkler System</strong></td>
<td>wet system</td>
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<tr>
<td><strong>Smoke Detection</strong></td>
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<tr>
<td><strong>CO₂ Detection</strong></td>
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<tr>
<td><strong>Fire Extinguishers</strong></td>
<td></td>
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<tr>
<td><strong>Evacuation Plans Posted</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Fire Drills Conducted Each Year</strong></td>
<td>2 announced</td>
</tr>
<tr>
<td></td>
<td>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 on 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 suspend 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>Wenger Hall</th>
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</thead>
<tbody>
<tr>
<td>Number of Fire Calls in Residence Halls</td>
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<tr>
<td>Unintentional</td>
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<tr>
<td>Intentional</td>
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<td>0</td>
</tr>
<tr>
<td>Undetermined</td>
<td>0</td>
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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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HARRASSMENT & ASSAULT POLICY

Policy Statement

ICC's policy on sexual abuse and harassment is governed by the Minnesota State Colleges and Universities System's policy. This policy can be found in its entirety at http://www.mnscu.edu/board/policy/1b03.html. In support of the system policy, ICC reaffirms the policy that sexual abuse and harassment will not be tolerated. Every effort will be made to assure that all members of the college community are provided an atmosphere free from sexual abuse and harassment. To prevent sexual abuse and harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and harassment and what steps can be taken if instances of sexual abuse and harassment are experienced.

ICC conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include nightly security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas and implementing programs to inspect campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided by Residential Life staff and counseling offices. The college also addresses sexual harassment issues during registration sessions.

A collaboration with Itasca Alliance Against Sexual Assault (Support Within Reach), provides one-on-one free and confidential on-campus services two days a week.

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.

ICC Crisis Team Contact Information

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Home</th>
<th>Office</th>
<th>Cell/Pager</th>
</tr>
</thead>
<tbody>
<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>Richard Kangas, Director of Student Services</td>
<td>218-838-3803</td>
<td>218-322-2319</td>
<td></td>
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<tr>
<td>Mike Johnson, ICC Provost</td>
<td>218-326-3237</td>
<td>218-322-2401</td>
<td>218-259-5495</td>
</tr>
<tr>
<td>Patricia Leistikow, Director of Finance &amp; Facilities</td>
<td>218-327-1921</td>
<td>218-322-2403</td>
<td>218-259-0268</td>
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<tr>
<td>Chad Haatvedt, Services Supervisor</td>
<td>218-322-2470</td>
<td></td>
<td>651-252-1722</td>
</tr>
<tr>
<td>Justin Lamppa, ICC Faculty</td>
<td>218-322-2394</td>
<td></td>
<td>218-259-5264</td>
</tr>
<tr>
<td>Trika Smith, ICC Faculty</td>
<td>218-322-2418</td>
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</table>

Off Campus Agencies Contact Information

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Home or Phone</th>
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<tr>
<td>Grand Rapids Police Department</td>
<td>218-326-3464 (Non-Emergency)</td>
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<tr>
<td>Emergency Services</td>
<td>911 (9-911 from campus phones)</td>
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<tr>
<td>First Call for Help</td>
<td>218-326-8565</td>
</tr>
<tr>
<td>Itasca Alliance Against Sexual Assault</td>
<td>218-326-5008</td>
</tr>
</tbody>
</table>

Procedure

- Contact Campus Security (218-322-2403 until 4 p.m. or the Facility Services department cell phone at 218-244-3191 after 4 p.m.) 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. 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.

- The Director of Finance & Facilities will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty and staff are encouraged to contact the Director of Finance & Facilities 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. Campus Security will assist the survivor in making this report if the survivor so wishes. 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:
  
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>ICC Counseling Center</td>
<td>218-322-2320</td>
</tr>
<tr>
<td>Itasca Alliance Against Sexual Assault</td>
<td>218-326-5008</td>
</tr>
</tbody>
</table>

- If the Director of Finance & Facilities (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, 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 Director of Finance & Facilities 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.
- Please refer to the ICC Student Handbook for procedures and policies regarding the disciplinary process.

**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.
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.

Noncampus 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 jacking 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.

Nonforcible
Unlawful, nonforcible sexual intercourse, except “prostitution offenses.”

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

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