

Anoka Technical College Annual Security Report

2017



Data collected for calendar year 2016

Anoka Technical College is a member of the Minnesota State (formerly known as Minnesota State College and University) system. We are an affirmative action, equal opportunity employer and educator. This document can be made available in alternative formats to individuals with disabilities by calling the Director of Public Safety at 763-433-1184

Welcome

Anoka Technical College is committed to the well-being of our campus community including students, employees, and visitors. ATC has taken numerous steps to maintain a safe learning environment for all. ATC encourages students, employees, and visitors to take appropriate steps to insure their own personal safety. We encourage all to report suspicious individuals, activities, or hazardous conditions immediately.

Your Public Safety and Security team of professionals continues to focus on providing a safe and secure learning environment for all visitors, students, faculty and staff.

Anoka Technical College is located next to the historic Anoka river region in Anoka Minnesota.

Anoka Technical College was founded in 1967 with five degree programs as part of the Minnesota State system. Today the college offers more than 35 program areas across the levels of Associate of Applied Science (AAS) degrees, diplomas and certificates.

- Largest programs: [Practical Nursing](#), [Information Technology](#), [Welding](#), [Medical Assistant](#)
- Programs unique to Minnesota State: [Administrative Specialist \(AAS\)](#), [Business Data Technician \(AAS\)](#), [Medical Scribe Specialist \(Cert\)](#), [Judicial Reporting](#)
- Tuition and fees (2016-2017): **\$184.47**/per credit
- [Accredited](#) by six national or regional accrediting bodies and numerous other outside agencies.

Student Body (2016-2017)

- Headcount: 2,872
- Gender:
 - Male: 40%
 - Female: 59%
- Students of color: 20%
- Students to faculty ratio (fall semester 2015) 19:1

The Campus Safety and Security Report is available in the Educational Services Rm E102 in Anoka Minnesota Campus, at:

<https://www.anokatech.edu/AboutATC/PublicSafety.aspx>

<http://www.atcpublicsafety.wordpress.com>

<https://arccpublicsafety.wordpress.com/atc-resources/>

or by calling Public Safety at 763-433-7930/1184 or 763-433-1275. If it is an emergency or a crime in progress, please call 911 immediately.

History

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

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

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community and is also submitted to the Department of Education. The goal of the Clery Act is to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

To be in compliance with Clery Act regulations, an institution has several obligations. These fall into three main categories:

- 1) policy disclosure;
- 2) records collection and retention; and
- 3) information dissemination.

Campus Safety and Annual Security Report (ASR) – ATC 2017

CAMPUS SECURITY: 763-433-7930 or 612-819-4585

ATC College 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. Personal awareness and applying personal safety practices are the foundation of a safe community. ATC through Minnesota State systems office has a variety of policies, guidelines, procedures and plans relating to campus safety and security. These provide the framework for providing a safe campus and are frequently updated. As such, changes may appear in successive issues of this report. Questions on campus safety and security concerns may be submitted to the Director of Public Safety at Clifford.Anderson@anokaramsey.edu or calling 763-433-1184.

Anoka Technical College is a member of the Minnesota State system. We are an affirmative action, equal opportunity employer and educator. This document can be made available in alternate formats by calling security at **763-433-7930 or 612-819-4585** or the Director of Public Safety at 763-433-1184 or Public Safety Administration at 763-433-1275

Annual Security Report Distribution:

Pursuant to the Student Right to Know, Higher Education Act, Violence Against Women Act and the Clery Act, Campus Security Act, Public Safety monitors criminal activity, publishes this report, and maintains a three-year statistical history of crime reports using the FBI Uniform Crime Report (UCR) data classifications. ATC posts this report on ATC website and sends the annual report to students and employees via email by October (Fall semester) and February (Spring semester) of each year.

When ATC distributes its report by posting to an internet or intranet site, by October 1 of each year, all students and employees will be provided a statement of the report's availability, its exact electronic address,

<http://www.anokatech.edu/~media/Files/New%20Web%20Site%20Files/About%20Us/Safety%20and%20Security/Campus%20Crime%20and%20Security%20Report.ash>

In addition, all students/employees can be provided a paper copy upon request by contacting Public Safety at **763-433-7930 or 612-819-4585** or the Director, Public Safety at 763-433-1184.

In accordance with 34 C.F.R. §668.41(e)(1). ATC must provide a notice containing this information to all prospective students and employees. All interested parties have the right to request a paper copy of the ASR and to have it furnished upon request. 34 C.F.R. §668.41(e)(4).

- Human Resources provides crime report links within Posting language for new jobs; includes links to show where the Annual Security Report is posted for all new applicants applying for the position; this is open to the public
- Student Services provides Students Orientation training/slides showing daily crime logs and ASR reports to potential and new students; powerpoints are listed on the Public Safety web page and updated annually
- Public Safety is a frequent guest presenters to the President's council, Student Senate meetings, Faculty departments, Safety and Security committee meetings and Parking committees and facility meetings during all staff training venues, the Annual Security Report is presented and made available for participants.
- "OPT IN" Star Alert posters are distributed throughout campus, listing key websites/links to OPT IN to enrollment and boost public safety awareness
- Quarterly "all staff calls" training provide Public Safety the opportunity to train on personal safety and security along with feedback from local exercises, drills or emergency management multi-functional responses
- Updated Web sites will be provided on numerous safety and security briefings for awareness and customer service to aid in finding criminal data.

An institution's ASR must include statistics for incidents of crimes reported during the three most recent calendar years. The covered categories include :

Criminal homicide (murder and non- negligent manslaughter), sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assaults, burglary, motor vehicle theft, and arson. Statistics for certain hates crimes, as well as arrest and disciplinary referral statistics for violations of certain laws pertaining to illegal drugs; illegal usage of controlled substances, liquor, and weapons must also be disclosed in the ASR. These crime statistics must be published for the following geographical categories:

- 1) On campus;
- 2) Certain non-campus buildings and property; and,
- 3) Certain adjacent and accessible public property. 34 C.F.R. §668.46(c)(l). When applicable, an institution must also compile, and publish separate crime statistic disclosures for each of its campuses. 34 C.F.R. §668.46(e)(4).

**ATC does not have student housing on campus

In addition, Minn. Stat. § 135A.15, subd. 6 requires postsecondary institutions to annually report statistics on sexual assault to the Office of Higher Education. The Office of Higher Education is responsible for calculating state totals and republishing institutional reports in a manner consistent with state and federal laws on student and data privacy.

Minn. Stat. § 13.322 (privacy of sexual assault data) and 626.891 (law enforcement cooperation) were also amended by the 2015 legislation on Campus Sexual Assault.

Geography

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

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

Campus

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

Campus property includes: **See maps posted in ASR under Clery geography**

Non-Campus Building or Property

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

Non-campus property includes:

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

ATC public property includes adjacent streets, parking lots, sidewalks, stairwells.

CRIME REPORTING POLICIES:

General Reporting Policies:

The Public Safety Office, located in E122 near east main door adjacent to the information desk at Anoka Technical College. Public Safety in conjunction with Anoka Police Department are the focal point to which criminal/incident 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 Public Safety Office and/or the Anoka Police Department by **calling 911**. Individuals reporting incidents to the ATC Public Safety Office who also wish to file a complaint with the police will be provided with assistance.

Public Safety will also assist students by referring to the office of the Dean, Student Affairs when requested by the student. Campus Security Authority appointed staff members may also refer security related incidents to the Director, Public Safety.

Law enforcement response and authority. Contracted security officers provide routine support to Public Safety at Anoka Technical College Campus. Contracted security enforce campus rules and procedures, state and federal laws and ensure adherence to the Student Code of Conduct. They are licensed and insured through contract, and exercise citizen’s arrest authority in Minnesota. They can supplement security when requested by the President and the Director Public Safety. They assist responding law enforcement officers when called for assistance.

- Anoka Police Department. Provides primary law enforcement response to Anoka Technical College to include investigations involving Sexual Assault and Sexual Violence through Memorandums of Agreements. Public Safety and Student Affairs have copies of memorandums of understanding involving Title IX support and adherence to Minnesota Statute 135A.15, 2015 and MN Ch 69, Art 4, Sec 2 addressing campus sexual assault support.
- Anoka County Deputy Sheriff's office also can offer law enforcement support to ATC when requested.

ATC Public Safety normally requires a written incident /complaint to begin the investigation process. ATC also normally requires the assistance of the complainant in the school disciplinary process. ATC will make exceptions when necessary, including cases presenting clear danger to the victim and/or ATC community. Timely Warnings will be issued through Star Alert, blackboard and the Emergency Notification System (ENS). Marketing/communications will assist with notifications to students, faculty, staff and visitors to alert campus populations of an imminent threat/dangers, accidents/incidents or law enforcement or medical responses. Public Safety will distribute gold colored matrixes to students and faculty outlining basic response procedures in the event of a natural disaster, manmade accident/incident, criminal activity, active shooter/lockdown events or medical emergencies/fires/evacuations.

ATC will issue an annual security report (ASR) of criminal reports made to Public Safety and other law enforcement agencies for crimes occurring on campus property, on public property adjacent to the campus, and non-campus locations controlled by ATC.

The Director of Public Safety maintains the reports, daily crime logs and prepares the annual report. Daily Crime logs are available at the ATC Public Safety Office, or by calling/emailing the Public Safety Director @ Clifford.Anderson@anokaramsey.edu or 763-433-1184 or ext 7930. Hard copy ASR reports are available upon request through Public Safety.

Daily Crime Logs are available for a period of 60 days. Crime Logs are updated within two work days upon receipt to Public Safety. Daily Crime Logs are located on our public blog site at:

<https://arccpublicsafety.wordpress.com>

ATC student organizations do not own or control any non-campus buildings or property but must report any violation of laws or college policies to Student Organization Advisory or the Department of Public Safety.

The Director of Public Safety serves as the primary liaison for ATC with all law enforcement and emergency response agencies.

When reports of crimes that maybe an ongoing threat is received, the Director of Public Safety and/or an on-duty administrator with coordination with the Vice President of Administration and Finance, will evaluate to determine if an ongoing threat to students and employees continues to exist. If a threat continues to exist, a warning will be sent out informing the campus community. See Timely Warning section.

Reporting Procedures:

All criminal activity occurring on campus should be reported **immediately to 911** followed by Public Safety (x7930). All 911 calls that are originated from campus will also be sent to Public Safety automatically. Public Safety will assist the 911 call center and also the complainant in completing criminal reports if requested. These reports will also be forwarded to the appropriate law enforcement agency with jurisdiction. In appropriate cases, reports will also be shared with the Dean of Student Affairs for disciplinary actions. Public Safety will assist local law enforcement agencies with investigations.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reporting of crimes will assist in preserving evidence.

If you are a victim of a crime or witness a crime:

- Call Public Safety (x7930) or the Anoka Police Department by **calling 911** for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities; (911 calls are also networked with Public Safety)
- Obtain a description of the offender(s), including gender, age, race, hair, clothing, and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the geographic direction taken by offenders or vehicles and report those to Public Safety and law enforcement agencies;
- 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 police arrive.

Campus Security Authorities (CSAs): In a broad definition CSAs under MN State board policy 1B.3 may include:

- ATC Public Safety and contracted security officers department;
- Any individual who has campus security responsibilities in addition to ATC security department;
- Any individual or organization identified in ATC security policy as an individual or organization to which students and employees should report criminal offenses;
- Any official of ATC who has significant responsibility for student and campus activities, including, but not limited to, 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.

ATC Campus Security Authority:

The following people with significant responsibility for student and campus activities must report criminal activity of which they are aware to Public Safety: Public Safety staff, Director of the office of Diversity and inclusion, Academic Counselors, Human Resources Director, Deans of Student Affairs, Student Activities Director, and Director of Student Development/Title IX coordinator and others. These personnel are considered Campus Security Authorities (C.S.A.s) and will be annually trained on proper reporting procedures by Public Safety. These individuals should not attempt to investigate, but should instead report and allow Public Safety to investigate and/or refer to local law enforcement agencies for investigation.

In addition, all employees, faculty or staff members 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 Public Safety.

Bystanders:

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

Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.

Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated. Speak up when someone discusses plans to take sexual advantage of another person.

Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

Refer people to on or off campus resources list in the Annual Security Report or other resources for support in health, counseling, or with legal assistance.

Report all crime immediately, protect yourself, let authorities know what is happening and you need assistance using the **911 system**.

Counselors may be asked to provide information relating to crimes on campus, including the victim's Bill of Rights and school and community provided resources, but may continue to honor the confidentiality of victims.

College's Response to Reports:

All allegations will be investigated. These investigations may be made in conjunction with the appropriate law enforcement agencies who have jurisdiction, Dean of Student Affairs and Director Human resources for ATCs.

Reports will be classified by the Director of Public Safety in conjunction with the appropriate law enforcement agency according to the FBI Uniform Crime Reporting Definitions. For crimes occurring on Clery geography, the lead investigation authority will be law enforcement officials who have primary jurisdiction. Public Safety will assist those officials during the investigation.

When alleged perpetrators are identified as students, the case will be forwarded to the Dean of Student Affairs for further investigation and appropriate action.

Employee allegations will be referred to Human Resources for further investigation and appropriate action.

Criminal investigation, arrest and prosecution can occur independently, before, during or after the student or employee disciplinary process.

Procedures will be in conjunction with Minnesota State guidelines, 8.B.1.1

TIMELY WARNING:

ATC will issue a timely warning to members of the campus community in cases where it is determined that an ongoing threat to students and employees continues to exist. In such cases, warnings will be made by methods that most effectively fit the situation. Based on the situation, the following methods of warning may be selected: campus Emergency Notification System, Star Alert text messaging system, ATC website or blog, flyers on doors, announcements on campus hallway electronic signage systems, in-person class announcements, mobile radios, campus e-mail, marketing and public information news releases, campus eye through social media, in person contact, subsequent community meetings and/or voice mail.

Public Safety highly recommends that all students **opt-in/enroll** in the **Star Alert** system to ensure timely notifications during emergencies, to include warnings and school closing alerts. Numerous posters are around campus to help raise awareness of the benefits of opting in to Star Alert.

<https://staralertATCcatc.bbcportal.com/>

POLICIES CONCERNING SAFETY OF AND ACCESS TO CAMPUS FACILITIES:

Personal Security Recommendations:

Public Safety staff is 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.

Escort Service: The ATC Public Safety department provides an escort service, particularly during hours of darkness, for persons walking to their vehicle. Contact the Public Safety department at x7930 or Campus courtesy phones to request an escort either from Public Safety, contracted security or Anoka Police. Anyone that has personal safety concerns is encouraged to contact the Director of Public Safety regarding assistance and services that are available on campus.

Building Hours: The campus maintains regular hours when buildings are open to the public. All personnel and visitors are expected to depart the building within 30 minutes of college closing times.

Public Safety will also assist students and employees by developing a safety action plan for personal safety.

Protect your property:

- Do not loan your keys to anyone--even a classmate or a 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.
- Participate in Operation Identification by engraving your Operation Identification number on your valuables through local police.
- Personal property (purses, briefcases, calculators, portable computer equipment, etc.) should never be left unattended. Take such items with you if you are leaving the area.
- Always lock your door whenever you leave your office. Always lock your car doors.
- Protect all valuables in your office or classroom. Do not leave valuables in plain view.
- Always lock your bike. There are several good anti-theft devices available. Casehardened 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
- Put valuables in the trunk
- Protect yourself at night:
- Avoid walking alone at night--walk with a classmate to your car
- Refrain from taking shortcuts, walk where there is plenty of light and traffic
- Preprogram your cellphone **with 911**; you can also list an **ICE** contact; **ICE – In Case of Emergency**

Protect yourself walking and jogging:

- Avoid walking and jogging alone after dark.
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 car 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 parking areas. Do not pursue them. Call ATC Public Safety officers immediately at 763-433-7930 or 612-819-4585 or after hours, **call 911**.

Suspicious activity:

If you observe any suspicious activity or people on or near campus do not assume that what you observe is an innocent activity and report it.

Do not assume the person is a visitor or college staff member that you have not seen before.

Suspicious people may be:

- Loitering about at unusual hours and locations,
- Exhibiting unusual mental or physical symptoms; person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance,
- Exhibiting threatening behavior or stalking,
- Carrying property that might be suspicious, depending on the circumstances, or going from room to room trying to open unlocked doors.

SECURITY CONSIDERATIONS OF CAMPUS FACILITIES:

Building access and maintenance:

ATC is for the use of students, faculty, staff and visitors and those on official business with the college.

- Individuals on campus may be required to present identification upon request of Public Safety or campus staff.
- Access to campus buildings is limited to normal business hours and other pre-approved activities.
- Students, faculty, staff and visitors are encouraged to report needed repairs.
- Students, faculty and staff are provided with a badge identifying their position within ATC and also as a means for access when required.

Policies and procedures for safe access to buildings:

- Keys and card access are issued to authorized faculty, staff, and contractors.
- Exterior building doors should not be blocked open.
- Fire or other alarms should be taken seriously. Building evacuation is mandatory for all fire alarms. Only Public Safety or the on-scene incident commander can authorize reentry or cancellation of a drill or actual evacuation.

POLICIES CONCERNING LAW ENFORCEMENT:

Public Safety personnel are employees of ATC. In addition, ATC provides contracted security vendors; per policy they cannot be POST certified sworn peace officers. Public Safety staff along with contract security are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only to detain individual(s) for serious offense(s) until arrival of local law enforcement representatives. Public Safety and contracted Security officers have a right to defend themselves in matters involving self-defense.

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. Use **the 911** alerting system during requests for Safety, medical and security related matters for assistance.

PROGRAMS TO EDUCATE ATC COMMUNITY REGARDING SECURITY:

Name of Program	Date Held	Location Held	Prohibited Behavior Covered
Shots Fired, when a shooter attacks...	Continuous ; web based training	Online, ELM	Run-Hide-Fight strategies; actions during an armed attack
Right to Know	Once for all New Employees	On-line (D2L)	Asbestos awareness, unsafe work location awareness
Personal empowerment through Self Awareness	Once for all New Employees	Online (D2L)	Awareness to prevent personal violence such as sexual assault, rape, dating & relationship violence

Educational Programming on Campus:

The ATC Public Safety department provides assistance in presenting programs on campus security and safety. Including educational programs in the area of crime prevention, emergency response plan, sexual assault awareness, personal safety, fire prevention, green dot program etc. Public Safety has available, at no cost, brochures, flyers, and pamphlets concerning various safety and security. ATC strongly encourages students and employees to be responsible for your own security and the security of others.

Quick Reference List for Student Concerns

Concern or allegation	Where to go at ATC	Who to contact for a report	Policies, guidelines
Immediate emergency	Call 911	911 center dispatcher	Accessible through landlines throughout campus
Mental Health	Counseling, appointments or drop in at ATC 763-576-4036	Erica Stene, Counselor Estene@anokatech.edu 763-576-4036	
Immigration and refugee status	Navigate MN @ http://www.navigatemn.org The Immigrant Law Center of MN @ https://www.ilcm.org	Erica Stene, Counselor Estene@anokatech.edu 763-576-4036	
Discrimination or harassment based on protected class	Sean Johns, Dean Student Affairs SJohns@anokatech.edu 763-433-1124 JNelson@anokatech.edu Jay Nelson, HR Director 763-576-4054	Sean Johns, Dean Student Affairs SJohns@anokatech.edu 763-433-1124 JNelson@anokatech.edu Jay Nelson, HR Director 763-576-4054	Board Policy 1B.1 Equal Opportunity and nondiscrimination in Employment and Education System Procedure 1B.1.1 Report/Complaint of discrimination/harassment investigation and resolution
Sexual assault	Emergency, call 911 Other referrals: Counseling Erica Stene, Counselor Estene@anokatech.edu 763-576-4036	Online at https://cm.maxient.com/reportingform.php?AnokaRamseyCC&layout_id=4 Personal Reporting via email or phone available by contacting either of the following individuals:	Board Policy 1B.3 Sexual Violence Policy System Procedure 1B.3.1 Response to Sexual Violence Procedure

	JNelson@anokatech.edu Jay Nelson, HR Director 763-576-4054 Clifford Anderson @ 763-433-1184 or Clifford.Anderson@anokaramsey.edu	JNelson@anokatech.edu Jay Nelson, HR Director 763-576-4054	
Student Code of Conduct violations (including bullying, hate crimes, and physical violence)	Crime in progress: Contact 911 Public Safety Clifford Anderson @ Clifford.Anderson@anokaramsey.edu Sean Johns, Dean Student Affairs Sean.johns@anokaramsey.edu 763-433-1124	Sean Johns, Dean Student Affairs Sean.Johns@anokaramsey.edu 763-433-1124 Contact Clifford Anderson in Public Safety either by email or phone. Clifford.Anderson@anokaramsey.edu or 763-433-1184	Board Policy 3.6 Student Conduct, Systems Procedure 3.6.1 Student Conduct
Restraining or no contact orders	All campuses contact Public Safety 763-433-7930 or 763-433-1184 763-576-7930	Clifford Anderson, Director, Public Safety Clifford.Anderson@anokaramsey.edu 763-433-1184	
Safety Action Plan	All campuses contact Public Safety at 763-433-7930 or 763-433-1184	Clifford Anderson, Director, Public Safety Clifford.anderson@anokaramsey.edu 763-433-1184	
Escort requests	Public Safety 763-433-7930	Clifford Anderson, Director Public Safety Clifford.anderson@anokaramsey.edu 763-433-1184	
Student complaints & Grievances	Sean Johns, Dean Student Affairs Sean.johns@anokaramsey.edu 763-433-1124	Online at: Sean Johns, Dean Student Affairs Sean.johns@anokaramsey.edu 763-433-1124	Board Policy 3.8 Student Complaints & Grievances, System Procedure 3.8.1 Student Complaints & Grievances

CRIME STATISTICS:

Crime statistics for ATC are reported in for Clery geographic location. ATC is located adjacent to Hwy 10 and Thurston Ave, Anoka Minnesota, 1355 WHwy10, Anoka MN 55303. It also is adjacent to railroad tracks to the north/east of campus, and an industrial park to the north and east of Thurston Ave. See Aerial view of campus geography.

Crime statistics were provided by the Anoka Police Departments based on the FBI Uniform Crime Reporting Act and the definitions as provided by the Clery Act, Violence Against Women Act and Higher Education Act guidance. Crime data is collected using calendar year timelines, and published in the current fiscal year in the Annual Security Report.

***ATC campus does not have residential student housing.*

<i>Crime Statistics for Anoka Technical College, Reportable Year 2017 (2014 – 2016 calendar years Jan-Dec)</i>				
Alleged Criminal Activity (does not necessarily constitute arrest or conviction)				
Category	Venue	2014	2015	2016
Murder	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Non-Negligent Manslaughter	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Sexual Assault (Rape, Fondling, Incest, Statutory Rape)	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	1
	Non Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	1
	Non Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Theft: Non-bias/Hate	On Campus	0	4	8
	Non Campus	0	0	0
	Public Property	0	0	0
Damage to Property – non bias	On Campus	0	1	0
	Non Campus	0	0	0
	Public Property	0	0	0
Bias/Hate Crimes				
Category	Venue	2014	2015	2016
Larceny-Theft	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0

Intimidation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Vandalism/Destruction/Damage w/Bias	On Campus	0	0	1
	Non Campus	0	0	0
	Public Property	0	0	0
Violence Against Women Act				
Category	Venue	2014	2015	2016
Domestic Violence	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	2
	Non Campus	0	0	0
	Public Property	0	0	0
Disciplinary Referrals				
Category Disciplinary referrals for:	Venue	2014	2015	2016
Liquor Law Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Drug law Violation	On Campus	0	1	0
	Non Campus	0	0	0
	Public Property	0	0	0
Weapons Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Arrests on Campus				
Weapons Violation	On Campus	0	0	0
Drug Law Violation	On Campus	0	1	0
Liquor Law Violation	On Campus	0	0	0

Anoka Technical College

ATC is located next to Hwy 10, that runs east/west along the campus south side, Thurston Ave which runs North/south on the East side of campus, vacant industry and professional workforce training parking lot aligns the west side of campus. Railroad tracks run parallel to the north of campus.



MONITORING AND RECORDING ACTIVITY AT OFF-CAMPUS LOCATIONS:

All ATC recognized organizations that are off-campus will be monitored by local law enforcement agencies. Just because a facility or organization is located off-campus (i.e. conference or class) does not mean activity at that location is not monitored. Such activity is monitored by local law enforcement agencies which shares information with ATC. Campus sponsored events at off-campus locations could include Clery Act reportable violations dependent on who was involved, location, and ownership of the property/premise and scope of the incident. ATC includes off-campus student organizations' crime statistics in its annual report as part of the crime at ATC.

POLICY REGARDING ALCOHOLIC BEVERAGES ON CAMPUS AND ENFORCEMENT OF UNDER-AGE DRINKING LAWS:

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in certain buildings or grounds, ATC will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students and employees. ATC prohibits the unlawful possession, consumption (use), sale, or distribution of alcohol by all students and employees and enforces all applicable drinking/liquor laws and policies on campus, including Federal law, Minnesota State law, Anoka City Ordinances and institution policy (Anoka Technical College Policy 1A.8: <https://www.anokatech.edu/~media/Files/New%20Web%20Site%20Files/Policies%20and%20Procedures/1A8%20Drug%20Free%20Campus%20policy.ashx>)

The possession or consumption of alcohol are prohibited in all ATC campus buildings, and applies regardless of age. Consuming alcohol and loitering with an open container of alcohol is a violation of the law in accordance with MN statute 169A.35 OPEN BOTTLE LAW. The only exception is for special events authorized by the Minnesota State Colleges and College Board of Trustees.

Students are subject to the Student Code of Conduct while participating in school sponsored activities at off campus locations- any violations of the Student Code of Conduct while participating in any such activities will be investigated by ATC Department of Public Safety and the Office of Dean, Student Affairs.

ATC will impose sanctions on students and employees who violate this policy. Disciplinary action may include, but is not limited to, the following:

- Students or employees who violate this policy will be subject to disciplinary sanctions, including but are not limited to:
 - Official reprimand
 - Restitution
 - Completion of a rehabilitation program
 - Community Service
 - Suspension
 - Expulsion and or reporting to Law enforcement
 - Employees may face sanctions consistent with existing contracts, up to and including termination of employment,

Students who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the Anoka Police Department (who may be called to assist), and the student may be subject to citation or arrest.

Employees who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action. Non-students/ non-employees who are found to be in possession of an open container or consuming alcohol while on campus may be asked to leave campus, may be prohibited from returning

for one year, if uncooperative the Anoka Police Department may be called to assist, and the individual may be subject to citation or arrest.

Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of ATC. Any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

When an employee is taking medically authorized drugs or other substances which may alter job performance, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position. Supervisors shall notify the Director of Human Resources before notifying appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession at work or on college premises. When appropriate, ATC shall also notify licensing boards.

The state of being under the influence of alcohol is prohibited in all ATC campus buildings.

Non-students/ non-employees who are believed to be under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative the Anoka Police Department may be called to assist, and the individual may be subject to citation or arrest.

ATC forbids the use (consumption), possession, manufacture, sale, transportation or furnishing of alcoholic beverages 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 functions/events which have been pre-approved by the ATC Vice President.

ATC enforces the Minnesota drinking laws, including the prohibition of use by persons under 21 years of age, and College policy.

If the suspect is underage, local law enforcement will be called for assistance.

Drugs on Campus and Enforcement of State and Federal Laws:

ATC forbids the possession, use, or sale of illegal drugs on all campuses. This includes but is not limited to possession, sale, and use, growing, manufacturing and making of narcotic drugs. ATC enforces both Minnesota and Federal drug laws regarding the use, possession, and sale of illegal drugs.

Emergency Response, Notification, and Evacuation:

Emergency notification applies to a wide range of threats such as crimes, gas leaks, highly contagious viruses, or severe weather situations. In such cases, emergency notifications will be made by methods that most effectively fit the situation. Based on the situation, the following methods of warning maybe selected: campus public address systems, ATC website, flyers on doors, announcements on campus hallway electronic signage systems, in-person class announcements, e-mail, news releases, in person contact, community meetings and/or voice mail. Everyone is encouraged to sign-up for Star Alert by going to and clicking "Star Alert".

<https://www.staralertarccatc.bbcportal.com/>

ATC will issue a timely warning to members of the campus community in cases where it is determined that an ongoing threat to students and employees continues to exist. The Director of Public Safety, ATC Vice President or On-Duty administrator will normally make the initial evaluation to confirm there is a significant emergency or threat. Immediate notification for events such as severe weather, fire, lockdown situations, etc. will normally be made on the campus Emergency Notification System through Public Safety. Emergency response teams will be

activated to complete additional notifications and response actions based on the nature of the emergency. The campus Emergency Response Plan outlines procedures and responsibilities in response to campus emergencies. Additional notifications will be made by or in coordination with emergency response agencies having operational control of the emergency response.

Emergency Situation Training, Drills and Exercises:

Training, drills and exercises are conducted at various times of the year to ensure members of the campus community are aware of actions to be taken in the event of emergency situations. These activities include individual, group or campus wide training. College employees may be assigned special duties and/or responsibilities for emergency response and will receive training to complete these actions. Students and other persons that may be on campus during an emergency cannot be expected to have training on campus emergency procedures. All employees are expected to assist in directing students and others on proper actions during emergency situations. Safety Wardens are identified with bright vests in the event of an emergency, they can provide assistance and direction during emergencies, and act on behalf of public safety to ensure order and assistance to first responders.

Annually, a number of drills are scheduled to help train the campus community on procedures for fire, severe weather/tornado and shooter on campus/lockdown emergencies. These trainings and drills may include walkthroughs and table tops with local emergency responders up to full scale evacuations/lockdowns. Other times, a faculty member or supervisor may simply review procedures with an individual, class or work group.

Fire Drills: Drills will normally be conducted quarterly. Instructors in classes not in session during drills will discuss procedures with each class during the same week of the drills.

Severe Weather/Tornado Drills: Training will normally be conducted annually in conjunction with State of Minnesota testing in April. Instructors in each class will discuss the weather/tornado warning system and where the nearest safe areas are located in the building.

**ATC takes guidance from the document "Action Guide for Emergency Management at Institutions of Higher Education" by the US Department of Education.

SEXUAL VIOLENCE POLICY, PROCEDURES, AND RESOURCES:

Minnesota State Guideline <http://www.mnscu.edu/board/policy/1b03.html>

ATC's policy on sexual abuse is governed by the Minnesota State policy 1B.3.1 Response to Sexual Violence. http://www.mnscu.edu/board/policy/1b03.html?_ga=2.23947066.1208608169.1506352517-750241116.1502209021

In support of the system policy, ATC reaffirms the policy that sexual abuse will not be tolerated. Every effort will be made to assure that all members of ATC community are provided an atmosphere free from sexual abuse. To prevent sexual abuse 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 what steps can be taken if instances of sexual abuse are experienced.

ATC conducts programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include evening 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 Counseling, Green Dot Program, and the Public Safety Dept. We also work closely with Anoka Hennepin High School and STEM administrative staff to monitor compliance and share information regarding student violations.

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 ATC departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

Contact Numbers:

Public Safety: (763) 433-1184 or x7930 or 612-819-4585

ATC Dean of Students: (763) 433-1124

ATC Security Cell phone: (612-819-4585

Alexandria House: (763) 780-2330

Anoka Co. Victim/Witness Service: (763) 323-5728

The Refuge: 1-800-338-7233

Isanti Co Sexual Assault Service: (763) 689-8346

Mille Lacs Co P.E.A.R.L: 1-800-522-2055

The Refuge: 1-800-338-7233

Reporting Incidents of Sexual Violence

Prompt reporting is strongly 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.

Procedure:

Call 911 as soon as possible after the offense, then notify campus security. 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 sexually assaulted, you should seek medical attention immediately regardless of whether you report the matter to the police.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, campus Title IX coordinators, or Minnesota State ATC campus security authorities for appropriate action.

Assistance in reporting

When informed of an alleged incident of sexual violence, all Minnesota State ATC 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 coordinator, or campus security authorities.

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, such as 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, Minnesota State ATC 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. ATC may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

Confidentiality of reporting

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

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 or permitted by law. There may be instances in which a college, university, or the system office 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, Minnesota State ATC will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

Required Reports

Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence shall follow college or university 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 of 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.

Distribution of policy to students

ATC shall, at a minimum, at the time of registration make available to each student information about its sexual violence policy and procedure, including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. ATC may distribute its policy and procedure by posting on an Internet or Intranet website, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

Distribution of policy to employees

Colleges, universities, and the system office shall make available to all employees a copy of the 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 as well as the option of receiving a paper copy upon request.

Required notice

ATC shall have a sexual violence policy, which must include the notice provisions in this part.

Notice of complainant options

Following a report of sexual violence the complainant must be promptly notified of:

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.

Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college, university, or system contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.

Notice of complainant rights

Complainants must be notified of the following:

- Their right to file criminal charges with local law enforcement officials in sexual assault cases;
- Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
- 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;
- Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
- Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved;
- Upon a sexual assault complainant's request, ATC, university, or system office 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 to a work site or to alternative college-owned housing, if such alternatives are available and feasible; and
- Upon the request of the complainant, students who reported sexual assaults to ATC or university and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at ATC or university to which the complainant is transferring.

Investigation and Disciplinary Procedures

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 Board Policy 1B.3, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

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

General principles

ATC will refer to 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.

The College, when conducting an investigation and disciplinary procedures concerning allegations of sexual violence against employees or students, must:

- Be respectful of the needs and rights of individuals involved and treat them with dignity;
- Not suggest to the complainant that he or she was at fault for the sexual assault or should have behaved differently to prevent the assault;
- Proceed as promptly as possible
- 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;

- Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
- Be conducted in accordance with applicable due process standards and privacy laws;
- Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
- Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

The past sexual history of the complainant and respondent must 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.

Relationship to parallel proceedings

ATC in conjunction with the general counsel at systems office; will conduct an investigation and disciplinary procedure for allegations of sexual violence and will proceed independent of any action taken in criminal or civil courts. ATC need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If ATC 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 ATC and system office procedures.

Memorandum of understanding with local law enforcement

ATC shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus(es). Prior to the start of each academic year, ATC shall distribute an electronic copy of the MOU to all employees and students on the campus that are subject to the memorandum. Public Safety will also post current MOUs on www.arccpublicsafety.wordpress.com Public Safety and Student Affairs will continue to work closely with law enforcement to establish a first responder/investigation support system in matters concerning: Sexual assault, Sexual harassment, Domestic Violence, Dating Violence and Sexual violence.

False statements prohibited

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

Withdrawn complaint

If a complainant no longer desires to pursue a complaint through the College, Anoka-Ramsey reserves the right to investigate and resolve the complaint as it deems appropriate.

Discretion to pursue certain allegations

ATC 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 ATC, or university, or system office.

Sanctions

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

sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by ATC, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

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.

Sexual Violence Prevention and Education

Campus-wide training

ATC shall:

- 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.
- 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/offered with this type training awareness;
- Educational programs are a key component for 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.

Other training and education

ATC 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 if they learn of such an incident.

Training for individuals charged with decision-making authority

Prior to serving as either an investigator or decision maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

Investigators/decisionmakers, campus security officers, 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.

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 Minn. Stat. § 13 Government Data Practices and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities must be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f). The information will be used to report campus crime statistics on college and university campuses as required by the Clery Act.

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location. Access to complaint file information, including information stored electronically, must 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.

The College shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law. 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 Police Department. Public Safety 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 campus community. Sexual assault survivors should be aware of the need of ATC to release information regarding the fact that an assault has occurred for the protection and safety of others.

The Public Safety Office 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 Public Safety Office to report any information regarding assaults.

Sexual assault survivors have the right to have reports made anonymously (third party) to the police department. Public Safety 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 ATC and police department from actively investigating the criminal activity.

Alerting procedures via Emergency Notification System(s). The Director of Public Safety, Vice President or on-duty administrator 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 Public Safety Office will inform the campus community of the reported sexual assaults by appropriate notices. Star Alert, blackboard, campus social media and face to face classroom pass ons from instructors will help convey the message.

ATC 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, ATC will attempt to provide, if reasonably available, a change in classes.

Sex offender information is available from Minnesota Department of Corrections web site www.doc.state.mn.us . This site provides information on sex offender programs and status of sex offenders in the state. Contact the Director of Public Safety with any questions regarding sex offenders on campus.

Procedures for Campus Disciplinary Action for Sex Offenses:

ATC disciplinary process is an option for any person wishing to report a case of student misconduct. In order for ATC to precede a written complaint (whether by the victim or a third party) must be filed with the Dean of Student Affairs or Director, Human Resources. If the complaint is criminal in nature, it will also be forwarded to Public Safety and law enforcement.

Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

Both the accuser and the accused are entitled to have others present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.

Both the accuser and accused shall be informed of the outcome of ATC disciplinary proceeding concerning the complaint of sexual offense. Generally, this information should not be disclosed to the public.

Sanctions following a college disciplinary proceeding include but are not limited to expulsion or suspension.

HARASSMENT AND DISCRIMINATION REPORTING PROCESS

Director of Human Resources: Jay Nelson (763) 576-4054

ATC will not tolerate harassment, discrimination or sexual violence toward its students, faculty or staff. In all its forms, harassment, discrimination, sexual violence and assault violate fundamental rights and the law giving cause for disciplinary action, including dismissal or expulsion.

Harassment and discrimination can happen to anyone in any place. Harassment and discrimination are not the victim's fault. ATC has established policies and procedures to handle such incidents in a timely manner. If you see or experience harassment, discrimination or assault at ATC, please report the incident. Supervisors are charged with promoting and maintaining an atmosphere which properly deters and responds to harassment, discrimination and sexual violence. Administrators and supervisors must report these incidents to the Director of Human Resources in a timely manner.

ATC's concern is to provide appropriate support to the victim while recognizing the rights of the accused. Every effort will be taken to ensure confidentiality and provide effective remedies, including protection of victims and witnesses from retaliation.

Minnesota State Policy 1B.1 Nondiscrimination in Employment and Education Opportunity:

ATC as part of Minnesota State Universities and Colleges are committed to a policy of nondiscrimination in employment and education opportunity. 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, status with regard to public assistance, sexual orientation, gender identity, or gender expression, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, ATC shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed at verbal and 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, ATC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, ATC shall develop and implement a complaint process to review complaints of discrimination/harassment or sexual violence.

Racial Discrimination/Harassment Definitions

Racial discrimination is prohibited by state and federal law. Racial discrimination is defined as conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse 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 system or ATC or otherwise adversely affects the individual's employment or education.

Racial harassment is a form of race discrimination which is prohibited by state and federal law. Racial harassment is defined as verbal or physical conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Racial 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 other persons having business at or visiting the educational environment.

Sex Discrimination/Harassment and Violence Definitions

Sex discrimination is prohibited by state and federal law. Sex discrimination is defined as conduct that is directed at an individual because of his/her gender or that of his/her spouse and that subjects the individual to different treatment 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 system or ATC or otherwise adversely affects the individual's employment or education.

Sexual harassment is a form of sex discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

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 ATC or university; or

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 ATC or university; or

Such conduct has the purpose or 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.

Sexual harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student to student, employee to employee, and other persons having business with or visiting the educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. It includes, but is not limited to:

- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact; physical contact may be appropriate, if necessary to restrain individuals to avoid physical harm to persons or property;
- demands for sexual favors or promises of preferential treatment with regard to an individual's employment or educational status accompanied by implied or overt threats concerning an individual's employment or educational status; or Unwelcome behavior or words of a sexual nature directed at an individual because of gender.

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

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

Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim

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

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

Name of Program	Date Held	Location Held	Prohibited Behavior Covered
Life Matters, Cycle of Life Mylifematters.com	Counselors on demand; continuous	Referral 24/7;	Stress, Family difficulties, depression/anxiety, chemical dependency, crisis situations
Code of Conduct	Once for all New Employees	On-line (D2L)	Alcohol & Drug use, weapons & safety
Personal empowerment through Self Awareness	Once for all New Employees	Online (D2L)	Personal violence such as sexual assault, rape, dating & relationship violence

Sexual violence defined: Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of the system and ATC.

Acts of sexual violence include:

- Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
- Non-forcible sex acts such as incest and statutory rape; and
The threat of an act of sexual violence. Sexual violence may include, but is not limited to:
- touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Sexual Assault. The definition of sexual assault for the purpose of this report was amended by the 2017 MN legislature. The definition of sexual assault in Minn. Stat. § 135A.15, Subd. 1a is now “rape, sex offenses - fondling, sex offenses - incest, or sex offenses - statutory rape as defined in Code of Federal Regulations, title 34, part 668, subpart D, appendix A, as amended.” Following are the definitions of those terms:

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

Sex Offenses. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.”

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 system office and ATC shall comply with the reporting requirements in M.S. Section 626.556 (reporting of maltreatment of minors) and M.S. Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse.

Nonconsensual Relationships. Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, and opportunities for further study or other forms of advancement may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Claims of a consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor or staff who will bear the burden of accountability because of his/her special power and responsibility, and it may be exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks involved in entering into a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual Orientation Discrimination/ Harassment Definitions

Sexual orientation discrimination is prohibited by state law. Sexual orientation discrimination is defined as conduct that is directed at an individual because of his/her sexual orientation 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 system, ATC or otherwise adversely affects the individual’s employment or education.

Sexual orientation harassment is a form of sexual orientation discrimination which is prohibited by state law. Sexual orientation harassment is defined as verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive or persistent so as to have the purpose or effect

of creating a hostile work or educational environment. Sexual orientation 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 other persons having business at or visiting the educational environment.

Procedures for Reporting a Complaint: ATC has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. ATC will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to the ATC Department of Public Safety or local law enforcement. Students and employees should contact Dean of Student Affairs at 763-433-1124

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at :

Near Anoka Technical College:

Mercy Hospital @ 4050 Coon Rapids Blvd, NW Coon Rapids MN, call 763-236-6000

Allina Health Mercy Women's clinic, 11850 Blackfoot Ste 300, Coon Rapids MN, call 763-236-9236

Allina Health Urgent Care, Coon Rapids MN, 9055 Springbrook Dr NW call 763-780-9155

Evidence Collection.

In Minnesota, evidence may be collected even if you chose not to make a report to law enforcement.

Evidence collected during a medical forensic exam will only be tested if a report is made to law enforcement.

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

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to ATC investigators or police. Although ATC strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. ATC will assist any victim with notifying local police if they so desire. Anoka Police Department may also be reached directly by calling 763-689-9567, in person at 139 1st Ave E, Cambridge MN 55008 or Anoka Police Department is at 763-427-1212; in person 11155 Robinson Drive, Coon Rapids MN 55433-3761

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, for ATC, Sean Johns, Dean of Student Affairs and Title IX coordinator at 763-433-1124, or email Sean.Johns@anokaramsey.edu located at 1355 W Highway 10, Anoka MN 55303. Also contact ATC Department of Public Safety if the victim so desires. ATC with a full team of professionals will provide resources or provide referral agencies, on campus, off campus or both, to include medical, health, to persons who

have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy.

The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

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

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

ATC Department of Public Safety, or Dean Student Affairs, or Director of Student Development and Title IX coordinator, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested.

The College will provide:

Provide complainant with written information to access medical care, depending on when reported (immediate vs. delayed report).

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

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

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

In Minnesota, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

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

Further, ATC complies with Minnesota law in recognizing Orders of Protection and Harassment Restraining Orders.

Procedures for Protection order or restraining orders:

Issue orders:

- Public Safety will be the point of contact (POC) for all matters dealing with courts/police issued documents
- In conjunction with Student Affairs/Title IX appointed monitor
- Public Safety must review documents and accompany officer/agent to deliver the court order
- Student/faculty/staff are located on campus via registrar's office and student records
- Issuing orders will be done using utmost discretion to not disturb the learning environment while protecting the individual (seek instructor first, have the student excused and issue the order in an appropriate location)
- Monitor issuing order to ensure a peaceful/uneventful exchange takes place
- Public Safety will maintain a copy of the order, until the time of the order has expired; treat as confidential until destroyed

Safety Action Plan:

- Determine if victim needs an escort to and from school, ascertain times/dates of classes
- Determine if student can attend courses from D2L or webinar access, if applicable
- Provide pertinent numbers for contact in case of referral or counseling services
- Provide immediate numbers to contact in case of an emergency/duress to include 911

Any person who obtains an order of protection from Minnesota or any reciprocal state (Under VAWA's full faith and credit provision, every state must recognize and enforce protection orders issued in other states, as if issued in the enforcing state) should provide a copy to ATC Department of Public Safety and the Dean of Student Affairs/ along with College Title IX Coordinator.

A complainant may then meet with ATC Department of Public Safety to develop a Safety Action Plan, which is a plan for campus officials and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) ATC cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services through Anoka County. Protection from abuse orders may be available through the local county court at no cost. ATC through Student Affairs may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, ATC offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal investigation of the complaint. If reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

Additionally, personal identifiable information about the victim will be treated as **confidential** and only shared with persons with a specific need to know who are investigating/ adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).)

ATC will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

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

*Criteria for Order reflects Minnesota Statutes

The institution does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request Contact Public Safety for further guidance.

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

<http://www.rainn.org> – Rape, Abuse and Incest National Network <http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

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

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

Reducing the Risk of Sexual Assault:

You can reduce the chances of sexual assault by doing the following:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas, it is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (call 911)
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink unattended, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come and get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave that to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgement before doing anything you may regret later.

Complainants' rights:

- Complainants have the right to file criminal charges with local law enforcement officials in any sexual assault case;
- They have all of the rights under the crime victims bill of rights, Minn. Stat. §§611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
- Complainants are afforded the availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident;
- Campus Security Authorities will assist in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
- Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved;
- Upon a sexual assault complainant's request, ATC will take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible. Any accommodations or protective measures provided to the victim will be maintained in confidence, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures;
- Upon the request of the complainant, students who report sexual assaults to (Minnesota State) and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at ATC or university to which the complainant is transferring.

Investigation and Disciplinary Procedures: Investigations and disciplinary procedures will be conducted by ATC officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation (Minnesota State 1.B.1 Investigator training) and hearing process that protects the safety of victims and promotes accountability. ATC officials who conduct investigations and disciplinary procedures will not have any bias or conflict of interest toward either the accuser or the accused. Law Enforcement may be requested to include resources specifically trained to deal with issues dealing with dating violence, domestic violence, sexual assault and stalking. MOUs are on file for ATC Campus and Anoka Police Departments.

ATC procedures used in response to a complaint of sexual violence complainants should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. The process will be respectful of the needs and rights of individuals involved and they will be treated with dignity. It is never assumed or suggested that the complainant or victim was at fault for the sexual assault or should have behaved differently to prevent the assault. All proceedings will be acted on promptly and conducted within reasonable timeframes. The process will allow for extensions of those timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. The process will be consistent with these policies and transparent to the complainant and the respondent. Student complainants and respondents will have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law.

Employees have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan. All procedures will be conducted in accordance with applicable due process standards and privacy laws. The complainant and respondent will simultaneously be informed, in writing, of the outcome in a timely manner, as permitted by applicable privacy law. Outcomes will be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated. The past sexual history of the complainant and respondent are deemed irrelevant except as that history may directly relate to the incident being considered. A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

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

If a complainant no longer desires to pursue a complaint through ATC proceeding, ATC reserves the right to investigate and resolve the complaint as it deems appropriate. ATC 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 ATC.

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

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

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

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

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

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

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

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

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

Disability Discrimination/Harassment Definitions

Disability discrimination is prohibited by state and federal law. Disability discrimination as defined by law is conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that subjects the individual to different treatment by agents or employees without legitimate non-discriminatory reason 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 system or ATC or otherwise adversely affects the individuals employment or education.

Disability harassment is a form of discrimination which is prohibited by state and federal law. Disability harassment is defined as verbal or physical conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Disability 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 other persons having business at or visiting the educational environment.

Procedures for Handling Harassment and Discrimination Complaints:

See Minnesota State Policy 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution available online at <http://www.Minnesota State.edu/board/policy> or you can request a copy from one of the Investigative Officers listed.

For assistance with definitions and procedures, contact one of the following 1B.1 Investigative Officers:

Jay Nelson: (763) 576-4054

Sean Johns: 763-433-1124

Brittany Tweed; 763-433-1399

Clifford Anderson: 763-433-1184

Dina Humble: 763-576-4014

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS:

The purpose of this policy is to set forth the ATC'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). The Drug and Alcohol Free Campus Policy is on page 16 of this publication.

ATC recognizes the reality of chemical dependency and is aware of its occasional presence in ATC community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the ATC community.

Anoka-Ramsey Community College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on ATC premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus. In accordance with federal regulations, this policy is printed in the electronic Student Handbook, which is made available to every student and employee and included with the annual Campus Crime and Security Report, which is available to every student and employee. ATC conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

Standards of Conduct:

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off-campus.
- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law while involved in a college-sponsored activity or event, on- or off-campus.
- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
- Except as allowed by Minnesota State Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at ATC and at college-sponsored events is prohibited.

Educational and Treatment Programs:

- ATC provides periodic information and training for employees and information to students that foster a drug- and alcohol-free environment.

- Counselors are available to assist students deal with personal concerns that might interfere with their academic work while at ATC. Services are free and confidential and can be arranged by contacting the Counseling and Advising Department.
- The Employee Assistance Program (EAP) is available to all Minnesota State employees. EAP can assist employees by providing a professional assessment of a possible alcohol or drug problem. The mission of EAP is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. For additional information, contact the Human Resources Department.
- Community area substance abuse treatment center referrals include:

Numerous training materials are available and current on Drugs and Alcohol policies/guidelines/statutory language at:

<http://www.anokatech.edu/en/AboutATC/PoliciesProcedures/Policy1A8.aspx> and also at <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a901-environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/>

National resource sites include www.nida.nih.gov and www.findtreatment.samhasa.gov

Alcohol and Drug Resources

If you need assistance with a drug or alcohol problem, the following services are confidential and available to ATC students:

Alcoholics Anonymous: aaminnesota.org

Anoka Ramsey Counseling Services: 763-433-1240

Substance awareness programs and services are offered through the ATC Counseling Department. Contact the department for further information.

College employees should contact the State Employee Assistance Program: 651-259-3840

Employee Assistance provides a professional assessment of possible alcohol or drug problem.

Community Counseling/Treatment Resources:

Anoka/Metro Regional Treatment Center
3301 7th Ave N, Cronin Building, Anoka, MN 55303
763-712-4492

Dellwood Recovery Center
701 S Dellwood Ave, Cambridge, MN 55008
763-689-7723

www.cambridgemedicalcenter.com

Transformation House
1410 S Ferry St, Anoka, MN 55303
763-427-7155

www.transformationhouse.com

Hazelden Foundation
15245 Pleasant Valley Rd, Center City, MN 55012
800-257-7800

www.hazelden.org

New Connection Programs Outpatient Treatment
8000 Hwy 65 NE, Minneapolis, MN 55431
763-784-2454
www.regionshospital.com

Recovery Plus Rum River Outpatient Program
209 6th Ave S, Princeton, MN 55371
800-964-8524

Unity Hospital Substance Abuse Services
550 Osborne Rd, 2 E, Minneapolis, MN 55432
763-236-4522
www.mercy-unity.com

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

The state of being under the influence of a controlled substance is prohibited in all ATC campus buildings.

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

For petty misdemeanor crimes, such as possession of marijuana, the following actions will be taken: **Students** who are found to be in violation of the law may be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the Coon Rapids or Cambridge Police Department may be called to assist, and the student may be subject to citation or arrest. **Employees** who are found to be in violation of the law while on campus may be subject to disciplinary action. **Non-students/ non-employees** who are found to be in violation of the law while on campus may be asked to leave campus, may be prohibited from returning for one year, if uncooperative the Anoka Police Department may be called to assist, and the individual may be subject to citation or arrest for misdemeanor and felony level drug crimes the Anoka Police Department will be contacted.

Disciplinary Sanctions

Employees who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions, consistent with existing contracts, up to and including termination of employment, will be imposed on employees who violate the preceding standards of conduct.

For more information, please see the link below for the Anoka-Ramsey Community College *Policy 1A.8: Drug Free Campus*.

<http://www.anokatech.edu/en/AboutATC/PoliciesProcedures/Policy1A8.aspx>

Financial Aid Suspension:

A student convicted of any federal or state law for the possession or sale of drugs is ineligible for financial aid as follows. For drug possession, the ineligibility period is one year for the first offense, two years for the second offense, and indefinitely for the third offense. For drug sale, the ineligibility period is two years for the first offense and indefinitely for the second offense. Eligibility may be restored if, during the ineligible period, the student satisfactorily completes a drug rehabilitation program that meets criteria determined by the Federal Government, and includes two unannounced drug tests.

Maintaining a Drug and Alcohol-Free Campus

<http://www.anokatech.edu/en/AboutATC/PoliciesProcedures/Policy1A8.aspx> provides information regarding Drug free campus for Anoka Technical College.

Students or employees shall not use, manufacture, sell, give away, barter, deliver, exchange or distribute, or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange or distribute a **controlled substance or drug paraphernalia** as defined in Minnesota Statutes, Chapter 152, while on campus or while involved in a college activity, service, project, program or work situation.

Except as allowed by Minnesota Statute 624.71, or by Minnesota State Policy 5.18, students or employees shall not introduce upon or have possession upon any college campus, or while involved in a college activity, service, project, program or work situation, any **alcoholic beverage** as defined in Minnesota Statute 340A.

Employees shall not operate, use or drive any equipment, machinery, or vehicle of ATC while under the influence of alcohol or controlled substances. Such employee is under the affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive college equipment.

Disclosure of Offenses:

Institutions of higher education are permitted under certain provisions of the Family Educational Rights and Privacy Act (FERPA) to disclose to parents or legal guardians of a student under the age of 21 years information regarding the violation of any federal, state, or local law, and institutional disciplinary rule or policies related to the use or possession of alcohol or a controlled substance.

Health Risks Associated with the Abuse of Alcohol and Illicit Drugs

- Alcohol is the most abused drug in the United States today.
- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse is irresponsible drinking which harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment and loss of coordination.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About 1 in 10 drinkers becomes an alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in damage to your health. It can cause malnutrition, brain damage, and cancer to the mouth, stomach and esophagus, heart disease, liver damage, ulcers and gastritis as well as damage to other body organs.
- Prolonged excessive drinking can shorten life spans by 10 to 12 years.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind and behavior.
- Abusing drugs can be dangerous especially when they are taken for a long time, in the wrong combinations or in excess.
- If you take drugs, you risk overdose and dependence, both physical and psychological.
- Long-term drug abuse can lead to mental illness, malnutrition and organ damage.

- The risk of AIDS, hepatitis and other diseases increases if drugs are injected.
- When drugs make you lose control, you may do things beyond your ability and take foolish risks. Accidents and injuries can result to you and to others.
- Abusing drugs can also cause legal, economic and personal problems.
- People who abuse drugs often need help.
- Breaking a drug habit without outside help can be dangerous because of withdrawal symptoms and difficult because of the psychological need.

Firearms Policy: Board Policy 5.21 Possession or Carry of Firearms

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

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

Key Definitions

Employee. "Employee" means any individual employed by Minnesota State ATC, its ATC and the system office, including student employees.

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

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

Student. "Student" means an individual who is:

Registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any system college or university; or

Between terms of a continuing course of study at ATC , such as summer break between spring and fall academic terms; or

Expelled or suspended from enrollment as a student at ATC , during the pendency of any adjudication of the student disciplinary action.

Campus property. "Campus property" means the facilities and land owned, leased, or under the primary control of ATC.

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

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

Employees.

Prohibition. Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off campus property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.

Employee reporting responsibility. An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the official designated in the applicable policy included in this report. This policy shall not prohibit prompt notification

to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

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

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

Exceptions. The following are exceptions to this policy:

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

Authorized uses

This policy does not prohibit:

- 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 ATC president; or
- 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 ATC.
- Possession or carry of a pistol by a visitor who has a lawful permit to carry a pistol pursuant to Minnesota Statutes section 624.714, subd. 1a ([see related documents below](#)).
- Possession or carry of a firearm by a licensed peace officer under Minnesota Statutes section 626.84, subd.1(c) or by a qualified law enforcement officer pursuant to 18 United States Code section 926B ([see related documents below](#)), when possession or carry is otherwise authorized by law.

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

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

Appendix 1

Terms and Definitions

Aggravated Assault

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

Arson

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

Burglary

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

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, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Criminal Homicide – Negligent Manslaughter

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

Dating and Relationship Violence

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

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

Drug law violations

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

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

Note: This offense includes stalking.

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

Liquor law violations

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

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

Automobiles - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people

Buses - motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis

Recreational Vehicles - motor vehicles that are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes

Trucks - motor vehicles that are specifically designed (but not necessarily used) to transport cargo

Other Motor Vehicles - any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, or golf carts.

Murder and Non-negligent Manslaughter

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

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

Robbery

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

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

Sexual Assault

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

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.

Involvement in any sexual act when the victim is unable to give consent.

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).

Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

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

Sex Offenses – Defined

Forcible Sex Offenses.

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

Reported offenses may include:

Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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

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

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

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

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

Sex Offenses, Non-forcible.

Unlawful, non-forcible sexual intercourse. Reported offenses may include:

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

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

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

Sexual Violence

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

Stalking

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

Weapons law violations

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

Resources: 2016 HEA Handbook for Campus Safety and Security Reporting

Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA) amended in 1992, 1998, 2000 and 2008

Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14)

Anoka Technical Policies and procedures 1A.8 Drug free campus and 1B.1 Sexual Violence

Title 34: Education [PART 668—STUDENT ASSISTANCE GENERAL PROVISIONS](#)

[Subpart D—Institutional and Financial Assistance Information for Students](#)

Bystander intervention strategies Stanford University's Office of Sexual Assault & Relationship Abuse

Various Minnesota State Guidelines, ATC Policies and procedures and information derived from

ATC Annual Security Reports.