

North Hennepin Community College



2018- ANNUAL SECURITY
REPORT
DEPARTMENT OF PUBLIC SAFETY



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Thank you for taking the time to read our 2017 Annual Security Report (ASR). This report complies with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act for the previous three years. Included are campus safety and disciplinary statistics, alcohol and drug policies, and policies that address prevention and response to sexual assault, domestic violence, dating violence and stalking.

North Hennepin Community College (NHCC) Public Safety Department supports the campus by developing programs, methods and approaches to assist the college toward achieving a safe and secure environment. Public Safety personnel patrol interior and encircling properties of the college campus through foot and vehicle patrols. Public Safety maintains constant surveillance throughout all buildings for suspicious activities and provide proactive communications related to safety awareness. Public Safety also provides on-campus safe walk escort services, jump start vehicles, and manages lost and found items.

Equally important, Public Safety encourages people to help prevent crimes by reporting campus safety matters and any illegal activity. Practicing personal safety and reporting incidents of concern are ways we can work together as a safety-conscience community.

The Department has a team of five non-sworn Officers who are committed to providing the highest quality in public safety services and ensuring a safe and secure environment for everyone on campus. However, despite of our best effort, crimes may occur. Thus, Safety and security of our community is a shared responsibility. We encourage all students, employees, and visitors of our campus community to be fully aware of the campus safety matters and 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.

This report is intended to provide you with information on North Hennepin Community College crime statistics, practices, and policies regarding reporting of emergencies. The Department of Public Safety works closely with campus community to promote safety and security of our campus. For further questions or concerns, please do not hesitate to contact the Director of Public Safety Department at (763) 424-0807.

Sincerely,

Ibuchwa Kisongo

Director of Public Safety

EMERGENCY REPORTING AND COLLEGE EMERGENCY RESPONSE

Students, employees and visitors who observe a crime in progress or suspicious activity are encouraged to report all criminal activities, emergencies or other security and safety related incidents occurring within the college's Clery geography to Public Safety in a prompt and timely manner. The college Clery geography includes: on campus property and/or facilities, non-campus property or property owned or controlled by the college, and public property adjacent to and immediately accessible from campus property. We ask that you 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.

Contact 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 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 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 agencies. 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. 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 victim.

Campus Security Authorities

A campus Security Authority is an individual, who by virtue of their college responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Department of Public Safety so that they may be included and published in the NHCC annual Security Report (ASR). 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 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.

Who Is a CSA?

- 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 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 to do so or there is an immediate threat to the safety of the victim or the campus community.

All criminal activities occurring on campus should be reported immediately to Public Safety and/or the Brooklyn Park Police Department. Public Safety will assist the complainant in completing reports. 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. Public Safety will assist the Brooklyn Park Police Department and the College's Code of Conduct Officer with investigations when requested.

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.

Emergency Response

NHCC is required by policy and fire code to have evacuation and emergency operation plans in place. Evacuation plans and emergency procedures are posted in each classroom, common areas and individuals building maps can be accessed online at <http://nhcc.edu/contact-us/campus-maps>. NHCC also has a current Emergency Operations Plan based on the all-hazards concept, incorporating the National Incident Management System and coordinated with the system office and local emergency response agencies. This plan is used to respond to any level of emergency impacting NHCC and outlines the responsibilities and actions necessary to protect life, property and the environment.

Students, employees and visitors who observe a crime in progress or suspicious activity should immediately notify 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 and/or employees occurring on campus, 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 VoIP phones 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, Public Safety Officers will contact local emergency response agencies, such as law enforcement, fire department, EMS, etc. The Director of Public Safety will 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 students and employees of the situation. Follow up notification shall be the responsibility of the College President's Office or their designee. 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 and employees.
- 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 around the campus and the surrounding areas of the situation.

Emergency Notification

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

Active messaging: NHCC has the ability to address the campus through a public address system and the VoIP phones that cover all interior campus offices, classrooms and public spaces.

Passive messaging: NHCC will provide emergency information via the main web page. The administration will use campus wide mass email and internal closed circuit televisions to disseminate emergency notifications to students, faculty and staff. Twitter and Facebook social media will also be used to disseminate emergency notification either individually or through the Star Alert system.

Individual messaging: NHCC utilizes an emergency notification system branded StarAlert, provided by Blackboard Connect, which disseminates emergency notification through SMS text, direct phone calls and email, at the selection of the recipient. This is an opt-out system.

If you are a contractor or community member and have not signed up for this service yet, you are encouraged to sign up by visiting the following website

<https://nhccstaralert.bbcportal.com/Entry>

The NHCC Emergency Notification and Warning System, including the PA system, VoIP phones, and StarAlert are tested annually. Prior to each test, students and employees are sent emails with information about the campus evacuation and emergency procedures.

NHCC provides an Emergency Procedures Guide to any student, faculty, staff, or visitor who requests it. The guidebook can also be accessed online at <http://nhcc.edu/student-resources/public-safety>
The Emergency Procedures Guide provides recommendations of how to respond in the case of various emergencies/non-emergencies on campus. Also, included in the guide are maps to all buildings on 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.

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

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

Timely Warning

NHCC will issue a timely warning to 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 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 the personal of persons. The alert contains information

regarding an incident that will allow campus community members to take proper measures to insure their individual safety.

Shelter-in-Place

The college authorities may instruct everyone to “shelter-in-place” if an incident is believed to be a life threatening and has an immediate threat to the health and personal safety of the campus community members. Shelter-in-place means to take immediate shelter wherever you happen to be at the time of the notification- in classroom, in office, in privately-owned facility near campus, etc.

How to Shelter-in-Place:

- If you can safely evacuate a potentially dangerous situation, do so immediately. If you cannot safely evacuate and you are trapped inside, stay where you are. Follow instructions from emergency personnel.
- Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows.
- Shut and lock, if possible, all windows and exterior doors. Consider barricading doors and windows.
- Stay calm

Off-campus emergencies:

Public Safety frequently receives emergency information from local law enforcement agencies regarding incidents in the Hennepin County that could imminently impact the safety of the college community. When appropriate, Public Safety notifies the campus community of off-campus threats that could potentially present a threat to the health and/or safety of the campus community.

RESPONSIBILITIES OF EMPLOYEES, STUDENT AND VISITORS

It is the role of every student, employee and guest to assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to Public Safety immediately.
- Try to avoid walking alone at night. Consider using the Public Safety Safe Walk service.
- Carry only small amounts of cash.
- Never leave valuables unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.

Confidential Reporting

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 are encouraged to 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. Reports made in this manner help Public Safety to more accurately assess and track the nature of crime in the different areas 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 party 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.

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

Anonymous Reporting

Public Safety offers a "Silent Witness" program on the safety/security page for victims and/or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report. NHCC officials will share information as necessary to appropriately address a situation, but will make efforts to maintain confidentiality. **Absolute confidentiality of reports made to NHCC officials cannot be promised.** You may submit your report electronically by filling out the provided online form at <https://forms.nhcc.edu/forms/ps/anon-rpt>

The report form should not be used for emergency situations; for emergencies call 911 first and then contact Public Safety at 763-424-0807.

Public Safety Security Alert

Public Safety may send a security alert to the campus community for general crime prevention, to inform students, employees and guests of crimes or incidents that are not generally time sensitive or considered to be an ongoing threat. It is important for Public Safety to inform the campus community of crimes that may be taking place on campus and/or around campus.

DAILY CRIME LOG

Public Safety keeps and maintains a daily crime log; recording all crimes reported to Public Safety. The daily crime log includes information such as the nature, date, time, and general location of each crime, and the disposition of the complaint if known.

It includes reported crimes that occurred on campus or facilities leased by NHCC and public property immediately adjacent from the college campus. Public Safety may withhold information for the Daily Crime Log if disclosure of this information has the potential 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 will be available within two (2) business days of the initial request being made to Public Safety. If new information regarding a log entry becomes available to Public Safety, the log entry will be updated accordingly to reflect the most current information available.

STATISTICAL DISCLOSURE OF REPORTD INCIDENTS

Incidents reported to Public Safety that fall into one of the required classification as defined by Clery Act and Minnesota Uniform Crime Reports will be disclosed as a statistic in this annual security report.

REPORTING A CRIME TO THE BROOKLYN PARK POLICE DEPARTMENT

A person reporting a crime to Public Safety Department has the right to report the crime to the Brooklyn Park Police Department by calling 911. Public Safety Officers usually discuss this option with the victim of a crime and can assist the victim with the process.

OFF – CAMPUS CRIME

The Department of Public Safety also accepts reports of criminal activity occurring to or caused by persons involved in college sponsored activities off-campus locations. Students who are involved in such cases, depending on the nature of the case, may be subject to arrest by the local police and college disciplinary proceedings through the Code of Conduct Office. Such incidents are included in the College's annual report.

PUBLIC SAFETY ENFORCEMENT AUTHORITY

Public Safety is recognized as the primary department responsible for providing security services for students, employees and campus visitors. The department is comprised of five full-time professional and part-time paraprofessional officers. Public Safety Officers are **NOT** licensed police officers and do not possess the power of arrest as defined by Minnesota State Statute, but have been granted the authority by the Institution's President to enforce institution policy, which is not inconsistent with federal, state or local law, and to make citizens arrests when necessary.

The Brooklyn Park Police Department provides fully licensed police protection for NHCC. The Department of Public Safety has developed a working relationship with the Brooklyn Park Police Department that allows for immediate response to all crimes, emergencies, or requests for service generated by the campus.

Public Safety compiles all required information and statistics for this report. Statistics are collected using incident reports from reporting authorities including, but not limited to, local law enforcement agencies and college officials who have significant responsibility for student and campus activities. These college officials, known as Campus Security Authorities, include individuals in departments such as: Student Life, Sports and Recreation, Advising, Public Safety, counselling, Diversity and Equity Center and NHCC administrators

It is the policy of NHCC to report all criminal activity to the Brooklyn Park Police Department by reporting incidents directly to their office or to the Department of Public Safety. All crimes or potential crimes that are reported to the campus Department of Public Safety will be forwarded to the Brooklyn Park Police Department. Call the Brooklyn Park Police Department by dialing 911 and / or the Department of Public Safety 763-424-0807 to report any emergencies including medical, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.

NHCC urges all campus entities that are excluded from mandatory reporting, such as professional mental health counselors and pastoral counselors, to advise clients who are victims of crime to report those incidents to campus or local law enforcement authorities, and to report confidential information used strictly for statistical purposes to the Department of Public Safety.

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/or 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 employees. 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.

MAINTENANCE 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.

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

Protect your office or classroom:

- Lock your door – even if you are only going out for a short time. It can take only 8 seconds to walk into an open room and steal your valuables.

- Do not prop open locked exterior building doors. These doors are locked for your protection and others.
- Do not loan your keys or ID card to anyone – even a classmate or colleague. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not put your name or address on key rings as they may be used to steal your property.

Protect your property:

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

Protect your automobile:

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

Protect yourself at night:

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

Protect yourself walking and jogging:

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

Help us protect you:

- Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them. Call 911 first and then inform Public Safety by calling 763-424-0807

1. Suspicious activity:

- If you see any suspicious activity or people on or near campus, call law enforcement. Do not assume that what you observe is an innocent activity or that it has already been reported.

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

2. Suspicious people may be:

- (a) Loitering about at unusual hours and locations; running, especially if something of value is being carried.
 - (b) Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
 - (c) Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
- Report all thefts and property loss immediately to the NHCC Public Safety.
 - Be security conscious at all times.
 - 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 under the influence of drugs or otherwise needing 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 NHCC Public Safety.
 - Be security conscious at all times.

PUBLIC SAFETY’S WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES

The Brooklyn Park Police Department provides fully licensed police protection for NHCC. The Department of Public Safety has developed a working relationship with the Brooklyn Park Police Department that allows for immediate response to all crimes, emergencies, or requests for service generated by the campus.

PREPARATION OF ANNUAL CRIME STATISTICS AND CLERY COMPLIANCE

North Hennepin Community College (NHCC) is located in the city of Brooklyn Park, Minnesota. Public Safety is recognized as the primary campus department responsible for providing security services for students, faculty, staff and campus visitors. The department is comprised of full-time professional and part-time paraprofessional officers.

Public Safety compiles all required information and statistics for this report. Statistics are collected using incident reports from reporting authorities including, but not limited to, local law enforcement agencies and college officials who have significant responsibility for student and campus activities. These college officials, known as Campus Security Authorities, include individuals in departments

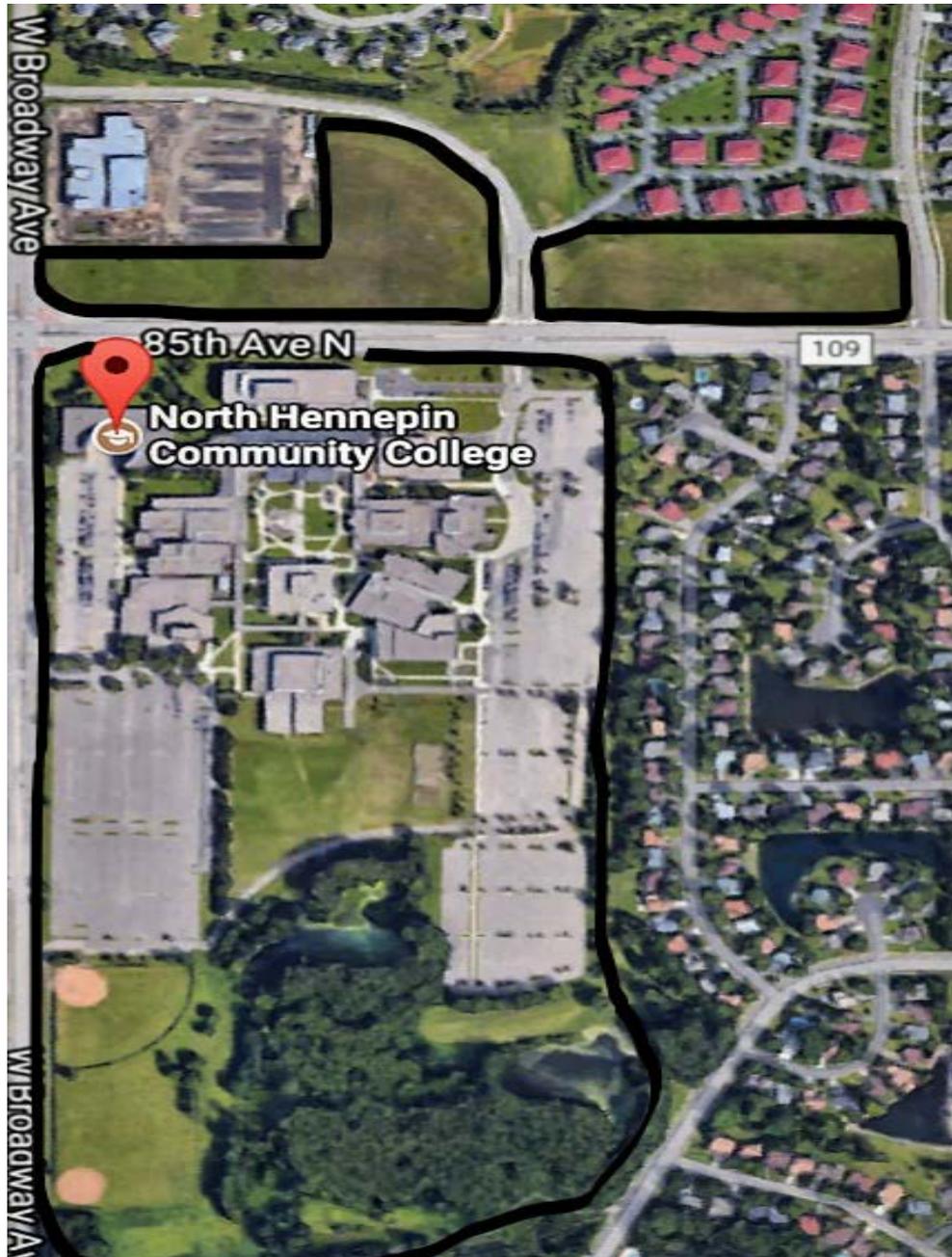
such as: Student Life, Sports and Recreation, Advising, Public Safety, counselling; Diversity and Equity Center and NHCC administrators.

NHCC urges all campus entities that are excluded from mandatory reporting, such as professional mental health counselors and pastoral counselors, to advise clients who are victims of crime to report those incidents to campus or local law enforcement authorities, and to report confidential information used strictly for statistical purposes to the Department of Public Safety.

CAMPUS GEOGRAPHY

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

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



North end of campus, showing NHCC-owned properties north of 85th Avenue North (circled) and Hennepin County Library. Main Campus, showing borders on 85th Avenue North, West Broadway Ave, wooded Area and residential area

On-Campus Areas

The NHCC campus is bordered by West Broadway Avenue on the West side. North of the campus, across 85th 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.

TYPES OF CRIMES REQUIRED UNDER CLERY ACT

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another

Manslaughter by Negligence: The killing of another person through gross negligence

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

- **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**- Sexual intercourse with a person who is under the statutory age of consent.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: 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.

Arrests and Referrals for Disciplinary Actions: Clergy Act requires institutions to report arrests and referrals for disciplinary action for liquor law violation, drug law violations, and weapons law violations.

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Law Violations: The violation of law of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of state of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence or drunkenness.

Hate Crimes: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The following offenses are compiled in the statistics if motivated by bias:

- Murder and Non-negligent Manslaughter
- Sex Offenses
 - Rape
 - Fondling
 - Incest
 - Statutory rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larson-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of property

Source: *Clergy Act Crime Data Reference Guide 2017*

Campus Crime Statistics for North Hennepin Community College

Offense	Calendar Year	On-Campus	Non-Campus	Public Property	Unfounded	Total
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
 						
Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
 						
Sex Offenses (Rape, Fondling, Incest, Statutory Rape)	2017	0	0	0	0	0
	2016	1	0	0	0	1
	2015	1	0	0	0	1
 						
Robbery	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
 						
Aggravated Assault	2017	0	0	0	0	0
	2016	1	0	0	0	1
	2015	0	0	0	0	0
 						
Burglary	2017	1	0	0	0	1
	2016	1	0	1	0	2
	2015	1	0	0	0	1

Offense	Calendar Year	On-Campus	Non-Campus	Public Property	Unfounded	Total
Motor Vehicle Theft	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	1	0	0	0	0
Arson	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Liquor Law Arrest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	3	0	3
Drugs Law Arrest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	1	0	2	0	3
Liquor Law Violations Referred for Disciplinary Action	2017	4	0	0	0	4
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Drugs Law Violations Referred for Disciplinary Action	2017	0	0	0	0	0
	2016	3	0	0	0	3
	2015	7	0	0	0	7
Weapon Law Violations Referred for Disciplinary Action	2017	0	0	0	0	0

	2016	1*	0	0	0	1
	2015	0	0	0	0	0
Offense	Calendar Year	On-Campus	Non-Campus	Public Property	Unfounded	Total
Dating Violence	2017	0	0	0	0	0
	2016		0	0	0	1
	2015	6	0	0	0	6
Domestic Violence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	1	0	0	1**	2
Stalking	2017	1	0	1	0	2
	2016	3	0	0	0	3
	2015	3	0	0	0	3

*Alleged suspects attempted to set off fireworks inside of the college building. The Brooklyn Park Police responded to the scene. No one was injured.

**There was one unfounded case in 2015. The report was investigated and determined unfounded by the Brooklyn Park Police regarding a domestic violence incident at a public property location. There was NO report of bias motivated incidents in 2016, 2015 and 2014 on campus, non-campus and public areas.

There was NO report of bias motivated incidents in 2017, 2016 and 2015 on campus, non-campus and public areas.

UNFOUNDED CRIMES

If a crime is reported as occurring on campus, non-campus, or Public property and the reported crimes investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be “unfounded.” Only sworn or commissioned law enforcement personnel may unfind a crime after an investigative process.

EVACUATION PROCEDURES

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

Should a partial or full building evacuation become necessary, the Public Safety Office and Emergency Response Team will direct the evacuation. In case of fire, the emergency sirens will sound. Please follow the maps at <https://nhcc.edu/contact-us/campus-maps>

An evacuation may be necessary as a protective action to reduce the campus community's exposure to a hazard. Protective actions reduce time of exposure, and can provide shielding from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable

An evacuation can include a single building, or a number of buildings. It is also possible for the evacuation to go beyond the borders of the college, especially when the college is impacted by an evacuation initiated by the local authorities.

EMERGENCY PREPAREDNESS OVERVIEW

Emergency preparedness at North Hennepin Community College is managed by the College's Emergency Response Plan (ERP) and Leadership Emergency Response Team (LERT). Emergency operations planning at North Hennepin Community College involves preventing, preparing, responding to and recovering from different emergencies that could affect the college and its surrounding areas.

EMERGENCY RESPONSE LEADERSHP TEAM (ERLT)

ERLT are the senior leadership members who provide overall coordination and decision-making in the event of a crisis situation. ERLT prepares for possible emergency situations, monitors emergency situations and directs College responses, in accordance with the National Incident Management Structure until routine college operations are restored. Working through Risk Management, Public Safety and others; the ERLT coordinates efforts with Hennepin County and/or State Offices of Emergency Management.

ALCOHOL AND DRUGS

NHCC prohibits the unlawful possession, consumption (use), sale, or distribution of alcohol by all students and employees and enforces all applicable drinking/liquor laws and policies on campus, including stlaw, Minnesota State law, the City of Brooklyn Park Ordinances and institution policy. The possession or consumption of alcohol is prohibited in all NHCC campus buildings, and applies regardless of age. Consuming alcohol and loitering with an open container of alcohol is a violation of the law in accordance with ***MnScu Board Procedures 5.18.1 and 5.18.2***. The only exception is for special events authorized by the Minnesota State Colleges and Universities Board of Trustees. Students are subject to the Student Code of Conduct while participating in school sponsored activities at off campus locations- any violations of the Student Code of Conduct while participating

in any such activities will be investigated by NHCC Department of Public Safety and the Office of Student Conduct.

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

The state of being under the influence of alcohol is prohibited in all Minnesota campus buildings. Students who are believed to be under the influence of alcohol may be subject to disciplinary action for violating the Student Code of Conduct. Employees who are believed to be under the influence of alcohol may be subject to disciplinary action. Non-students/ non-employees who are believed to be under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative the Brooklyn Park Police Department may be called to assist, and the individual may be subject to citation or arrest.

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

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

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

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

Brooklyn Park Police Department may be called to assist, and the individual may be subject to citation or arrest for misdemeanor and felony level drug crimes the Brooklyn Park Police Department will be contacted.

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

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

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

- National Institute on Alcohol Abuse and Alcoholism

www.niaaa.nih.gov

- National Institute on Drug Abuse

www.nida.nih.gov

- Substance Abuse Treatment Facility Locator

www.findtreatment.samhsa.gov

SEXUAL MISCONDUCT POLICIES AND RESOURCES

NHCC does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relations violence, stalking, as well as aiding acts of sexual violence. As a result, NHCC issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a NHCC official. In this context, NHCC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community. For a complete copy of NHCC's policy governing sexual misconduct, visit <http://www.nhcc.edu/sexualviolencepolicies>

Definitions: The following definitions apply:

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.

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

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

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

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

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

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

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;

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

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

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

1. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
3. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

Public Safety facilitates regular crime prevention workshops for students and employees. 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 Public Safety at these workshops and are also available at the Public Safety desk in LRC 101.

Procedures for Reporting a Complaint: NHCC has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health,

mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. NHCC will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to the NHCC Department of Public Safety or local law enforcement.

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 please contact NHCC Counseling Center 763-424-0703.

For Sexual Harassment/Racial Harassment:

Anthony Miller, 763-424-0950, amiller@nhcc.edu
Interim Dean of Liberal Arts & Global Education

Michael Birchard, 763-424-0944, CBT-101A, mbirchard@nhcc.edu
Chief Diversity and Affirmative Action Officer

Vicki DeFord, 763-424-0955, vdeford@nhcc.edu
Chief Human Resources Director

Elena Favela, 763-424-0736, ES 118F, efavela@nhcc.edu
Dean of Student Development

Julie Zieminski, 763-424-0796, Sc 120c, jzieminski@nhcc.edu
Interim Dean of Science, Math and Health Sciences

Nerita Hughes, 763-493-0546, nhughes@nhcc.edu
Dean of Business, Technology & Career Programs

Timely and prompt reporting of a sexual assault is critical in preserving evidence that may assist in 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, 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:

- **Maple Grove Hospital**
Hospital Based Domestic Abuse Help-763-581-1200
9875 Hospital Dr, Maple Grove, MN, 55369-4648
- **Hennepin County Medical Center (HCMC)**
Sexual Assault Resource Service- 612-873-5832
701 Park Ave, Minneapolis, MN, 55415-1829
- **Sexual Assault Resource Services Hotline-** 612-873-5832
- **Hennepin County Sexual Violence Center,** 612-871-5111, www.sexualviolencecenter.org

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

Under Minnesota law, the county in which the sexual assault or rape occurred is responsible for the cost of collecting evidence during your medical forensic examination. The county must pay regardless of whether or not you report to law enforcement. After your medical forensic examination has been performed, the county may be reimbursed from your insurance with your permission. Counties must obtain your approval prior to billing your insurance. Whether or not the county uses your insurance is your choice.

In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to NHCC investigators or police. Although NHCC strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. NHCC will assist any victim with notifying local police if they so desire. The Brooklyn Park Police Department may also be reached directly by calling **763-493-8222** in person at **5400 85th Avenue North, Brooklyn Park MN 55443**

Additional information about the **Brooklyn Park** Police Department may be found online at: <http://www.brooklynpark.org/mobile/city-government/police/>

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, **Elton Dahn, 763-488-0229, ES 118, edahn@nhcc.edu**. You can report crimes by calling, writing, going online or coming into the office to report in person, if you so desire. NHCC will provide resources, on campus, off campus or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

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

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

Public Safety and the Title IX coordinator, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested. NHCC will:

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

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

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

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

Further, NHCC complies with Minnesota law in recognizing Orders of Protection and Harassment Restraining Orders. 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 OFP or HRO. NHCC may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

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

42 USC 1395 (a) (20).) Further, NHCC will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

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

		Provide as many details as possible on the form, and return it to Court Administration.	between the actor and the intended target.
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The institution does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request to NHCC Public Safety Department.

On-Campus Resources for Victims

Office Location	Phone Number	Email Address
Counseling, ES 118	763-493-0554	counseling@nhcc.edu
Health, CC 208	763-493-1964	
Mental Health, ES 118	763-493-0554	counseling@nhcc.edu
Victim Advocacy, ES 118	763-493-0554	counseling@nhcc.edu
Legal Assistance	952-697-1308	
Visa and Immigration Assistance, ES 84	763-488-0491	solson2@nhcc.edu
Safe Walk Escort, LRC 101	763-424-0807	securitydesk@nhcc.edu

Off Campus Resources

Counseling	Allina Health	612-379-6363
Health	MNSure	952-697-1367
Mental Health	Cope	612-596-1223
Victim Advocacy	MN Crime Victims Reparations Boards	651-201-7300 1-888-622-8799
Legal Assistance	Volunteer Lawyers Network	612-752-6677
Visa and Immigration Assistance	Immigration law Center of MN	1-800-223-1368

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

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

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

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

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

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

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

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas, it is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (call 911)
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink unattended, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come and get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgement before doing anything you may regret later.

Complainants' rights:

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

INVESTIGATION AND DISCIPLINARY PROCEDURES

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

Procedures used in response to a complaint of sexual violence complainants should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. The process

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

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

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

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

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

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

will not be sanctioned by NHCC for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

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

EMPLOYEE DISCIPLINARY PROCEEDING

North Hennepin Community College strives to provide a positive, welcoming atmosphere that supports teaching and learning. All of us deserve to work in an atmosphere that is free from sexual violence. Board policy prohibits sexual violence and the system procedure describes the process through which individuals alleging sexual violence may pursue a complaint. It is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Consensual Relationships

Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Reporting an Incident

Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the college.

Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

If a complainant no longer desires to pursue a complaint, North Hennepin Community College reserves the right to investigate and take appropriate action.

Right to Representation

In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

North Hennepin Community College has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

North Hennepin Community College will take the appropriate corrective action based on results of the investigation, and the designated investigator will make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board Policy 1B1.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from North Hennepin Community College. In accordance with state law, North Hennepin Community College is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

APPEAL

Filing an Appeal

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

Effective of review

For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced.

Interim actions

Under appropriate circumstances, the college president, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

Appeal process

The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall

be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

SEX OFFENDER REGISTRY

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

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

GUEST AND HOSTS

A guest is someone who does not currently meet the definition of a student. A host student is someone who brings a guest to campus or invites them to campus for a period of time. NHCC guest are expected to follow the student code of conduct, college, and Minnesota State system policies. Hosts are responsible for the actions of their guests and will be held accountable for any damages, loss of property, or behavior that is initiated by their guests.

WEAPON POLICY

In accordance to Board Policy 5.21 Possession or Carry of Firearm NHCC employees, students and visitors are prohibited from possessing or carrying a firearm while on campus property, regardless of whether they have a permit to carry a firearm, except as otherwise provided in the policy.

Employees.

1. Prohibition. Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off campus property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.
2. Employee reporting responsibility. An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility

to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the official designated in the applicable policy included in this report. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

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

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

Exceptions. The following are exceptions to this policy:

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

Authorized uses. This policy does not prohibit:

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

EMERGENCY MEICAL RESPONSE PROCEDURE

In the event of an accident or illness to an employee or student in your work area that results in an emergency, follow the following:

- Remain calm
- Call Public Safety at 763-424-0807 or 911 and provide this information:
 - a) Your name, location, and phone number
 - b) The building, floor and room number where assistance is needed

- c) Complete information concerning the nature of the accident or illness and the number of persons injured
- Try to make the person comfortable, without moving them, until emergency personnel arrive.

Special acknowledgment to the **Buffalo and Brooklyn Park Police Departments** their help in gathering these statistics and with their professionalism and unyielding service to the NHCC community.

