

# North Hennepin Community College Compliance and Security Report



The Public Safety Department  
October 1<sup>st</sup>, 2011



The NHCC Public Safety Department  
Humbly publishes this report every year in honor of  
**Jeanne Ann Clery**  
“Lest We Forget The Meaning Of Her Death,  
That We Must Protect One Another,  
So That Her Life May Not Have Been In Vain.”  
November 23, 1966-April 5, 1986

## Table of Contents

Welcome .....	2
History .....	2
Crime Reporting Policies.....	2
Crime Reporting Procedures .....	3
Responding to Reports .....	5
Timely Warnings .....	5
Number of Incidents Reported.....	6
Crime Definitions .....	8
Procedure for Reporting Sexual Assault .....	11
Contacts for Victims of Sexual Assault.....	12
On Campus Contacts for Victims of Sexual Assault .....	12
Sexual Violence Policy .....	13
Campus Sex Crimes Prevention Act.....	13
Alcohol and Drug Free Campus Policy.....	15
Access and Security of Campus Facilities.....	17
Emergency Response, Notification and Evacuation Procedures.....	18
Personal Safety.....	21

## **Welcome**

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

## **History**

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

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

To be in compliance with Clery Act regulations, an institution has several obligations. These fall into three main categories: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination.

## **Crime Reporting Policies**

The Public Safety Department for North Hennepin Community College is on-duty 16 hours each week-day, except college-observed federal holidays. On Saturday and Sunday the Public Safety Department is on duty 11 hours. All requests for immediate assistance relating to issues of the Public Safety Department should be made by calling (763) 424-0807, or by visiting the Public Safety desk at the Campus Center. The Campus Security Officers respond to all requests for service and assistance. These officers are representatives of the College and are not police. In the event of any life-threatening emergency, persons are strongly encouraged to immediately and directly contact appropriate police, fire or medical assistance by calling 911.

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

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

All persons on campus are encouraged to immediately report any criminal activity to the Brooklyn Park Police Department and/or the College's Public Safety Department. Individuals who contact the Public Safety Department will be strongly encouraged to also report incidents that are criminal in nature to the Brooklyn Park Police Department. The Public Safety Department normally requires a written report from the complainant/victim to begin an investigation and support the ability to address concerns through the College's Code of Conduct System. NHCC will make exceptions to this immediate need to file a written report when necessary, including cases presenting clear and immediate danger to an individual or the College Community.

*Crime Report:* NHCC will issue an annual report of crimes occurring on campus that are made known to the Public Safety Department directly, or through other College departments or personnel and related law enforcement agencies. This report is made available by the Public Safety Department. Requests for additional information regarding this report and its statistics may be made to the Public Safety Department, 7411 85<sup>th</sup> Ave. N., Brooklyn Park, MN, 55445, or phone (763) 424-0807. The statistics in this report follow the uniform crime reporting procedures of the Federal Bureau of Investigation. These statistics should be considered in relation to the occurrences of crime in society generally, College demographics, and statistics from other institutions of similar description.

### **Crime Reporting Procedures**

All criminal activity occurring on campus should be reported immediately to the Public Safety Department and/or the Brooklyn Park Police Department. The Public Safety Department will assist the complainant in completing reports. The Public Safety Department will strongly encourage and support complainants and victims to report all crimes to the Brooklyn Park Police Department. In appropriate cases, reports will also be shared with the College's Code of Conduct Officer. The Public Safety Department will assist the Brooklyn Park Police Department and the College's Code of Conduct Officer with investigations when requested. The Public Safety Department also accepts reports of criminal activity occurring to or caused by persons involved in College sanctioned functions and groups off-campus locations. Such incidents are included in the College's annual report and may be addressed on and/or off-campus.

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

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

Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible about the offender(s):

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

Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to The Public Safety Department and/or the Brooklyn Park Police Department; preserve the crime scene; do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Public Safety Department and/or the Brooklyn Park Police Department Officers arrive.

When necessary to protect the victim's identity, in sexual assaults, the Public Safety Department will accept third-party reports. Whenever possible, the Public Safety Department prefers to receive reports from the victim, as the detail is often more accurate in such situations. Maintain all physical evidence, do not risk losing critical evidence. All employees who become aware of an allegation of violation of College policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and the Public Safety Department. The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to the Public Safety Department: Assessment Coordinator, Dean of Student Affairs, College Bookstore Supervisor, Youth Academy Coordinator, Deans, Director of Center for Training and Development, Director of Disability Services, Director of Financial Aid, Director of Human Resources, Director of Recruitment & Information Center, Director of Student Support Services, Director of Student Life, President, Vice President of Academic and Student Affairs, as well as any assistants and associates.

## **Responding to Reports**

All allegations will be investigated. These investigations may be made in conjunction with the Brooklyn Park Police Department or other law enforcement agencies.

The Director of the Public Safety Department will classify reports in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.

When alleged perpetrators are identified as students, the case will be forwarded to the College Code of Conduct Officer for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus code of conduct process.

NHCC will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity), or murder, forcible rape or aggravated assault, in cases where the Director of the Public Safety Department (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), campus newspapers, and other significant means.

## **Timely Warnings**

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

Security Alerts are distributed for the purpose of informing the campus community of a potentially dangerous condition that may affect their personal safety. The alert contains information regarding an incident that will allow campus community members to take proper measures to insure their individual safety. The alert may also contain a request for information regarding an incident. Security Alerts will remain posted as long as it is determined that a threat exists, or will be removed after thirty days if no similar incidents occur.

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

### Number of Incidents Reported (Calendar Years)

2010 Crime Statistics						Bias Motivated Incidents					
Incidents	On Campus	College Controlled <small>*Northern Lights Center *Buffalo H.S. *UAW/Ford - MnSCU</small>	Public Property	GRAND TOTAL	Residence Halls (subset of On Campus)	Racial Bias	Ethnic Bias	Religious Bias	Sexual Orientation Bias	Bias Based on Disability	Gender Bias
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	1	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offences	0	0	0	0	0	0	0	0	0	0	0
Arrests for (Persons)											
Liquor Law Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Drug Abuse Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Weapons Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Disciplinary Referrals for											
Liquor Law Violations	1	0	0	1	0	n/a	n/a	n/a	n/a	n/a	n/a
Drug Abuse Violations	1	0	0	1	0	n/a	n/a	n/a	n/a	n/a	n/a
Weapons Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a

New requirement for 2008 calendar year is reporting hate crimes in these additional areas

Larceny-Theft	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0
Simple assault	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0
Intimidation	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0
Vandalism to property	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0

2009 Crime Statistics						Bias Motivated Incidents					
Incidents	On Campus	College Controlled	Public Property	GRAND TOTAL	Residence Halls (subset of On Campus)	Racial Bias	Ethnic Bias	Religious Bias	Sexual Orientation Bias	Bias Based on Disability	Gender Bias
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	6	0	0	6	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offences	0	0	0	0	0	0	0	0	0	0	0
Arrests for (Persons)											
Liquor Law Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Drug Abuse Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Weapons Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Disciplinary Referrals for											
Liquor Law Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Drug Abuse Violations	1	0	0	1	0	n/a	n/a	n/a	n/a	n/a	n/a
Weapons Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a

New requirement for 2008 calendar year is reporting hate crimes in these additional areas

Larceny-Theft	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0
Simple assault	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0
Intimidation	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0
Vandalism to property	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0

2008 Crime Statistics						Bias Motivated Incidents					
Incidents	On Campus	College Controlled	Public Property	GRAND TOTAL	Residence Halls (subset of On Campus)	Racial Bias	Ethnic Bias	Religious Bias	Sexual Orientation Bias	Bias Based on Disability	Gender Bias
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Burglary	4	0	0	4	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offences	0	0	0	0	0	0	0	0	0	0	0
Arrests for (Persons)											
Liquor Law Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Drug Abuse Violations	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Weapons Violations	1	0	0	1	0	n/a	n/a	n/a	n/a	n/a	n/a
Disciplinary Referrals for											
Liquor Law Violations	1	0	0	1	0	n/a	n/a	n/a	n/a	n/a	n/a
Drug Abuse Violations	1	0	0	1	0	n/a	n/a	n/a	n/a	n/a	n/a
Weapons Violations	2	0	0	2	0	n/a	n/a	n/a	n/a	n/a	n/a

New requirement for 2008 calendar year is reporting hate crimes in these additional areas

Larceny-Theft	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0
Simple assault	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0
Intimidation	n/a	n/a	n/a	n/a	n/a	0	1	0	0	0	0
Vandalism to property	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0

## Crime Definitions

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

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

- o Forcible Fondling–Touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- Sex Offenses (Nonforcible)–Unlawful, nonforcible sexual intercourse.
  - o Incest–Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - o Statutory Rape–Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- Drug Abuse Violations–Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. Relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzadrine).
- Liquor Law Violations–Violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).
- Weapon Law Violations–Violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- Larceny Theft–The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- Simple Assault–Simple, Not Aggravated includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries.
- Intimidation–To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Vandalism of Property–The willful or malicious destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without the consent of the owner or person having control.

The Public Safety Department Director serves as the primary liaison with all law enforcement agencies for the Public Safety Department issues occurring on campus. When such incidents occur, the Director or representative will determine the proper means of communicating these concerns to the campus community. The following

media are used to inform the campus about the Public Safety Department issues, to report to the campus community crimes considered to be an immediate threat to students and employees, and to encourage students and employees to be responsible for following stated security procedures and practices: campus-wide e-mail and voice-mail, MetNet student e-mail accounts, *Student Life Campus News*, campus forums, crime prevention literature, Student Government assistance, posted announcements (Safety/Security Alerts) and mailings.

### **Procedure for Reporting Sexual Assault**

Contact the NHCC Public Safety (763-424-0807), the Director of Safety and Security (763-424-0806) or the Brooklyn Park Police Department (911) as soon as possible after the offense. Victims should attempt to note everything about the location and remember that it is extremely important to preserve evidence. Victims should not bathe, douche, use the toilet, or change clothing. Rape victims should seek medical attention immediately, regardless of whether the matter is reported to the police. North Hennepin Community College Public Safety will assist the student in notifying the proper authorities, if the student requests this assistance.

Victims should obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Victims should also attempt to obtain a description and license number of any vehicle involved, note the direction taken by offenders or vehicles and report this information to campus authorities or the police. Victims should also take care to preserve the crime scene. It is essential to refrain from touching any items involved in the incident, close off the area of the incident to prevent people from entering the crime area until law enforcement officers arrive. NHCC administrators and staff will attempt to maintain the anonymity of the sexual assault survivor.

Every attempt will be made not to release names to the media, unless requested by the sexual assault survivor. Names and addresses of survivors are shared with the Brooklyn Park Police Department or other local police department. Each report of sexual assault will be investigated in order to provide better protection for sexual assault survivors and all members of the campus community. Sexual assault survivors should be aware of the college's responsibility to release information regarding the fact that an assault occurred for the protection and safety of others.

Counseling services are available both on and off campus. The NHCC Counseling Center will provide support and advice for sexual assault survivors. Victims of a sexual assault are encouraged to contact one or more of the resources listed in the following section. Sexual assault survivors have the right to make anonymous (third-party) reports to the NHCC Public Safety Department. However, third party reports may prevent the college and the Brooklyn Park Police Department from actively investigating the criminal activity.

The Public Safety Department maintains official records of reports of sexual assault, as is the case with all reported violations of the law. Students, faculty and staff are encouraged to contact the Public Safety Department to report any information regarding assaults. Each report will be logged as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts presented. If the Director of Safety and Security (or designee) determines that a threat continues to exist for the campus community, information about the reported sexual assault will be reported to the campus community, whether reported by a sexual assault survivor or through a third-party report. As much detail as possible will be released, such as location, date, time, and information that might help identify the assailant. The Director will inform the campus community of the reported sexual assault by posting "Security Alerts".

The college will take appropriate action to safeguard the survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the college will attempt to provide, if reasonably available, an alternate or modified class schedule for the survivor. The college will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the college determines there is a clear danger to the victim or the college community.

### **Contacts for Victims of Sexual Assault**

- Hennepin County Sexual Violence Center 612-871-5111  
<http://sexualviolencecenter.org/>
- Crisis Connection – 24 Hour Crisis Line 612-379-6363
- Sexual Assault Resource Services 612-873-5832

### **On Campus Contacts for Victims of Sexual Assault**

For Threats, Stalking, and Assault Complaints: Contact the Public Safety Dept at 763-424-0807 and/or the local police at 911, if calling from a campus telephone dial 9-911.

For Support, Assistance, and Referral: NHCC Counseling Center 763-424-0703

Counselors include:

- Janis Niemi, Counselor, 763-424-0705, ES 62, [Janis.Niemi@nhcc.edu](mailto:Janis.Niemi@nhcc.edu)
- Susan Smith, Counselor, 763-424-0710, ES 67, [Sue.Smith@nhcc.edu](mailto:Sue.Smith@nhcc.edu)

Sexual Harassment/Racial Harassment:

- Jim Borer, Associate Dean of Student Success Programs, 763-424-0736, LRC 155, [jim.borer@nhcc.edu](mailto:jim.borer@nhcc.edu)
- Jackie Olsson, Director of Financial Aid, 763-424-0756, ES 51, [jackie.olsson@nhcc.edu](mailto:jackie.olsson@nhcc.edu)

## **Sexual Violence Policy Statement**

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

If sexual assault should occur on campus, both the accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceedings and both the accuser and accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging sexual assault.

To prevent sexual assault and harassment, North Hennepin Community College has undertaken educational efforts to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual assault and harassment and what steps can be taken if instances of sexual assault and harassment are experienced. These efforts include nightly security patrols of the campus, campus escorts, security alerts, brochures about sexual assault, health classes offered, domestic violence awareness presentation, outside awareness programs including the Clothesline Project (<http://www.clotheslineproject.org/>) and ongoing campus inspections designed to identify and correct facility and grounds deficiencies.

## **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. It also requires sex offenders already registered in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Community Notification allows some information about some offenders to be converted from private or confidential information to public information. In Minnesota the amount of information, and the scope of individuals to whom information is released, is indicated by the risk level assigned to the offender by an End of Confinement Review Committee (ECRC) established by the notification law, and operated by the Department of Corrections (DOC). The higher number risk level assigned to the offenders, the more information can be released, and the broader the audience that will receive that information. Law enforcement agencies where the offenders reside have the responsibility for the notification of their communities under this law. In compliance with the act North Hennepin Community College provides information on sex offenders as permitted by law. Information about level three offenders is available at the Department of Corrections website: [www.corr.state.mn.us/level3/level3.asp](http://www.corr.state.mn.us/level3/level3.asp)

## **Level 1**

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

## **Level 2**

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

## **Level 3**

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

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

### *Policy Statement*

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

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

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

### *Exceptions and Exemptions*

- The medically authorized use of a prescription drug is exempt from this policy.
- 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.

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 a fine of \$100,000 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. <http://www.nida.nih.gov/>

## Resources for assistance

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

- College Counseling Department (for students) 763-424-0703 (TTY 763-424-0949).
- College 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  
<http://www.aa.org/>
- National Institute on Alcohol Abuse and Alcoholism  
<http://www.niaaa.nih.gov/>
- National Institute on Drug Abuse  
<http://www.nida.nih.gov/>
- Substance Abuse Treatment Facility Locator  
<http://findtreatment.samhsa.gov/>

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

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

- Keys are issued to authorized faculty and staff. Students are issued keys on a very limited basis.
- Exterior building doors must not be blocked open when the doors are locked.
- Building evacuation is mandatory for all fire alarms. Always be aware of the nearest EXIT.
- 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, in some lobby areas for emergency calls to Campus 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 Public Safety Department 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. They are also encouraged to report suspicious individuals and activities or hazardous conditions immediately to the Public Safety Department, Campus Center Desk or by calling 763-424-0807.

North Hennepin Community College does not operate or maintain any student housing or residences.

### **Emergency Response, Notification and Evacuation Procedures**

Effective for the 2009 Crime Report is the inclusion of the Emergency Response, Notification and Evacuation Procedures section. This procedure applies to all staff, faculty, students, and visitors of North Hennepin Community College.

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify NHCC Public Safety at 763-424-0807 or Brooklyn Park Police Department at 911. 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. Do not approach or attempt to apprehend the person(s) involved.

Campus Public Safety and/or Brooklyn Park Police Officers will respond to the situation, take appropriate actions and do the follow-up investigation. If you have non-emergency information that you wish to report, you may do so by calling the Public Safety Department at 763-424-0807.

#### ***Public Safety Services***

Public Safety serves as a critical support function to the college community. Public Safety Officers on campus are authorized to take appropriate action to ensure the safety

and security of all students, faculty, staff and visitors. Upon notification of a campus disaster or campus emergency, NHCC Public Safety Officers will immediately contact local emergency response agencies, such as law enforcement, fire department, EMS, etc., as well as the director of Public Safety who will then in turn call the president and senior administrators at North Hennepin Community College.

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

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

- Broadcast to all individuals on campus through the Public Address system.
- Send a campus-wide e-mail message to all metnet.edu email addresses.
- Post emergency information on the NHCC website.

In situations where the initial emergency notification was made by NHCC Public Safety or law enforcement, the President's Office or Communications Office or another designated office will have the responsibility for broadcasting further messages to the campus community.

Every year the Public Safety Department runs drills testing our PA system while periodically adding new informers and speakers around campus where needed.

At a minimum this procedure shall be publicized as follows:

- Annually in the Campus Crime and Security Report
- At <http://www.nhcc.edu/main/AboutNorthHennepin/CollegePolicies/Procedures/SafetyAndSecurity.aspx>
- NHCC provides an Emergency Procedures Guide to any students, faculty, staff, or visitors who request it. In the Emergency Procedures Guide are recommendations of how to respond in the case of various emergencies/non emergencies on campus. The Emergency Procedures Guide also includes maps to all buildings on campus.

### ***Evacuation***

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

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

**Do:**

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

**Do not:**

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

***Campus Lockdown Procedures***

Goal/Purpose of Lockdown: The purpose of a lockdown is to minimize accessibility to rooms on campus to reduce the risk of injury or danger to faculty, staff, students or visitors. Decision to Lockdown: A lockdown would be implemented when requested by Public Safety, law enforcement, fire department, campus administration, or any staff member with confirmed information.

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

***General Lockdown Procedures:***

Announcement- “This is a lockdown, repeat, this is a lockdown. We have an emergency. Go to the nearest office or classroom and secure yourself inside.”

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

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

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

All staff in control of students at the time of the lockdown becomes responsible for those students at that time. Faculty and staff members are responsible for accounting for students and ensuring that no one leaves the safe area. Students without staff must be directed to the nearest classroom. When the condition causing the lockdown has been eliminated, an “all clear- lockdown is over,” announcement will be made over the campus paging system.

## **Personal Safety**

The Public Safety Department takes a proactive approach to the safety of North Hennepin Community College. Officers keep track of what is going on at Campus by providing regular foot patrol, monitoring cameras and various Public Safety communications. However, we in the Public Safety Department strongly encourage each person to help prevent crime. Personal safety measures have a dramatic effect on each person’s safety. So please take a look at these tips and take safety seriously.

### **Escort Service:**

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

### **Emergency “Blue Light” Phones:**

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

### **Protect your property:**

- Personal property (purses, backpacks, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
- Lock your door whenever you leave your room or office. Always lock your car doors.

- Never open the exterior doors of the building to strangers. Protect all valuables in your room or office. Do not leave valuables in plain view.
- Take valuables home with you during vacations.
- Park your bike where you can keep an eye on it if possible. Always lock your bike to the bike racks provided. There are several good anti-theft devices available. Case hardened heavy (U-Bolt) locks and chains afford the best protection for security of these items.

**Protect your automobile:**

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

**Protect YOURSELF:**

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Walk along well-lit routes at night.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your vehicle and keep your personal or valuable items concealed and close to your body. If you must travel alone at night, use the Public Safety Department's Escort Service (763-424-0807) to escort you to your on-campus destination or back to your vehicle.

**Suspicious Activity:**

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

**Suspicious people may be:**

- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be in distress and need medical or psychiatric assistance.

- Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles. Report all thefts and property loss immediately to the Public Safety Department and/or the Brooklyn Park Police Department.

**ALWAYS KEEP SAFETY A PRIORITY!**

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



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