

# **North Hennepin Community College**

## **Annual Security Report**



**North Hennepin Community College  
Department of Public Safety  
October 1<sup>st</sup>, 2016**

The NHCC Department of Public Safety  
publishes this report every year in memory of  
**Jeanne Ann Clery**  
November 23, 1966-April 5, 1986

*"Lest We Forget the Meaning of Her Death,  
That We Must Protect One Another,  
So That Her Life May Not Have Been In Vain."*

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## **Welcome**

North Hennepin Community College (NHCC) encourages all members (students, employees, and visitors) of our College community to be fully aware of campus safety information and to take action to prevent and report illegal and other unsafe activities should they occur. Practicing personal safety and reporting incidents of concern are the foundational ways we can work together to enjoy a safe community.

## **How this Report is Prepared**

The NHCC Department of Public Safety prepares this report to comply with the Campus Security Act (Jeanne Clery Act). This report is prepared in cooperation with local law enforcement agencies responsible for providing service to our campus, including the Brooklyn Park and Buffalo Police Departments.

Internally, departments including Student Affairs, Human Resources, and the Office of Student Conduct and Conflict Resolution provide additional information to comply with the Clery Act. Campus crime, arrest and referral statistics include those reported to NHCC Public Safety, designated campus officials, Campus Security Authorities, and local law enforcement agencies.

Pursuant to the Clery Act, NHCC monitors criminal activity, publishes this report, and maintains a three-year statistical history.

The annual report includes crimes reported to have occurred on campus, at facilities owned or leased by NHCC and/or recognized student organizations and public property immediately adjacent to the NHCC campus. The Director of Public Safety serves as the primary liaison between NHCC Public Safety and all law enforcement agencies. In order to accurately report crimes which have occurred on public areas immediately adjacent to campus, NHCC Public Safety annually requests crime statistics from local law enforcement. A record of these inquiries is housed in the NHCC Department of Public Safety offices.

Crimes reported to NHCC Public Safety and law enforcement are cross referenced with information obtained from the NHCC Office of Student Conduct and Conflict Resolution and NHCC Human Resources. All incidents are classified according to guidance received from the US Dept. of Education and recorded for the annual report. The completed report is issued every year by October 1<sup>st</sup>.

The annual report includes the following reports of crime:

- Murder and non-negligent manslaughter
- Negligent Manslaughter
- Sex offenses
  - Forcible
  - Non-Forcible
- Robbery
- Aggravated Assault

- Burglary
- Arson
- Motor Vehicle Theft
- Domestic Violence
- Dating Violence
- Stalking

The report also includes arrests or persons referred for campus disciplinary action for the following:

- Liquor law violations
- Drug abuse violations
- Weapons possession

In addition to the crimes described above, other reported crimes involving bodily injury to any person, and reported crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability of the victim, must be reported as hate crime statistics, and are recorded as such in this report.

NHCC will notify employees, current students and prospective students of the availability of this report and its contents. NHCC will provide a written copy of the report upon request. These reports can be picked up in the NHCC Department of Public Safety office in Learning Resource Center 112; or upon request may be sent via US Mail or campus mail at no charge.

### ***Internet Links to the Report***

Current students, employees, and members of the public may view this report on the NHCC Department of Public Safety website at [www.nhcc.edu/student-resources/public-safety](http://www.nhcc.edu/student-resources/public-safety).

Prospective students will be notified of this report via the NHCC Admissions website at [www.nhcc.edu/admissions](http://www.nhcc.edu/admissions).

Prospective employees will be notified of this report via the NHCC Careers website at [www.nhcc.edu/careers](http://www.nhcc.edu/careers).

### **Maintenance of the Daily Crime Log**

NHCC Public Safety will keep and maintain an easily understood daily crime log, recording all crimes reported to Public Safety. The crime log will include information such as the nature, date, time, and general location of each crime, and the disposition of the complaint if known.

The daily log will include reported crimes that occurred on campus at facilities owned or leased by NHCC and/or recognized student organizations and the immediately adjacent surrounding public area.

Public Safety may withhold information from the Daily Crime Log if disclosure of this information is likely to:

- Jeopardize an ongoing criminal investigation
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

Once the above adverse effects are no longer likely to occur, any information withheld will be added to the Daily Crime Log.

All entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection during normal business hours.

Any portion of the log older than sixty (60) days must be available within two (2) business days of the initial request being made to the Department of Public Safety. If new information regarding a log entry becomes available to the Public Safety Department, the log entry will be updated accordingly to reflect the most current information available.

The Daily Crime Log can be viewed on the Public Safety website at:  
[www.nhcc.edu/student-resources/public-safety](http://www.nhcc.edu/student-resources/public-safety)

## Campus Geography

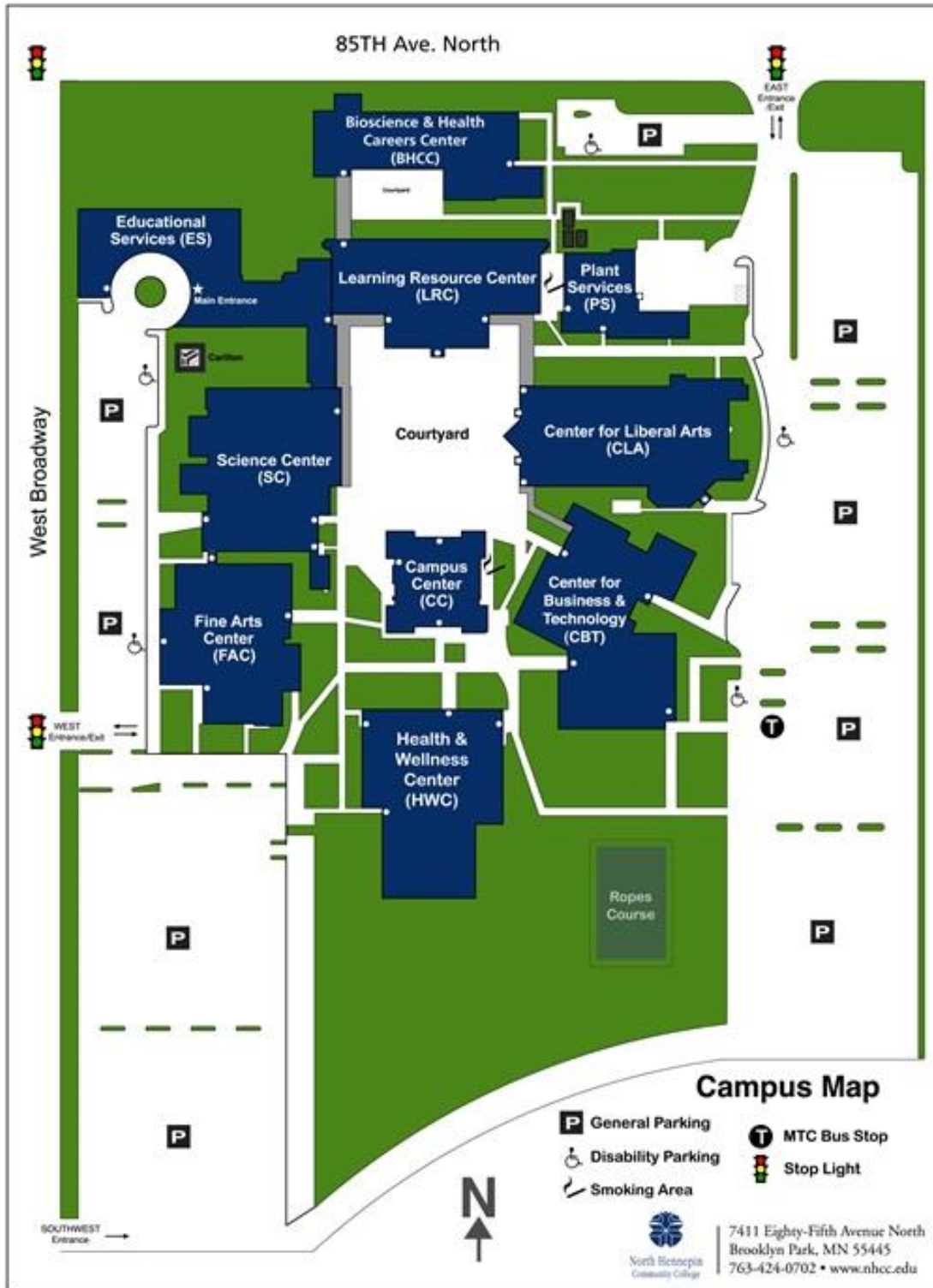
NHCC is located in the city of Brooklyn Park, Minnesota.

Federal Law requires this report to cover statistics of incidents occurring in three areas: On Campus, Off-Campus, and Public Property.

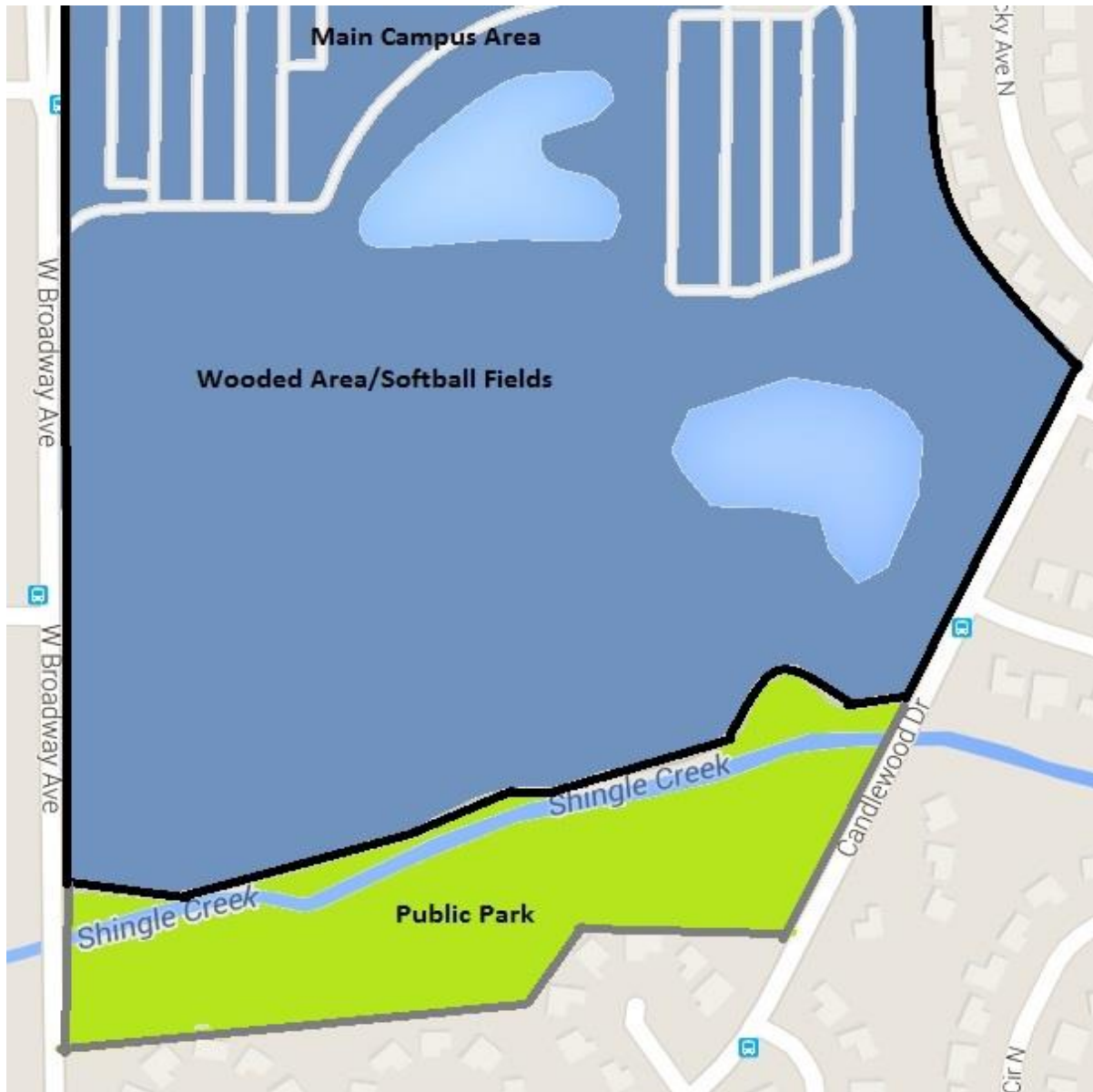


North end of campus, showing NHCC-owned property north of 85<sup>th</sup> Avenue North (circled) and Hennepin County Library.





Main Campus, showing borders on 85<sup>th</sup> Avenue North, West Broadway Ave, East side of campus.



South end of campus, showing the public park.

### ***On-Campus Areas***

The NHCC campus is bordered by West Broadway Avenue on the West side. North of the campus, across 85<sup>th</sup> Avenue North, are two vacant lots, separated by College Park Drive, which are also part of the NHCC Campus.

To the East, the campus extends to the property line of a residential housing area. On the South side is a wooded area which is part of the campus.

On the south side of this area is a paved foot path, just North of Shingle Creek, which serves as the Southern border of the campus. This area is referred to "On-Campus" and is patrolled by both NHCC Public Safety and the Brooklyn Park Police Department.

### ***Non-Campus Areas***

NHCC also provides off-campus classes at Buffalo High School in Buffalo, Minnesota. Sanctioned NHCC events, such as student club and recreational sports activities, also occur off campus. These locations are referred to as "Non-Campus." These areas are patrolled by local law enforcement. Crime statistics from these agencies are requested annually by NHCC for inclusion into this report.

### ***Public Property***

South of and immediately adjacent to the campus is a public park maintained by the city of Brooklyn Park. This park, as well as all streets, sidewalks, and bus stations immediately adjacent to campus are referred to as "Public Property." These areas are patrolled by the Brooklyn Park Police, Metro Transit Police, and other local law enforcement agencies.

### ***Hennepin County Library Site and College Park***

On the North side of the campus, a Public Library, operated by Hennepin County. Because it is immediately adjacent to campus, the library is classified as "Public Property" for the purposes of this report.

West of campus across West Broadway Avenue is College Park, a public park maintained by the city of Brooklyn Park. Because this park is separated from the campus by West Broadway Avenue, it is not "immediately adjacent to campus" and is not included in the statistics in this report.

### ***Timely Warnings***

NHCC will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity) of murder, forcible rape or aggravated assault, in cases where the Director of Public Safety (or the Director's designee) determines there is a continuing threat to the College community. In such cases, warnings may be provided through campus bulletins (via e-mail), bulletin board postings, and other significant means.

Whenever the Department of Public Safety receives information that a crime has been committed that may pose a continuing threat to the safety of any campus member, the Department will issue a timely warning. In such cases, warnings will be posted on campus bulletin boards and communicated via email under the heading "Security Alert".

Security Alerts are distributed for the purpose of informing the campus community of a potentially dangerous condition that may affect their personal safety. The alert contains information regarding an incident that will allow campus community members to take proper measures to insure their individual safety. The alert may

also contain a request for information regarding an incident. Security Alerts will remain posted as long as it is determined that a threat exists, or will be removed after thirty days if no similar incidents occur.

The Director of Public Safety will issue Security Alerts to the campus community in cases of reported homicide (murder and non-negligent manslaughter and negligent manslaughter), sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson and any hate crime (manifesting evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity) of murder, forcible rape or aggravated assault, and in other cases where the Director determines there is a threat to the college community.

### **Emergency Notification**

Students, employees and visitors who observe a crime in progress or suspicious activity should immediately notify NHCC Public Safety at 763-424-0807 or Brooklyn Park Police Department at 911. Persons are asked to report as much information as possible including what the person(s) is/are doing; the location; physical and clothing description of those involved; if weapons are involved and if so, what type; vehicle description and license plate number if appropriate; direction of travel when last seen, etc. Students, visitors and employees should not approach or attempt to apprehend the person(s) involved.

On-duty Public Safety Officers will confirm the nature of the emergency either by direct observation or notification from law enforcement or fire services.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the NHCC Public Safety will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

On-duty officers are authorized to broadcast a warning and notification using the campus Public Address (PA) system and Informacast, which broadcasts information through all campus telephones. Both systems will be used to notify the entire campus, unless the incident is confined or contained to a single building or group of buildings.

Officers have pre-scripted messages to be used in the event of certain emergencies, including:

- Active Shooter
- Fire
- Tornado/Severe Weather
- Building Evacuation
- Emergency Closing of Campus

All messages used on this system will contain, at a minimum:

- The nature of the incident
- The location of the incident
- Specific instructions to be followed

As soon as possible, NHCC Public Safety Officers will contact local emergency response agencies, such as law enforcement, fire department, EMS, etc., as well as the Director of Public Safety who will then in turn call the President and senior administrators at NHCC.

The Director of Public Safety and/or the Director of Marketing and Communications will send out email messages and StarAlert text messages informing off-campus students and employees of the situation. Follow up notification shall be the responsibility of the College President's Office or their designee.

NHCC Public Safety will continue the notification process as is deemed appropriate for the incident. This notification process may include any or all of the following actions:

- Broadcast to all individuals on campus through the PA system.
- Send a campus-wide e-mail message to all students, faculty, and staff.
- Post emergency information on the NHCC website.
- Utilize the StarAlert emergency notification system.

Additional information will be released to the media through the NHCC Marketing and Communications Department or by local law enforcement as necessary to notify persons living in and around the campus of the situation.

The NHCC Emergency Notification and Warning System, including the PA system, Informacast, and StarAlert are tested annually. Prior to each test, students and employees are sent emails with information about the campus evacuation and emergency procedures. Notice of the test, including information about where to obtain evacuation and emergency procedures, is also posted on bulletin boards throughout the campus.

In addition to system testing, NHCC Public Safety will annually facilitate a drill or exercise with key resources on campus for the purpose of evaluating emergency plans and capabilities.

NHCC provides an Emergency Procedures Guide to any student, faculty, staff, or visitor who requests it. In the Emergency Procedures Guide are recommendations of how to respond in the case of various emergencies/non emergencies on campus. The Emergency Procedures Guide also includes maps to all buildings on campus. Evacuation maps for each building are posted in all classrooms and common areas on campus.

### **How do I Report a Crime on Campus?**

**NHCC Department of Public Safety: 763-424-0807**

Contact the Department of Public Safety in Learning Resource Center (LRC) 101 or via telephone at 763-424-0807.

Everyone on campus is encouraged to immediately report any criminal activity to Public Safety and/or the appropriate police department. Please notify Campus Public Safety anytime 911 services are requested (fire, police or ambulance) on campus.

All criminal activity occurring on campus should be reported immediately to Public Safety, in person at the Public Safety Office located in the LRC 101 or by telephone at 763-424-0807.

If the victim chooses, an additional report can be filed with the appropriate local law enforcement agency. Public Safety can assist the complainant in completing reports and contacting local law enforcement.

Internal Public Safety reports may be shared with other departments on campus as necessary to complete an investigation and/or to ensure the safety of the campus community. Public Safety will assist law enforcement agencies with investigations as required. Depending on many factors of crime reporting the College may or may not hold reports of crime in confidence and may be required by law to release information based on the events or nature of the crime. Whenever possible Public Safety will attempt to protect the identity of crime victims.

### **Voluntary Confidential Reporting**

#### **What if I want to make a report, but I do not want the college to take action or file a police report?**

If you are the victim of a crime and do not want to pursue action through the college disciplinary process or through the criminal justice system you may still file a report. You may file this report through Public Safety or any Campus Security Authority (CSA). CSAs will forward any crime report to Public Safety for inclusion in the campus crime statistics.

Reports made in this manner can be made anonymously and do not have to include the reporting party's information. While we cannot guarantee confidentiality, we will make every effort possible to maintain it to the extent allowable by law. The purpose of reports made in this manner help Public Safety to more accurately assess and track the nature of crime in the area of the campus.

The College is obligated to report crimes back to the college community which pose a serious or on-going threat in the form of "Timely Warnings" or crime alerts. Any crime alert made will not identify the reporting person or victim.

If a crime is determined to pose a serious or on-going threat to the campus community the College reserves the right to investigate the report to the extent possible with the information available.

You will never be required to file a police report.

### **Campus Security Authorities**

All NHCC Employees who become aware of a violation of College policy, the NHCC Code of Conduct, civil or criminal law are encouraged to promptly report the incident to their supervisor and NHCC Public Safety.

While it is preferred that reports are made directly to Public Safety, students, employees and visitors may also report crimes to any designated Campus Security Authority (CSA).

If a CSA becomes aware of any crime or violation they must report it to NHCC Public Safety. NHCC Public Safety notifies CSAs for their status and solicits reports from them annually. Documentation of these reports and a list of identified CSAs are maintained by the NHCC Public Safety.

CSAs do not investigate crime reports. They ensure that any crimes or violations they are made aware of are forwarded to NHCC Public Safety for classification and investigation.

#### ***Federal regulation defines a CSA as:***

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department.
- Any individual or organization specified in the institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.
- Other CSAs could include advisors to student groups, activities, or organizations.
- Faculty are generally not considered CSAs unless they serve in another role (for example, an organization advisor) in addition to teaching.

#### ***Professional Counselors***

Employees are not considered a Campus Security Authority when acting as a pastoral or professional counselor.

Counselors are encouraged to provide their clients with information and resources if they are made aware of any alleged crimes, but can still maintain their client's confidentiality.

A counselor who becomes aware of a reportable incident will provide the following to NHCC Public Safety:

- Type of crime
- Location of crime
- When the crime was reported
- To whom the crime was reported

Confidential information about the victim will not be disclosed, unless the victim requests or there is an immediate threat to the safety of the victim or the campus community.

### **Steps to Ensure Prompt and Accurate Crime Reporting**

All criminal activity occurring on campus should be reported immediately to the Department of Public Safety and/or the Brooklyn Park Police Department. The Department of Public Safety will assist the complainant in completing reports. NHCC Public Safety strongly encourages complainants and victims to report all crimes to the Brooklyn Park Police Department.

In appropriate cases, reports will also be shared with the College's Code of Conduct Officer. The Department of Public Safety will assist the Brooklyn Park Police Department and the College's Code of Conduct Officer with investigations when requested.

The Department of Public Safety also accepts reports of criminal activity occurring to or caused by persons involved in College sanctioned functions and groups off-campus locations. Such incidents are included in the College's annual report and may be addressed on and/or off-campus.



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

**Call the Brooklyn Park Police Department (911) and/or the Department of Public Safety (763-424-0807)** for any emergency including medical emergencies, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.

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 about the offender(s):

- Gender;
- Approximate age;
- Height;
- Weight/build;
- Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.);
- Dress/clothing;
- Distinguishing marks (scars, tattoos, etc.);
- Voice.

Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to The Department of Public Safety and/or the Brooklyn Park Police Department.

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 the Department of Public Safety and/or the Brooklyn Park Police Department Officers arrive.

When necessary to protect the victim's identity, such as in sexual assaults, the Department of Public Safety will accept third-party reports. Whenever possible, the Department of Public Safety prefers to receive reports from the victim, as the detail is often more accurate in such situations. Any physical evidence should be maintained and not disturbed.

## **Access and Security of Campus Facilities**

The use of NHCC facilities is intended for students, faculty, staff, and authorized visitors. Persons not associated with the college may be asked to leave campus and are subject to legal proceedings if non-compliant. Outside doors are locked and secured by college personnel and monitored by electronic surveillance and alarm devices during non-business hours. Access to college facilities outside of normal hours of operation must be approved and scheduled by the college administration and the Director of Public Safety. Policies and procedures for safe access to buildings include:

- Keys are issued to authorized faculty and staff. Students are issued keys on a very limited basis.
- Exterior building doors must not be blocked open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Employees in buildings should have a College I.D. in their possession and present the I.D. when requested.
- No students are allowed in any building after working hours. Personnel, other than Public Safety personnel, must vacate the campus no later than the designated closing times noted as a standard safety measure, except for previously authorized events.
- Employees must lock all required areas upon departure.
- On-campus telephones are located in classrooms and public areas for emergency calls to local law enforcement and NHCC Public Safety.
- Problems related to people in buildings after hours must be reported to Campus Public Safety immediately (763-424-0807).
- Public Safety performs lighting/landscape surveys periodically to enhance safety on campus.
- Students, faculty and staff are encouraged to report needed repairs to the Plant Services Office (763-424-0773).

Campus parking lots are actively patrolled by the Department of Public Safety and the Brooklyn Park Police Department.

Although the Brooklyn Park Police Department and the College work closely to provide a safe learning environment on campus, it is impossible to maintain a continuous presence in all facilities at all times. Students, faculty, staff and visitors are urged to take appropriate steps to insure their own personal safety.

Students, employees and visitors are encouraged to report suspicious individuals and activities or hazardous conditions immediately to the Department of Public Safety desk in LRC 101 or by calling 763-424-0807.

NHCC does not operate or maintain any student housing or residences.

### **Security Considerations in Maintenance and Design of Campus Facilities**

The Department of Public Safety is consulted on all public safety and security related issues associated with all new construction projects as well as renovation projects, and prior to the installation of any security device or technology.

The Department of Public Safety also provides security consulting services to design consultants, architects, contractors or any individual or business retained by NHCC for the purpose of planning new campus construction, as well as any remodeling or renovation of a campus facility.

The Department of Public Safety regularly tours the NHCC campus for the purpose of planning and scheduling the implementation of security modifications intended to enhance campus security through lighting, landscaping and other methods.

## **Enforcement Authority of NHCC Public Safety Officers**

NHCC Public Safety Officers are not sworn law-enforcement officers, but have limited arrest authority under state statute. In the event of any life-threatening emergency, persons are strongly encouraged to immediately and directly contact appropriate police, fire or medical assistance by calling 911.

Public Safety Officers are authorized, when appropriate, to make a citizen's arrest. Typically such arrests are made only in the presence of or with the support of a law enforcement officer.

The Department of Public Safety works closely with local, state, and federal law enforcement agencies to respond to and track criminal activity on campus.

## **Monitoring and Reporting of Off Campus Crimes**

All NHCC activities that are off campus will still be monitored by local law enforcement. Upon request, local law enforcement will share crime information with NHCC.

NHCC includes statistics from off-campus activities, Study Abroad program, and other NHCC events in its Annual Security Report.

## **Crime Prevention and Education Programs**

The Department of Public Safety facilitates regular crime prevention workshops for students, faculty and staff. These workshops occur in conjunction with regularly scheduled faculty and staff duty days and student success program events. The Director of Public Safety meets regularly with departments across campus to discuss emergency procedures and crime prevention topics.

Literature educating the public on topics such as crime prevention, drug and alcohol abuse, and sexual violence are provided by the Department of Public Safety at these workshops and are also available at the Public Safety desk in LRC 101.

## **Alcohol and Drug Free Campus Policy Statement**

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

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

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

### *Exceptions and Exemptions*

- The medically authorized use of a prescription drug is exempt from this policy.
- An exception to use alcohol for specific events or for instructional purposes requires prior approval by the College President or designee, in accordance with a checklist outlined in MnSCU Board Procedures 5.18.1 and 5.18.2.

### *Sanctions*

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

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

The NHCC Department of Public Safety will refer reported violations of this policy to NHCC Human Resources, the NHCC Office of Student Conduct, or local law enforcement as appropriate.

**Minnesota Law** has many statutes which regulate and control the use and abuse of alcohol. For example, driving while impaired (DWI) may result in a fine, jail time, and/or revocation of driver's license. Possession of alcohol under age 21 or use of

false identification to purchase alcohol may result in a fine. Furnishing alcohol to persons under 21 is punishable by a fine and/or time in prison.

**Federal Law** provides varying penalties for controlled substance crimes. For example, illegal possession of a controlled substance may result in substantial fines and up to one year in prison for the first offense. Additional penalties may include forfeiture of personal property or the denial of federal student financial aid benefits or other federal licenses and benefits. Trafficking in drugs such as heroin or cocaine may result in life imprisonment.

### *Health risks associated with alcohol and drugs*

Abuse and addiction to alcohol, nicotine, and illegal substances cost Americans upwards of half a trillion dollars a year, considering their combined medical, economic, criminal, and social impact. Every year, abuse of illicit drugs and alcohol contributes to the death of more than 100,000 Americans, while tobacco is linked to an estimated 440,000 deaths per year.

People of all ages suffer the harmful consequences of drug abuse and addiction.

- Babies exposed to legal and illegal drugs in the womb may be born premature and underweight. This drug exposure can slow the child's intellectual development and affect behavior later in life.
- Adolescents who abuse drugs often act out, do poorly academically, and drop out of school. They are at risk of unplanned pregnancies, violence, and infectious diseases.
- Adults who abuse drugs often have problems thinking clearly, remembering, and paying attention. They often develop poor social behaviors as a result of their drug abuse, and their work performance and personal relationships suffer.
- Parents' drug abuse often means chaotic, stress-filled homes and child abuse and neglect. Such conditions harm the well-being and development of children in the home and may set the stage for drug abuse in the next generation.

For a full description of health risks associated with alcohol and drugs, visit National Institute on Drug Abuse. [www.nida.nih.gov](http://www.nida.nih.gov)

### ***Resources for assistance***

NHCC offers the following resources to go along with yearly educational promotions that Alcohol and Drug Awareness Committee sponsors in its commitment to provide a healthy and responsible campus environment.

- NHCC Counseling Department (for students) 763-493-0554 (TTY 763-424-0949).
- NHCC Human Resources Office (for employees) 763-424-0955.

- State Employee Assistance Program 651-296-0765 (TTY 651-297-5533).

In addition to campus resources, contact the Counseling, Advising and Career Planning Office for a current listing of local resources and treatment centers.

Comprehensive sources of alcohol and drug treatment programs may be found at:

- Alcoholics Anonymous  
[www.aa.org](http://www.aa.org)
- National Institute on Alcohol Abuse and Alcoholism  
[www.niaaa.nih.gov](http://www.niaaa.nih.gov)
- National Institute on Drug Abuse  
[www.nida.nih.gov](http://www.nida.nih.gov)
- Substance Abuse Treatment Facility Locator  
[www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)

### **Policy Statement on Sexual Violence, Domestic Abuse, Dating Violence and Stalking**

NHCC follows the Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure.

**Part 1. Policy Statement.** Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State Colleges and Universities is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State Colleges and Universities provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

**Application of policy to students, employees, and others.** This policy applies to all Minnesota State Colleges and Universities students and employees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing criminal or civil action against them. Allegations of discrimination or harassment are governed by Board Policy 1B.1.

## **Part 2. Definitions.**

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

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

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

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

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

**Subpart E. Consent.** Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

**Subpart F. Non-forcible sex acts.** Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the

statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

**Subpart G. NHCC property.** "NHCC property" means the facilities and land owned, leased, or under the primary control of North Hennepin Community College.

**Subpart H. Employee.** "Employee" means any individual employed by NHCC, including student workers.

**Subpart I. Student.** The term "student" includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with NHCC; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid, or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

**If you are the Victim of a Sexual Assault:**

Go to a safe place.

**Contact the NHCC Department of Public Safety (763-424-0807); or the Director of Public Safety (763-424-0806); or the Brooklyn Park Police Department (911) as soon as possible after the offense.**

***For Support, Assistance, and Referral:***

- NHCC Counseling Center 763-424-0703

***For Sexual Harassment/Racial Harassment:***

Doris Hill, 763-488-0129, BHCC 239, [dhill@nhcc.edu](mailto:dhill@nhcc.edu)  
Dean of Health Sciences, Wellness, and Human Services

Jackie Olsson, 763-424-0756, ES-51, [jolsson@nhcc.edu](mailto:jolsson@nhcc.edu)  
Dean of Enrollment

Michael Birchard, 763-424-0944, CBT-101A, [mbirchard@nhcc.edu](mailto:mbirchard@nhcc.edu)  
Chief Diversity and Affirmative Action Officer

Michael Duenes, 763-424-0950, CLA-175, [mduenes@nhcc.edu](mailto:mduenes@nhcc.edu)  
Dean of Liberal Arts



Mike Freer, 763-424-0955, ES-17, [mfreer@nhcc.edu](mailto:mfreer@nhcc.edu)  
Chief Human Resources Officer and Title IX Coordinator

Elena Favela, 763-424-0736, ES 118F, [efavela@nhcc.edu](mailto:efavela@nhcc.edu)  
Dean of Student Development

Julie Zieminski, 763-424-0796, Sci 120c, [jzieminski@nhcc.edu](mailto:jzieminski@nhcc.edu)  
Interim Dean of Science, Math and Allied Health

Jan McFall, 763-488-0250, FAC 109, [jmcfall@nhcc.edu](mailto:jmcfall@nhcc.edu)  
Dean, Fine Arts, Language, & Communication

Tracey Wyman, 763-493-0546, CBT 146, [twyman@nhcc.edu](mailto:twyman@nhcc.edu)  
Dean, Business, Technology and Career Programs

Timely and prompt reporting of a sexual assault within 72 hours is critical in preserving evidence important in proving a criminal case against the assailant. Do not bathe, douche, use the toilet, or change clothing.

If you have been the victim of a sexual assault, you should seek medical attention immediately regardless of whether you report the matter to the police.

1. You may file a police report with the appropriate law enforcement agency. For on campus incidents contact the Brooklyn Park Police by calling 911. If you would like assistance in filing a police report, NHCC Public Safety or one of the contacts listed above can assist you.
2. NHCC has counselors available in its Counseling Center, located in ES 118. Public Safety has information on additional local resources available to victims of dating violence, domestic violence, and stalking.

Additional Resources:

- Hennepin County Sexual Violence Center 612-871-5111  
[www.sexualviolencecenter.org](http://www.sexualviolencecenter.org)
  - Crisis Connection – 24 Hour Crisis Line 612-379-6363
  - Sexual Assault Resource Services 612-873-5832
3. In order to reduce contact between the victim and the alleged assailant, NHCC will, at the request of the survivor, attempt to provide a change in classes, academic schedules, transportation or working arrangements as applicable and take other appropriate remedial measures. NHCC will provide written notice to victims of these options. These options are available to victims regardless of whether the victim chooses to report the crime to law enforcement or campus authorities.
  4. You have the right to petition for an Order for Protection (OFP) or a harassment Restraining Order (HRO), Public Safety has information available on how to file

for and request an OFP or HRO. NHCC may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

5. You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violence crime. You may also visit [www.dps.mn.gov](http://www.dps.mn.gov) for additional information.
6. NHCC will provide written notification to the victim of physical health, mental health, victim advocacy, legal assistance and other support services available on campus and in the community as noted above as well as written explanation of his or her rights and options under NHCC's Sexual Violence policy.

Additional resources can be found on the NHCC Sexual Violence website:  
<http://www.nhcc.edu/sexualviolencepolicies>

### **If you are a victim of Dating Violence, Domestic Violence, or Stalking**

Go to a safe place.

If you are on campus contact Public Safety at 763-424-0807, even if you do not want to file a report, Public Safety Officers will arrive on scene and ensure your safety. Your safety is our priority. Public Safety is located in LRC 101.

If you would like to file a report with the college, contact Public Safety even if the incident did not occur recently. An officer will interview you to gather your statement. If you would like to pursue action through the College's judicial process your statement will be forwarded to the Office of Student Conduct Officer.

You may also report the incident to any college employee, however all college employees who are designated as Campus Security Authorities (CSAs) have a duty to report knowledge of incidents of dating violence, domestic violence or stalking to the NHCC Department of Public Safety. You may still request confidentiality.

Timely and prompt reporting of a crime of dating violence, domestic violence or stalking is critical to preserving evidence important to proving a criminal case against your abuser. Document any injuries and damage to personal property. Save any text messages, e-mails, or voice mail messages left by your abuser. If you are being stalked document the stalking behavior when and where it occurred and how it impacted you.

You may file a police report with the appropriate law enforcement agency. For on campus incidents contact the Brooklyn Park Police Department by calling 911. If you would like assistance in filing a police report NHCC Public Safety can assist you. You will never be required to file a police report.

NHCC has counselors available in its Counseling Department. Counseling is located in Educational Services 118. Public Safety has information on additional local resources available to victims of dating violence, domestic violence, and stalking.

In order to reduce contact between you and your abuser, NHCC will, upon your request, attempt to provide a change in classes if the accommodation is reasonably available. Requests to arrange for a change in class schedule can be made to the Office of Conduct Officer.

You have the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO). Public Safety has information available on how to file for and request an OFP or HRO. Public Safety will assist in the enforcement of all lawful OFPs and HROs. If an OFP or HRO is issued you are encouraged to file a copy with the Public Safety.

You may request information and resources regardless of where the incident occurred and who was involved.

### **Warning Signs of an Abusive Relationship**

- Is your partner jealous of the time you spend with friends, family or co-workers?
- Does your partner forbid or limit your time spent with friends, family or co-workers?
- Does your partner constantly criticize and belittle things that you do or say?
- Does your partner say cruel and hurtful things to you, or make fun of you in front of others?
- Is your partner cruel to animals and/or people, and does he/she seem to enjoy or be insensitive to their emotional or physical pain and suffering?
- Does your partner tell you how to spend your money or control the amount of money you have?
- Does your partner interfere with your ability to be at work on time or at all and/or harass you at work?
- Are you sometimes afraid of your partner and what he/she might do?
- Does your partner break objects, throw objects at you or your children, or damage property?
- Does your partner threaten to harm you, your children, family or friends?
- Does your partner cause you or your children physical pain and/or injury?
- Does your partner use force, hold or throw you down or demand sex regardless of how you feel?

If you answered yes to any of these questions, you may be in an abusive relationship or at risk of becoming involved in an abusive relationship.

Source: <http://www.alexandrahouse.org/are-you-a-victim-of-domestic-abuse-or-violence/>

### **Procedures for Campus Disciplinary Action for Sex Offenses:**

Victims of sexual assault or those witnessing any type of sexual violence or relationship violence are strongly encouraged to report the incident to the NHCC Department of Public Safety. These incidents can also be reported to any of the following:

Doris Hill, 763-488-0129, BHCC 239, [dhill@nhcc.edu](mailto:dhill@nhcc.edu)  
Dean of Health Sciences, Wellness, and Human Services

Jackie Olsson, 763-424-0756, ES-51, [jolsson@nhcc.edu](mailto:jolsson@nhcc.edu)  
Dean of Enrollment

Michael Birchard, 763-424-0944, CBT-101A, [mbirchard@nhcc.edu](mailto:mbirchard@nhcc.edu)  
Chief Diversity and Affirmative Action Officer

Michael Duenes, 763-424-0950, CLA-175, [mduenes@nhcc.edu](mailto:mduenes@nhcc.edu)  
Dean of Liberal Arts

Mike Freer, 763-424-0955, ES-17, [mfreer@nhcc.edu](mailto:mfreer@nhcc.edu)  
Chief Human Resources Officer and Title IX Coordinator

Elena Favela, 763-424-0736, ES 118F, [efavela@nhcc.edu](mailto:efavela@nhcc.edu)  
Dean of Student Development

Julie Zieminski, 763-424-0796, Sci 120c, [jzieminski@nhcc.edu](mailto:jzieminski@nhcc.edu)  
Interim Dean of Science, Math and Allied Health

Jan McFall, 763-488-0250, FAC 109, [jmcfall@nhcc.edu](mailto:jmcfall@nhcc.edu)  
Dean, Fine Arts, Language, & Communication

Tracey Wyman, 763-493-0546, CBT 146, [twyman@nhcc.edu](mailto:twyman@nhcc.edu)  
Dean, Business, Technology and Career Programs

The Public Safety maintains statistical reports of sexual assault and all other reported law violations on campus. A report with Public Safety, or any of the contacts listed above, can ensure that proper steps are taken to ensure the safety of the survivor as well as the safety of the campus community as a whole. Filing a report can also initiate the NHCC sexual violence investigation process, and is an option for any person wishing to report a case of misconduct.

NHCC will normally not take any disciplinary action against a member of the campus community without a complaint and the assistance of the complainant in the disciplinary process, unless NHCC determines there is a danger to the victim or the campus community.

Because of laws concerning government data contained in the Minnesota Government Data Practices Act, NHCC cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged or confidential communications with licensed health care professionals or similar professionals.

If NHCC determines that continued threat exists, information about the reported sexual assault will be released to the campus community. The Public Safety will only release information regarding the location, date and time of the assault, and

any information that might help identify the assailant. Every effort will be made to protect the identity of the survivor. Public Safety will inform the campus community of the reported sexual assault and may use such resources as flyers, email notices, and StarAlert to communicate this information.

In order for NHCC to proceed with an investigation, a complaint must be filed with one of the contacts listed above. Reports made through Public Safety and these contacts will be forwarded to the Title IX Coordinator and the Conduct Officer. After receiving a report/complaint, an Investigator, who must receive annual investigatory training, shall take the steps listed below to insure a prompt, fair, and impartial process following Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure:

1. Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings. Both the complainant and respondent are allowed to have an advisor accompany them through the process. The advisor, however, will not normally be allowed to participate in questioning involving a student;
2. Investigate the complaint without identifying the complainant if, in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint;
3. The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered;
4. Inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;
5. Create, gather and maintain investigative documentation as appropriate;
6. Disclose appropriate information to others only on a need to know basis consistent with state and federal law; and provide a data privacy notice (Tennessen warning) in accordance with state law;
7. Inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint;
8. Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by the decision-maker;
9. Take additional investigative measures as requested by the decision-maker;
10. Provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;

11. Notify both the victim and the accused party in writing of the outcome of the investigation;
12. Provide the investigation report to the complainant or respondent upon request unless the information is protected under state or federal law.

NHCC will complete an investigation and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. NHCC will notify the complainant and respondent if the written response is not expected to be issued within the 60 day period.

The complainant and 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. 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.

NHCC uses a preponderance of the evidence standard of evidence in determining violations of its Sexual Violence policy.

Students who are found to have violated the Sexual Violence policy could face sanctions up to and including suspension or expulsion from NHCC. Employees found to violate the policy may be disciplined up to and including termination.

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

### **Procedures for Campus Disciplinary Action for Domestic Violence, Dating Violence, and Stalking**

Survivors of Dating Violence, Domestic Violence, or Stalking, or those witnessing any of these acts are encouraged to report the incident to Public Safety.

Filing a report with Public Safety will initiate an investigation through the College and is an option for anyone wishing to report a case of student misconduct. While a report with Public Safety is preferred by NHCC, an investigation can still happen without a Public Safety report.

NHCC will normally not take disciplinary action without a written complaint and the assistance of the reporting party in the disciplinary process. However, NHCC may use its discretion to investigate without the assistance of the reporting party where there is a clear danger to the survivor or the College community, or where found to be appropriate by the College administration.

If NHCC determines that continued threat exists, information about the incident will be released to the campus community. Public Safety will only release information regarding the location, date and time of the assault, and any information that might help identify the assailant. Every effort will be made to protect the identity of the survivor. Public Safety will inform the campus community of the incident and may use such resources as flyers, email notices, and StarAlert to communicate this information.

In order for NHCC to proceed with an investigation, a complaint must be filed with one of the contacts listed on pages 24, 25 and 27. Reports made through Public Safety and these contacts will be forwarded to the Title IX Coordinator and the Conduct Officer. After receiving a report/complaint, an Investigator, who must receive annual investigatory training, shall take the steps listed below to insure a prompt, fair, and impartial process following Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure:

1. Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings. Both the complainant and respondent are allowed to have an advisor accompany them through the process. The advisor, however, will not normally be allowed to participate in questioning involving a student;
2. Investigate the complaint without identifying the complainant if, in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint;
3. The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered;
4. Inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;
5. Create, gather and maintain investigative documentation as appropriate;
6. Disclose appropriate information to others only on a need to know basis consistent with state and federal law; and provide a data privacy notice (Tennessen warning) in accordance with state law;
7. Inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint;
8. Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by the decision-maker;
9. Take additional investigative measures as requested by the decision-maker;

10. Provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
11. Notify both the victim and the accused party in writing of the outcome of the investigation;
12. Provide the investigation report to the complainant or respondent upon request unless the information is protected under state or federal law.

NHCC will complete an investigation and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. NHCC will notify the complainant and respondent if the written response is not expected to be issued within the 60 day period.

The complainant and 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. 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.

NHCC uses a preponderance of the evidence standard of evidence in determining violations of its Sexual Violence policy.

Students who are found to have violated the Sexual Violence policy could face sanctions up to and including suspension or expulsion from NHCC. Employees found to violate the policy may be disciplined up to and including termination.

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

### **Sexual Violence, Domestic Violence, Dating Violence, and Stalking Awareness and Education Programs**

NHCC has undertaken educational efforts to educate and inform its employees and students of their responsibilities regarding sexual violence, dating violence, domestic violence, and stalking. This includes how to identify these incidents, prevention, and what steps can be taken by survivors and victims of an incident.

These efforts include nightly security patrols of the campus, campus escorts, security alerts, brochures about sexual assault, health classes offered, domestic violence awareness presentation, and outside awareness programs including the Clothesline Project ([www.clotheslineproject.org](http://www.clotheslineproject.org)).



New students are made aware of these issues as part of NHCC's Orientation programs. New employees receive an orientation packet which includes information on these topics. Prospective students and employees may access information about these issues via the Public Safety website, [www.nhcc.edu/student-resources/public-safety](http://www.nhcc.edu/student-resources/public-safety), which is linked to the NHCC homepage, Career Opportunities, and Admissions web pages.

NHCC Public Safety actively promotes awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, dating violence, domestic violence, and stalking as part of its ongoing crime prevention program. Public Safety staffs information booths at student events during the school year and distributes flyers on a variety of crime prevention topics.

Additional educational trainings, which focus on sexual violence education, prevention, and bystander trainings, are conducted by the Counseling Center, Orientation staff, the Conduct Officer, and the Office of Diversity and Equity.

### **Disclosures to Victims of Crimes of Violence or Non-forcible Sex Offenses**

NHCC will, upon written request, disclose to the complainant of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by NHCC against the student who is the respondent to the complaint.

### **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. It also requires sex offenders already registered in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Community Notification allows some information about some offenders to be converted from private or confidential information to public information. In Minnesota the amount of information, and the scope of individuals to whom information is released, is indicated by the risk level assigned to the offender by an End of Confinement Review Committee (ECRC) established by the notification law, and operated by the Department of Corrections (DOC). The higher number risk level assigned to the offenders, the more information can be released, and the broader the audience that will receive that information. Law enforcement agencies where the offenders reside have the responsibility for the notification of their communities under this law. In compliance with the act NHCC provides information on sex offenders as permitted by law.

Information about level three offenders is available at the Department of Corrections website: [www.doc.state.mn.us](http://www.doc.state.mn.us)

**Level 1**

Level One offenders are offenders who are determined to be at a lower risk to re-offend. Police agencies may open a file on these offenders and may release information about the release of the offender to victims of, and witnesses to the crime, other law enforcement agencies, and anyone identified by the prosecuting attorney to receive the information

**Level 2**

Level Two offenders are determined to be at a moderate risk to re-offend. Police agencies may release information to anyone included in the Level One information release, and in addition may notify organizations about the offender's release. These organizations may include schools, daycare centers, and other organizations where individuals who may become victims of the offender are regularly found. Law enforcement will make the decision on which organizations to notify based on the offender's past pattern of behavior. Law enforcement officials may also choose to notify certain individuals that they determine to be at possible risk from the offender, but this is not a wide spread community notification. Organizations notified about a Level Two offender are given this information to protect individuals in their care while they are on or near the premises of those organizations. The information is not to be re-distributed by those organizations that have been notified.

**Level 3**

Level Three offenders have been determined to be at the highest risk for re-offense out of all of the three risk levels. Law enforcement may notify all individuals and agencies included in Level One and Level Two notifications, and may also distribute information about the offender to everyone else in the community. In addition, officials may use the media and other distribution methods to get this information to the public. According to law enforcement policy, enforcement officials hold public meetings in the areas where Level Three offenders reside. At those meetings, information about the notification process, about the registration of predatory offenders, and information about the general population of these offenders is distributed and discussed. In addition, information about a specific offender or offenders is released. The information includes a general area of residence, a description of the offender (with photograph), and a description of the pattern of behavior that this offender has been known to display in the past. This disclosure does not apply to offenders that are in licensed residential facilities where staff have been trained to manage sexual offenders (halfway houses) nor does it apply to offenders in secure hospital facilities operated by the Department of Human Services (hospitals at Moose Lake and St. Peter, Minnesota).

## 2015 Crime Statistics (Calendar Year)

Incident	On-Campus	Non-Campus	Public	Unfounded Cases
<b>Aggravated Assault</b>	0	0	0	0
<b>Arson</b>	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0
<b>Burglary: Total</b>	1	0	0	0
<b>Forcible Burglary</b>	0	0	0	0
<b>Non-Forcible Burglary</b>	1	0	0	0
<b>Attempted Burglary</b>	0	0	0	0
<b>Motor Vehicle Theft</b>	1	0	0	0
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	0
<b>Robbery</b>	0	0	0	0
<b>Sexual Offenses: Total</b>	1	0	0	0
<b>Rape</b>	0	0	0	0
<b>Fondling</b>	1	0	0	0
<b>Incest</b>	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0
<b>Stalking</b>	3	0	0	0
<b>Domestic Violence</b>	1	0	0	1*
<b>Dating Violence</b>	6	0	0	0
<b>ARRESTS</b>				
<b>Liquor Law Violations</b>	0	0	3	0
<b>Drug Violations</b>	1	0	2	0
<b>Weapons Violations</b>	0	0	0	0
<b>NON-ARREST CAMPUS REFFERRALS</b>				
<b>Alcohol</b>	0	0	0	0
<b>Drug Violations</b>	7	0	0	0
<b>Weapons Violations</b>	0	0	0	0

\*There was one unfounded case in 2015. The report was investigated and determined unfounded by Brooklyn Park Police regarding a domestic violence at a public property location.

## 2015 Bias Motivated Incidents

Incident	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	National Origin	Unfounded Cases
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	0	0	0	0	0
<b>Sexual Assault</b>	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0
<b>Burglary: Total</b>	0	0	0	0	0	0	0	0
<b>Forcible Burglary</b>	0	0	0	0	0	0	0	0
<b>Non-Forcible Burglary</b>	0	0	0	0	0	0	0	0
<b>Attempted Burglary</b>	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0
<b>Larceny-Theft</b>	0	0	0	0	0	0	0	0
<b>Simple Assault</b>	0	0	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0	0	0
<b>Vandalism of Property/ Destruction/ Damage</b>	0	0	0	0	0	0	0	0

## 2014 Crime Statistics (Calendar Year)

Incident	On Campus	College Controlled Property	Public Property	GRAND TOTAL	Residence Halls
<b>Aggravated Assault</b>	0	0	0	0	N/A
<b>Arson</b>	0	0	0	0	N/A
<b>Burglary</b>	0	0	0	0	N/A
<b>Motor Vehicle Theft</b>	0	0	0	0	N/A
<b>Manslaughter</b>	0	0	0	0	N/A
<b>Murder</b>	0	0	0	0	N/A
<b>Robbery</b>	0	0	1	1	N/A
<b>Forcible Sex Offenses</b>	1	0	1	2	N/A
<b>Non-Forcible Sex Offenses</b>	0	0	0	0	N/A
<b>Dating Violence</b>	0	0	0	0	N/A
<b>Domestic Violence</b>	0	0	0	0	N/A
<b>Stalking</b>	0	0	1	1	N/A
<b><u>Arrests for (Persons)</u></b>					N/A
<b>Liquor Law Violations</b>	1	0	0	1	N/A
<b>Drug Abuse Violations</b>	2	0	4	6	N/A
<b>Weapons Violations</b>	0	0	0	0	N/A
<b><u>Disciplinary Referrals</u></b>					N/A
<b>Liquor Law Violations</b>	0	0	0	0	N/A
<b>Drug Abuse Violations</b>	8	0	0	8	N/A
<b>Weapons Violations</b>	0	0	0	0	N/A

## 2014 Bias Motivated Incidents – On Campus

<b><u>Incident</u></b>	<b><u>Racial Bias</u></b>	<b><u>Ethnic Bias</u></b>	<b><u>Religious Bias</u></b>	<b><u>Sexual Orientation Bias</u></b>	<b><u>Bias Based on Disability</u></b>	<b><u>Gender Bias</u></b>
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0
<b>Manslaughter</b>	0	0	0	0	0	0
<b>Murder</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Forcible Sex Offenses</b>	0	0	0	0	0	0
<b>Non-Forcible Sex Offenses</b>	0	0	0	0	0	0
<b>Larceny-Theft</b>	0	0	0	0	0	0
<b>Simple assault</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	1	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0

## 2014 Bias Motivated Incidents – Off Campus

<b><u>Incident</u></b>	<b><u>Racial Bias</u></b>	<b><u>Ethnic Bias</u></b>	<b><u>Religious Bias</u></b>	<b><u>Sexual Orientation Bias</u></b>	<b><u>Bias Based on Disability</u></b>	<b><u>Gender Bias</u></b>
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0
<b>Manslaughter</b>	0	0	0	0	0	0
<b>Murder</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Forcible Sex Offenses</b>	0	0	0	0	0	0
<b>Non-Forcible Sex Offenses</b>	0	0	0	0	0	0
<b>Larceny-Theft</b>	0	0	0	0	0	0
<b>Simple assault</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0

## 2013 Crime Statistics (Calendar Year)

Incident	On Campus	College Controlled Property	Public Property	GRAND TOTAL	Residence Halls
<b>Aggravated Assault</b>	0	0	0	<b>0</b>	N/A
<b>Arson</b>	0	0	0	<b>0</b>	N/A
<b>Burglary</b>	0	0	0	<b>0</b>	N/A
<b>Motor Vehicle Theft</b>	0	0	0	<b>0</b>	N/A
<b>Manslaughter</b>	0	0	0	<b>0</b>	N/A
<b>Murder</b>	0	0	0	<b>0</b>	N/A
<b>Robbery</b>	0	0	1*	<b>1</b>	N/A
<b>Forcible Sex Offenses</b>	0	0	0	<b>0</b>	N/A
<b>Non-Forcible Sex Offenses</b>	0	0	0	<b>0</b>	N/A
Arrests for (Persons)					N/A
<b>Liquor Law Violations</b>	0	0	0	<b>0</b>	N/A
<b>Drug Abuse Violations</b>	0	0	0	<b>0</b>	N/A
<b>Weapons Violations</b>	0	0	0	<b>0</b>	N/A
Disciplinary Referrals for					N/A
<b>Liquor Law Violations</b>	3	0	0	<b>3</b>	N/A
<b>Drug Abuse Violations</b>	2	0	0	<b>2</b>	N/A
<b>Weapons Violations</b>	1	0	0	<b>1</b>	N/A

\*Occurred at a bus stop adjacent to the campus



## 2013 Bias Motivated Incidents – On Campus

<b><u>Incident</u></b>	<b><u>Racial Bias</u></b>	<b><u>Ethnic Bias</u></b>	<b><u>Religious Bias</u></b>	<b><u>Sexual Orientation Bias</u></b>	<b><u>Bias Based on Disability</u></b>	<b><u>Gender Bias</u></b>
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0
<b>Manslaughter</b>	0	0	0	0	0	0
<b>Murder</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Forcible Sex Offenses</b>	0	0	0	0	0	0
<b>Non-Forcible Sex Offenses</b>	0	0	0	0	0	0
<b>Larceny-Theft</b>	0	0	0	0	0	0
<b>Simple assault</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	<b>1</b>	0	<b>1</b>

## 2013 Bias Motivated Incidents – Off Campus

<u>Incident</u>	<u>Racial Bias</u>	<u>Ethnic Bias</u>	<u>Religious Bias</u>	<u>Sexual Orientation Bias</u>	<u>Bias Based on Disability</u>	<u>Gender Bias</u>
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0
<b>Manslaughter</b>	0	0	0	0	0	0
<b>Murder</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Forcible Sex Offenses</b>	0	0	0	0	0	0
<b>Non-Forcible Sex Offenses</b>	0	0	0	0	0	0
<b>Larceny-Theft</b>	0	0	0	0	0	0
<b>Simple assault</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0

## 2013 Incidents Reported in Compliance with the Sexual Violence Elimination Act (SaVE):

<u>Incident</u>	<u>On-Campus</u>	<u>Off-Campus</u>
<b>Domestic Assault</b>	1	1
<b>Dating Violence</b>	4	1
<b>Stalking</b>	1	

## Crime Definitions

The definitions listed are taken from the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Handbook and National Incident Based Reporting System (NIBRS) and used to classify the criminal offenses previously listed:

- **Aggravated Assault**—Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).
- **Arson**—Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Burglary**—Unlawful entry of a structure to commit a felony or a theft, including unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft**—Theft or attempted theft of a motor vehicle.
- **Murder and Nonnegligent Manslaughter**—Willful (nonnegligent) killing of one human being by another.
- **Negligent Manslaughter**—Killing of another person through gross negligence.
- **Robbery**—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.
- **Sex Offenses (Forcible)**—Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
  - **Forcible Rape**—Carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
  - **Forcible Sodomy**—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Sexual Assault With An Object**–Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - **Forcible Fondling**–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.
- **Sex Offenses (Nonforcible)**–Unlawful, nonforcible sexual intercourse.
  - **Incest**–Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape**–Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- **Drug Abuse Violations**–Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. Relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations**–Violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and Driving While Impaired (DWI) are not included in this definition).
- **Weapon Law Violations**–Violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Larceny Theft**–The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault**–Simple, Not Aggravated includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous

weapon and in which the victim did not sustain serious or aggravated injuries.

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

### **Campus Sexual Violence Elimination Act (SaVE) Definitions**

- **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 NHCC 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.
  - Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
  - Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.
- **Domestic violence**- includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- **Dating violence**- means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Stalking**- means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

- **Consent-** is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

### **Personal Security Recommendations**

The Department of Public Safety takes a proactive approach to the safety of NHCC. Officers keep track of what is going on at Campus by providing regular foot patrol, monitoring cameras and various Public Safety communications. However, we in the Department of Public Safety strongly encourage each person to help prevent crime. Personal safety measures have a dramatic effect on each person's safety. We encourage individuals to take responsibility for their own safety and the safety of others.

#### **Escort Service:**

- Walk in a group, stay in well-lit areas and wear light-colored clothing when walking at night.
- An on-campus (walking) escort service is provided by the Department of Public Safety for members of the College community. Escorts may be requested by phoning (763-424-0807).

#### **Emergency "Blue Light" Phones:**

- "Blue Light" phones (emergency) are located throughout the campus parking lots. The "Blue Light" phones are made visible by a blue light on the top of these stations. When properly activated, these phones dial directly to 911 dispatchers. To operate these phones you must follow the "one-step" process:
  - Push the red button on the face of the box and communicate to the dispatcher. The dispatcher will know your location and immediately dispatch an officer to assist.

#### **Protect your property:**

- Personal property (purses, backpacks, calculators, cell phones, laptops, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
- Lock your door whenever you leave your room or office.
- Never open the exterior doors of the building to strangers. Protect all valuables in your room or office. Do not leave valuables in plain view.

- Take valuables home with you during vacations.
- Park your bike where you can keep an eye on it if possible. Always lock your bike to the bike racks provided. There are several good anti-theft devices available. Case hardened heavy (U-Bolt) locks and chains afford the best protection for security of these items.

### **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 personal property where it is visible inside your vehicle.

### **Protect YOURSELF:**

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Walk along well-lit routes at night.
- 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 vehicle and keep your personal or valuable items concealed and close to your body. If you must travel alone at night, use the Department of Public Safety's Escort Service (763-424-0807) to escort you to your on-campus destination or back to your vehicle.

### **Suspicious Activity:**

- If you see any suspicious activity or people on or near campus, call the Department of Public Safety immediately (763-424-0807).
  - Do not confront them.
  - Do not assume the person is a College employee or student that you have not seen before.
  - Do not assume that what you observe is an innocent activity.
  - Do not assume somebody else will or has already reported it.

### **Suspicious people may be:**

- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be in distress and need medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles. Report all thefts and property loss immediately to the Department of Public Safety and/or the Brooklyn Park Police Department. **ALWAYS KEEP SAFETY A PRIORITY!**

## **Bystander Intervention**

NHCC encourages people to be responsible for their own safety and the safety of others. This may include recognizing when a situation is about to escalate and intervening before an incident occurs.

A bystander witnessing the interaction between two or more people, who suspects one of the individuals may be in danger has the power to intervene but may hesitate to get involved. They may feel uncomfortable, embarrassed, fearful of negative social consequences, or intimidated by the prospect of getting hurt.

### **Factors that Influence Intervention:**

- It's unclear that there is an emergency
- Perceived personal cost is too high
- Diffusion of responsibility ("Lots of people are around. Someone else will probably do something about it.")
- Similarities between the bystander and the potential offender (Someone who shares a lot in common with a potential offender will be less likely to act against them)
- Apathetic mood
- The bystander's gender may influence their perception of whether it's appropriate to get involved
- Perception that the prospective victim is inviting danger by being drunk, dressing provocatively, etc.
- Social norms (Intervening is easier when peers are nearby to approve of your actions)

### ***How to Intervene:***

**Assess the situation.** Ensure that all parties are safe, and gauge whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help!

### **Decide whether to use direct or indirect action to resolve the problem.**

**Direct Actions:** Point out someone's disrespectful behavior in a manner that will help de-escalate the situation, talk to a friend to ensure he/she is okay, call the police

**Indirect Action:** Recommend to a bartender or party host that someone has had too much to drink, make up an excuse to help someone get away from a potential offender, and call the local authorities

**Know your options.** Once you have decided whether you want to handle the situation directly or indirectly (or a little of both), think of all the possible options for doing so.



For instance, if you have decided to speak directly to the person displaying problematic behavior, do you want to do it right there in the moment, or take them aside later? If you want to deal with it indirectly, what resources can you access to help you handle the problem?

**Intervene – with reinforcements.** If safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.

***It is Not Easy, but it is worth it.***

It takes courage to challenge negative behavior. If you think you may not have what it takes to intervene, remember:

**Many are grateful for the prevention of the incident.** If you noticed a problem between two people, chances are you weren't the only one. Many may not have the courage to act on behalf of someone in danger.

**Not intervening does the offender a favor.** When you choose not to become an obstacle to an offender, their intention to do harm goes without contradiction. Apart from throwing a wrench in the unfolding of an incident, your intervention may even awaken the potential offender about what they are doing.

**You will support a positive campus culture.** We should all work together to create a culture at NHCC where sexual violence, dating violence, domestic violence, and stalking are never tolerated.

More information about bystander intervention can be found at the National Sexual Violence Resource Center: [www.nsvrc.org/bystander-intervention-campaigns-and-programs](http://www.nsvrc.org/bystander-intervention-campaigns-and-programs)

## **Emergency and Evacuation Procedures**

### ***Evacuation***

If a building evacuation is declared by the fire department, police, or administration please leave the building area as directed. Do not stand around in hallways or on the sidewalks near the building. Do not re-enter the building until the Department of Public Safety or Administration gives the "all clear".

Should a partial or full building evacuation become necessary, Public Safety staff will direct the evacuation. In case of fire the emergency sirens will sound. Please follow the maps posted throughout campus.

If a person is unable to self-evacuate due to a permanent or temporary disability, they should shelter in place and will be evacuated by the Fire Department or other emergency responders.

Persons who are mobility-impaired or unable to self-evacuate are encouraged to contact the Department of Public Safety so arrangements can be made to assist them with evacuation.

**Do:**

- Listen for announcements over building emergency paging system or directions from Department of Public Safety staff
- For proper evacuation follow evacuation route signage located throughout campus and in the Emergency Procedures Guide
- Orderliness and cooperation are more important than speed
- Watch for firefighters/police coming to handle the emergency
- If caught in heavy smoke, take short breaths through your nose, stay near the floor, and move to an exit by crawling and cover your nose and mouth with shirt if possible

**Do not:**

- Attempt to fight fire unless trained to do so
- Use elevator
- Run, push, shout or create panic
- Return to your office until the "all clear" is given by the Department of Public Safety

***Campus Lockdown***

The purpose of a lockdown is to minimize accessibility to rooms on campus to reduce the risk of injury or danger to faculty, staff, students or visitors.

A lockdown would be implemented when requested by Public Safety, law enforcement, fire department, campus administration, or any staff member with confirmed information.

Incidents which may require a Lockdown include Person(s) armed with firearm or weapon on campus property, gunshots directed at or near the college campus, police incidents involving dangerous person(s) that are adjacent to or within a short distance of the campus, intruders, hazardous chemical spills, gas leaks, electrical conditions, or disasters close to the college campus. These examples are not absolute but reflect the type of situation that may require a lockdown.

***General Lockdown Procedures:***

Announcement- "There is an emergency on campus. Go to the nearest office or classroom and secure yourself inside."

**In the event of a command to lockdown:**

- Close all doors and lock, if possible.
- Turn off all lights and unnecessary equipment.
- Instruct students to remain calm and quiet as possible.

- Stay away from windows
- Do not leave until notified by emergency personnel.

All staff in control of students at the time of the lockdown becomes responsible for those students at that time. Faculty and staff members are responsible for accounting for students and ensuring that no one leaves the safe area.

Students without staff must be directed to the nearest classroom. When the condition causing the lockdown has been eliminated, an "all clear" announcement will be made over the campus paging system.

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Protection of confidentiality of victims	14-15, 25-28
Counseling and advocacy services on and off campus	25, 27, 32
Assistance in scheduling to avoid victim/offender contact, if requested	25, 28
Written explanation of rights and options provided	25, 29

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The Due Administration of Justice is the Firmest Pillar of Good Government –George Washington