

PUBLIC SAFETY AND SECURITY

CREDITABILITY = PROVEN COMPETENCE, INTEGRITY, AND RELATIONSHIPS



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Clery Act Continuity and Annual Campus Safety Report

Calendar Year 2024

Coon Rapids Campus

Cambridge Campus

Minnesota

ARCC TABLE OF CONTENTS

<u>INTRODUCTION</u>	
Welcome & Purpose	4
Report Distribution	5
Security and Safety Culture	5, 6
<u>REPORTING/DISTRIBUTION</u>	
Annual Security Report Distribution	6, 7
Geography definitions	8, 9
<u>SAFETY AND SECURITY POLICIES / ACCESS TO FACILITIES</u>	
Crime Reporting Policies	9, 10
Police Support	10
Emergency Notification System	11
Protocols for Emergency Notification	11-13
Timely Warnings	13-14
Daily Crime Logs	15
Reporting Procedure	16
Victim of a Crime key numbers/contacts	17
Campus Security Authority	17
Bystanders	18
College response to reports	19-27
Sexual Assault Timely Warning consideration	28
Policies Concerning Safety and Security of Access to Campus Facilities	28
Prevention Strategies: Personnel, Property, Auto, In-transit	30
Security Considerations to Campus Facilities	32
Policies Concerning Law Enforcement	32
Programs to Educate ARCC Community Regarding Security	33
<u>CRIME STATISTICS FOR CLERY REPORTING</u>	
Coon Rapids Campus Crime Statistics	34-37
Cambridge Campus Crime Statistics	37-39
Campus Maps	40-41
Monitoring and recording activity at off-campus locations	42
<u>POLICY REGARDING ALCOHOL AND DRUGS ON CAMPUS:</u>	
Alcohol and Drug Policy	42
Health risks associated with alcohol and drugs	44
Educational Treatment and Referral Programs	45-47
State and Federal law enforcement and Policies	47-49
<u>EMERGENCY RESPONSE, NOTIFICATION AND EVACUATION</u>	
Emergency Situation Training, Drills and Exercises	49-50
Timely Warning	50
<u>COMPLAINTS</u>	
General	50-52
Definitions	52
Sexual Violence/Policy/Procedures/Resource referrals	53
Sexual Assault and related offenses	54

Violence Against Women Act	56
Sexual Violence Prevention and Education	58
Sexual Assault alerting procedures	59
Campus disciplinary Action for Sex Offenses	60
<u>HARASSMENT AND DISCRIMINATION REPORTING PROCESS</u>	
Nondiscrimination in Employment and Education Opportunity	61
Racial discrimination/harassment definitions	62
Sexual discrimination/harassment definitions/applications	63
Collegewide Continuing Education Resources and Training Programs	64-65
Sexual harassment	66
Sexual violence definitions	66
Sexual harassment and violence as sexual abuse	66
Sexual orientation discrimination/harassment definitions	67
Procedures for reporting a complaint	67, 68
Protection orders or restraining orders	69, 70
Referral agencies for assistance	70-74
Bystander role during Sexual assaults	74
Reducing risk of Sexual assaults	75
Complainants/respondents rights/investigation/disciplinary procedures	76-79
Hazing	80
<u>DISABILITY DISCRIMINATION/HARASSMENT</u>	
Definitions	81
Key contact numbers	81
<u>DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS</u>	
Resource websites	81
Standards of Conduct	82
Educational and Treatment Programs	83
Resources	83
Laws, penalties and disciplinary sanctions	84
Disclosure/Health risks of alcohol and illicit drugs	86
Biennial Review	86
<u>ON CAMPUS FIREARMS POLICY</u>	
Board Policy	86
Definitions	87
Employee and Student restrictions/policy	87
<u>FIRE SAFETY GENERAL</u>	
Safety and use guidelines	88
Education and Equipment	88
Evacuation procedures	88
<u>Appendix 1: KEY DEFINITIONS</u>	
Key Definitions	90-93
<u>RESOURCES</u>	
Cited Resources	95

Welcome

Anoka Ramsey Community College is committed to the well-being of our campus community including all students, employees, and visitors. ARCC has taken numerous steps to maintain a safe learning environment for all. ARCC encourages students, employees, and visitors to take appropriate steps to ensure their own personal safety. We encourage our campus community to report suspicious individuals, activities, or hazardous conditions immediately. ***If you hear or see something suspicious, say something and report it.***

The Campus Safety and Security Report is available in the Educational Services Rm C205 in Coon Rapids, Human Resources C141 in Coon Rapids, Rm D205 in Cambridge, at: <http://www.anokaramsey.edu/about-us/safety-security/> & [Annual Campus Security Reports – Public Safety & Security \(arccpublicsafety.com\)](http://www.anokaramsey.edu/about-us/safety-security/) or by calling Director Public Safety at 763-433-1184.

Summary of ARCC campuses:

Anoka-Ramsey Community College Cambridge Campus (See Clery Geography)

The Cambridge campus is 40 miles north of Minneapolis, Minnesota on the western edge of the City of Cambridge, a rural environment within Isanti County. The 128.8-acre campus is located on a bluff on the banks of the Rum River. The Cambridge campus offers more than 50 different career programs and several degree options. The largest programs on this campus include Business, Nursing and Science.

Anoka-Ramsey Community College Coon Rapids Campus (See Clery Geography)

The Coon Rapids campus is nestled on the scenic banks of the Mississippi River on the western edge of Coon Rapids, twenty miles north of the Twin Cities, and just one mile from the City of Anoka. The 101.5-acre campus is a suburban campus and primarily serves the northern metropolitan Twin Cities area. The Coon Rapids campus offers more than 50 different career programs, and several degree options are available. The largest programs are Business, Nursing, Science, Art, and Music.

Purpose of the Annual Campus Security Report:

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all post-secondary institutions participating in *HEA's* Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act* and is in section 485(f) of the *HEA*. *Violence Against Women Act* is effective on 1 Oct 2022. [H.R. 8406 Corey Safety Act 2022](#) ensures reporting of physical harm or death that involves motor vehicles, ATV/UTV, ground slips/falls, transportation on foot, scooters, skateboards, alcohol and drugs; & choking or drowning.

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

complete, and timely information about safety on campus so that they can make informed decisions.

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

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

Clery Act Continuity and Annual Security Report will be developed and administered by Public Safety and approved by the Vice President, Finance and Administration. Summary will be presented to the President and the President's cabinet annually. In addition, Clery Act training and certification will be made available to specific Public Safety staff to aid in the collection and publishing of the annual report.

Once approved, the report will be published at a minimum and distributed as follows:

Public Safety	Systems Office, Safety and Security
President's Office	Dean of Academics (ATC)
Vice Presidents	Colleges and Universities as requested
President's Cabinet	Public Safety office at Cambridge/Coon Rapids
Dean of Student Affairs	Students/Faculty/Staff electronically
Students hard copy when requested	
Marketing/Information	Public Safety WordPress site
Admissions	Public Safety SharePoint site
Student Activities and Clubs	Systems Office for Minnesota State
Employees via email	Students via email (Student Affairs)
Link update on Public Safety WordPress site	Link update on Public Safety intranet site

CAMPUS SECURITY CULTURE:

ARCC College encourages all students and college community members to be fully aware of safety issues on campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community. ARCC through Minnesota State systems office has a variety of policies, guidelines, procedures, and plans relating to campus safety and security. These provide the framework for providing a safe campus and are frequently updated. As such, changes may appear in successive issues of this report. Questions on campus safety and security concerns may be submitted to the Director of Public Safety by emailing:

Clifford.Anderson@anokaramsey.edu. A copy of this report can be found on our public website: [www.https://arccpublicsafety.com/](https://arccpublicsafety.com/)

Anoka Ramsey Community College is a member of the Minnesota State system. We are an affirmative action, equal opportunity employer and educator. This document can be made

available in alternate formats by calling the Director of Public Safety at 763-433-1184 or emailing Clifford.Anderson@anokaramsey.edu.

Annual Security Report Distribution:

Pursuant to the Student Right to Know, Higher Education Act, Violence Against Women Act and the Campus Security Act, Public Safety monitors criminal activity, publishes this report, and maintains a three- year statistical history of crime reports. ARCC posts this report on ARCC website (blog and SharePoint sites) and sends the annual report to students and employees via email by October (Fall semester) and February (Spring semester) of each year.

Public Safety also posts crime data through the Dept of Education National Campus Safety and Security Survey before October 1st of the calendar year for crime data required by Clery Act and Violence Against Women Acts. This survey also includes entries as it relates to liquor and drug violations reported by local law enforcement based on jurisdictional authority for Coon Rapids Campus and Cambridge Campuses. Upon posting Public Safety will retain the completion certificate from the survey, a printout of the survey results, and summary pages regarding crime data for that calendar year.

When ARCC distributes its report by posting to an internet or intranet site, by October 1 of each year, all students and employees will be provided a statement of the report's availability, its exact electronic address, or <https://arccpublicsafety.com/>.

Dean of Student Affairs in conjunction with Public Safety will contact Students and provide a summary of the contents of the Annual Security report, key contact information, links associated for electronic copies, Memorandums of Agreement/Memorandums of Understanding for Sexual Assault reporting with local law enforcement and that Public Safety upon request will provide a paper copy upon request, at no additional cost. An example of the electronic posting:

ARCC Faculty, Staff and Students, (example or electronic email)

This is the **NEW** ARCC 2025 Annual Security Report; posted for 2024 (**Clery reportable crime data derived from calendar year 2024**). **Covers data for both CR and CAMB campuses.**

Brief Description of contents: Public Safety is focused on providing a safe and secure campus to support a diverse learning environment for all students, faculty, visitors, and staff. This is accomplished by adherence to the Clery and Violence Against Women Acts. In addition, the ASR is designed as a comprehensive document consisting of disclosures of key safety and security procedures, policy links, crime report procedures/practices/programs, Clery Act reportable crime statistics for **3 calendar years**, key victim referral agencies and timely warning notifications. Students, and employees can access the annual campus security report for both Coon Rapids and Cambridge campuses in one document. The ASR only records crimes that have taken place on Clery Geography, of which ARCC has property rights. A paper copy of the ASR can be requested/provided through the office of Public Safety, 763-433-1184/1330/1275 or email Clifford.Anderson@anokaramsey.edu

URL Availability is at: [Annual Campus Security Reports – Public Safety & Security \(arccpublicsafety.com\)](https://arccpublicsafety.com/)

- In addition, you can review the Public Safety [Daily Crime Logs](https://arccpublicsafety.com/) on <https://arccpublicsafety.com/>
- For review of our current Campus Sexual Assault responses with local law enforcement and MOUs, please access: <https://arccpublicsafety.com/2017/09/11/memo-of-understanding-mou/>

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

- Posting language from human resources includes link to show where the current Annual Security Report is posted for all new prospective employees/applicants applying for the position; this is open to the public
- Student's Orientation training/slides showing daily crime logs and ASR reports to potential and new students; including our blog site for access at: <https://arccpublicsafety.com/>
- Electronic briefings/PowerPoints associated with orientation on D2L or web-based training
- When held, Student Senate meetings, Safety and Security committee meetings and during all-staff training venues, the Annual Security Report location is made available for participants.
- Web sites will be provided on numerous safety and security briefings for awareness and visitors by accessing <https://arccpublicsafety.com/>
- Executive summaries and out-briefs to Cabinet
- Marketing posters/flyers for safety and security that emphasize our blog and SharePoint sites for information to include access to our daily crime reports and annual security report
- Daily and annual crime report information
- Security memos periodical highlighting safety and security procedures and practices; clarifications
- Continuous infectious disease responses and Public Health protocols for campus community

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

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

- 1) On campus;
- 2) Certain non-campus buildings and property; and,

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

*****ARCC does not have student housing on campus***

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

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

Clery Geography

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

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

Campus

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

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

Non-Campus Building or Property

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

*****ARCC does not have nonpublic property.***

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

ARCC public property includes adjacent streets, parking lots, sidewalks, and stairwells.

Explained: “reasonably contiguous geographic area” has changed to any geographic location, owned, or controlled by the institution within 1 mile of the “main campus” is considered “On Campus” for the purpose of Clery Act reporting.

- *Repeated Use of Off-Campus Locations:* If your institution sponsors students on an overnight trip every year and the students stay at the same hotel each year MUST include portions of the hotel in non-campus property.
- *Short-stay “away” trips:* If your institution sponsors short-stay “away” trips of more than one night, all locations used by students during the trip, controlled by the institution during the trip and used to support educational purposes should be treated as non-campus property for the period of the trip.
- Athletic spaces and use of other public facilities MUST be evaluated to determine if they are on campus or non-campus property during the time of use. Crime statistics for these facilities must be included in Clery Act statistics only during the time of use.

CRIME REPORTING POLICIES:

Reporting an Emergency - 911

Employees who become aware of a situation posing a threat to health, lives or property should contact **911** immediately. If possible and prudent, employees should then notify their immediate supervisor of the situation. **911** calls initiated through landline communications from ARCC will generate an automatic dial-out to Campus Public Safety, to include the four-digit phone number for a reference.

Not all staff should place themselves at additional risk. If it is safe, employees should remain in the area for proper authorities to arrive and provide authorities with information regarding the situation. If possible, others should be directed to a safe distance from the danger. In any situation where law enforcement or fire officials are involved, they have jurisdiction over the area.

In cases of chemical, biological or radiation contamination, if it is safe and possible, the area should be secured to prevent further exposure. Potentially contaminated individuals should remain on site for further testing and treatment.

General Reporting Policies:

The Public Safety Office, located in C107 in Coon Rapids and D216 in Cambridge are the focal point to which criminal/incident reports should be made. Everyone on campus (including students, faculty, staff, and visitors) are encouraged to report **immediately** all potential criminal activity to the Public Safety Office and/or the Coon Rapids Police Department (Coon Rapids Campus) or

Cambridge Police Department (Cambridge Campus) by **calling 911**. Individuals reporting incidents to the ARCC Public Safety Office, who also wish to file a complaint with the police will be provided with assistance and are encouraged to do so.

Mobile Security Phone, Coon Rapids Campus: 763-438-9402

Mobile Security Phone, Cambridge Campus: 763-438-9405

411 system for crime reporting for City of Coon Rapids

If you see or hear something suspicious, say something and report it!

Public Safety will also assist students by referring to the office of the Dean, Student Affairs when requested by the student. Campus Security Authority appointed staff members may also refer security related incidents to the Director, Public Safety. With issues regarding student conduct, a copy of the incident report with student identifying data will be sent to the appropriate Dean of Student Affairs for review.

Law enforcement response and authority. Contracted security officers provide routine security support to Public Safety and provide Security at both Coon Rapids and Cambridge Campuses. Contracted security enforces campus rules and procedures, state and federal laws and ensure adherence to the Student Code of Conduct. They are licensed as private investigators and insured through state contract, and exercise citizen's arrest authority. They supplement security with extra posts when requested by the President and the Director Public Safety.

Primarily, they assist responding law enforcement officers when called for assistance. Local law enforcement in Coon Rapids MN and Cambridge PD MN have jurisdiction on Coon Rapids Campus and Cambridge Campus respectively.

- Coon Rapids Police Department. (763) 767-6481, Provides primary law enforcement response to the Coon Rapids Campus to include investigations involving Sexual Assault along with the District Attorney's Office. Public Safety and Student Affairs have copies of memorandums of understanding involving Title IX support and adherence to Minnesota Statute 135A.15, 2015 and MN Ch 69, Art 4, Sec 2 addressing campus sexual assault support. [Sexual Assault MOUs/MOAs](https://arccpublicsafety.com/) are found on <https://arccpublicsafety.com/>
- Cambridge Police Department. (763) 689-9567, Provides primary response to Cambridge Campus to include investigations involving Sexual Assault. Public Safety and Student Affairs have copies of memorandums of understanding involving Title IX support and adherence to Minnesota Statute 135A.15, 2015 and MN Ch 69, Art 4, Sec 2 addressing campus sexual assault along with Isanti County District Attorney support. [Sexual Assault MOUs/MOAs](https://arccpublicsafety.com/) can be found on <https://arccpublicsafety.com/>
- Anoka County Deputy Sheriff's office at (763) 324-5000, also can offer law enforcement support to the Coon Rapids Campus and Anoka Tech Colleges
- Isanti County Deputy Sheriff's office (763) 689-2141, also can offer law enforcement support to the Cambridge Campus
- Nearest **Trauma 1 center** from Coon Rapids and Cambridge Campuses will be North Memorial Medical Center, 3300 Oakdale Ave N Robbinsdale MN 55422

ARCC Public Safety normally requests/requires a written incident form to begin the investigation process. ARCC may also require the assistance of the complainant in the school disciplinary process. ARCC will make exceptions when necessary, including cases presenting **clear danger to the victim and/or ARCC community. Incident forms are on our intranet Public Safety page and public WordPress site.**

Emergency Notification Systems

Protocols for Emergency Notification

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions of higher education to provide notification of certain types "of emergencies or crimes to all members of the campus community. Under the law, there are two different categories of notifications; the Emergency Notification and the Timely Warning."

Prior to activating ENS, these basic questions should be vetted on the scope and imminent threat:

<input type="checkbox"/> Has 911 been contacted? <i>If not, contact 911</i>
<input type="checkbox"/> Are people on campus in danger? <i>If yes, send the alert.</i>
<input type="checkbox"/> Is the threat active? <i>If yes, send the alert. If not, send an advisory/warning.</i>
<input type="checkbox"/> Are many people at risk? <i>If yes, send the alert.</i>
<input type="checkbox"/> Is the scene secure? <i>If not, send the alert, consider containment.</i>
<input type="checkbox"/> Is there a need to preserve the crime scene? <i>If yes, send an advisory telling the campus community to stay away (police emergency).</i>
<input type="checkbox"/> Will an ENS message impede law enforcement or other allied agencies? <i>If not, send the alert.</i>

Emergency Notification

The Clery Act requires institutions to **immediately notify** the campus community upon confirmation of a significant emergency, dangerous situation or crime which poses an immediate and/or continuing threat to the health or safety of students, employees or others occurring on the campus. "Immediate threat" is defined as an imminent or impending threat which could include a significant fire, outbreak of a serious illness, extreme weather conditions, gas leak, armed suspect, terrorist incident, bomb threat, civil unrest explosion, chemical spill, sexual assault or predatory attacks, or other dangerous situation. Taking into account the safety of the community, determine the content of the notification; determine who and what segments of the campus community will be notified. Crisis communications teams are trained to react.

The President, or his/her designee (administrator of the day), Vice Presidents, Director Communications/Marketing in coordination with Public Safety are authorized to activate the

Emergency Notification systems, without delay, when there is a real threat and could affect the campus community within their professional opinion that a criminal, facility hazard, major accident or weather emergency exists that satisfies the above criteria. Ideally, a collaboration with an administrator or the below listed personnel will occur prior to the issuance of an emergency message:

- Director of Public Safety and Security
- Fire Chief, or Police Chief exercising immediate on scene command
- Vice President, Finance and Administration

ENS Notifications can consist of:

- Alertus (active notifications)
 - o Speaker array
 - o Marquees and digital signage
 - o Beacons
 - o AlertAware (smart phone app)
- Star Alert
- Campus loudspeakers, runners and/or
- Text to speech notification via bi-directional speakers, and Alertus speaker array
- Campus wide email
- Campus websites, blogs, social media including twitter and Facebook applications

Follow-up information is provided as needed.

Every effort will be made to notify the Systems Office for Minnesota State. Emergency situations may be dynamic and rapidly evolving; serious and imminent threats may not allow for timely notifications beyond campus populations until time permits.

ARCC 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, faculty or staff occurring on campus. ARCC has numerous systems in place for communicating information quickly. Some or all 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:** Mobile two-way radios, text to speech voice messaging through speakers, Alertus messaging on campus and AlertAware smart phone Apps for employees and on campus runner/Public Address systems to include fire panel activation when applicable.
- **Passive messaging:** ARCC will provide emergency information via Star Alert, social media, web pages, blog sites email messaging. The administration will use campus wide mass email and any other available media such as digital signs, reader boards and internal closed-circuit televisions to disseminate emergency notifications to students, faculty, and staff. Social media will also be used to disseminate emergency notification either individually or through the Star Alert system.
- **Individual messaging:** ARCC utilizes an emergency notification system branded Star Alert, provided by Blackboard Connect, which disseminates emergency notification

through SMS text, direct phone calls and email, at the selection of the recipient. Students are automatically enrolled in Star Alert. Employees must establish an account.

- **Alertus.** Handheld application for smart phones. This information is made available for free through Public Safety, which will align the user with notifications associated with an Alertus activation, campus specific. Public Safety can be contacted regarding Alertus information. Smart app for phones is called AlertAware. Directions can be directed to Public Safety for employees. AlertAware is the smart app platform for Alertus messages for cellular phones.
- **Star Alert.** Upon enrollment or hiring students/faculty/staff are offered enrollment in the system using their own Star ID to associate them with ARCC systems. Once enrolled, Students, faculty and staff are sent an automatic email, activating their account, and encouraging them to enter additional phone and/or cell numbers, email addresses and selecting other delivery options for receiving emergency notifications. The emergency notification system is updated (daily, weekly, etc.)

ARCC will test the emergency response and evacuation procedures at a minimum, annually in accordance with this policy and applicable state and federal regulations. Tests may be announced, or unannounced and emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year.

Drills when conducted should use the full spectrum of ENS notifications to verify reliability of the system. Results of each test will be documented and include a description of the exercise, the date, time, and whether it was announced or unannounced. This information will be maintained with Emergency Management/Public Safety.

TIMELY WARNINGS

Timely Warnings will be issued through Star Alert and Alertus to both students and campus populations. Includes communication mediums associated with the Emergency Notification System (ENS) as applicable. The President's office, and Public Safety in conjunction with the Director, Marketing/Communications and Dean Student Affairs will assist with notifications to students, faculty, staff, and visitors to alert campus populations of an imminent threat/dangers, accidents/incidents or law enforcement or medical responses. Examples requiring Public Safety to issue Campus wide warnings include:

- Criminal Homicide
 - Murder and non-negligent manslaughter
 - Negligent manslaughter
- Sex Offenses
 - Rape
 - Fondling
 - Incest
 - Statutory rape
- Robbery
- Aggravated assault

- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions including; arrests for liquor law violations, drug law violations, and illegal weapons possession; persons not included who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.
- Hazing incidents
- Hate Crimes
 - Number of each type of crime
 - Number of the following crimes that are determined to be **hate crimes**:
 - ☐ Larceny-theft
 - ☐ Simple assault
 - ☐ Intimidation
 - ☐ Destruction/damage/vandalism of property
 - ☐ Dating violence, domestic violence, and stalking
- Crimes reported to campus security authorities as defined under appropriate guidelines and procedures
- Crimes that are considered by the school to represent a threat to students and employees
- Crimes reported to pastoral, or a state-licensed counselor are not required to provide a timely warning
- Immediate threat to the health or safety of students or employees occurring on campus, as described.

When warranted, Campus will use its emergency notification system procedures. If ENS is used, the campus is not required to issue a timely warning based on the same circumstances, however the campus must provide adequate follow-up information to the community as needed. Notifications will be generated through the President's office to the campus community.

Along with campus wide notification, Public Safety must post contact information in the message to include law enforcement agencies that are the primary lead investigator for any information or witnesses that can help solve the crime.

Immediate action/responses to incidents. Public Safety will distribute Emergency Response Grids to students and faculty outlining basic response procedures in the event of a natural disaster, manmade accident/incident, criminal activity, active shooter/armed intruder/lockdown events or medical emergencies/fires/evacuations. These guides act as a quick reaction checklist to contingencies and will act as a baseline of response capability and preparedness. Additional training is also available on ELM:

- [Active Shooter](#)
- [Emergency & Disaster Preparedness](#)

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

Enforcement agencies will be contacted by Public Safety with a checklist of Clery Act reportable crimes and in coordination with the Uniform Code for classifications/ definitions of crimes. Law Enforcement will return the information back to Public Safety in hard copy or electronic means, and the data will be reported in the final report by the number of incidents recorded according to the categories provided. In addition, Campus Security Authorities will also receive an email, and subsequent query on Clery reportable crimes, along with other disciplinary incidents that occurred during the annual year.

The Director of Public Safety maintains the reports, crime logs and prepares the annual report. Daily Crime logs are available at the Coon Rapids Public Safety Office, Cambridge Public Safety Office or by calling/ emailing the Public Safety Director at Clifford.Anderson@anokaramsey.edu. Hard copy ASR reports are available upon request through Public Safety.

Daily Crime Logs

Daily Crime Logs are available for a period of 60 days. Crime Logs are updated within two working days upon receipt to Public Safety. [Daily Crime Logs](#) are located on our public blog site at: www.Arccpublicsafety.com

Daily crime logs will contain:

- Nature/date/time/general location of the incident/crime
- Disposition of the complaint, if known
- Must be **Clery** reportable; or state that it is not

Campus Public Safety may withhold information if there is clear and convincing evidence that the release of the information would:

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

****Campus Public Safety must disclose any information withheld as stated above, once the adverse effect described is no longer likely to occur or is still in effect.***

Public Safety must make the crime log for the most recent 60-day period open to public inspection during normal business hours. Campus Public Safety must make any portion of the log older than 60 days available within two business days of a request for public inspection. Public Safety makes the crime log for the most recent 60-day period open to public inspection during normal business hours. Public Safety must also make any portion of the crime log, older than 60 days available within two business days or a request for inspection. Contact Rachel.Bitzer@anokaramsey.edu Clifford.Anderson@anokaramsey.edu for a request.

ARCC student organizations do not own or control any non-campus buildings or property but must report any violation of laws or college policies to Dean, Student Affairs or Public Safety.

The Director of Public Safety serves as the primary liaison for ARCC with all law enforcement and emergency response agencies. Public Safety will report to the Vice President Finance and Administration on items that would affect campus safety and

security. In some incidents, the campus emergency response team may be assembled to handle incidents and follow incident command protocols as stated in the emergency operations plan.

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

Reporting Procedures:

All criminal activity occurring on campus should be reported **immediately to 911**. When possible, follow up the call by notifying Public Safety:

Mobile Security Phone, Coon Rapids Campus:	763-438-9402
Mobile Security Phone, Cambridge Campus:	763-438-9405

All 911 calls that are originated from a campus landline extension will also be sent to Public Safety automatically through the cisco phone system. Public Safety will assist the 911 call center and the complainant in completing criminal reports if requested. These reports will also be forwarded to the appropriate law enforcement agency with jurisdiction. In appropriate cases, reports will also be shared with the Dean of Student Affairs for disciplinary actions to include student code of conduct violations. Public Safety will assist local law enforcement agencies with investigations, as requested.

All landlines on campus have direct line to Public Safety for each campus (goes to mobile security line).

Public Safety and facility personnel will also assist emergency medical first responders to campus when dispatched. All medical emergencies will be captured in the log under emergency management.

Public Safety may be contacted through portable radio from within the campus. Many employees on campus carry a mobile radio and are in key positions to report suspicious activity or incidents to Public Safety for response.

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

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

- Call 911 or the Coon Rapids Police Department (Coon Rapids Campus) or the Cambridge Police Department (Cambridge Campus). Call 911 for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities; (911 calls are also networked with Public Safety)
- Obtain a description of the offender(s), including gender, age, race, hair, clothing, and other distinguishable features. Attempt to obtain a description and license number of

any vehicle involved. Note the geographic direction taken by offenders or vehicles and report those to Public Safety and law enforcement agencies;

- Provide care for injured, safeguard resources and;
- Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until police arrive.

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

- ARCC Public Safety & security department;
- Any individual who has campus security responsibilities in addition to ARCC security department;
- Any individual or organization identified in ARCC security policy as an individual or organization to which students and employees should report criminal offenses;
- An official of ARCC who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations; and athletic coaches.
- State licensed Professional mental health counselors and pastoral counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are excluded from CSA consideration and are not included in this definition.

ARCC Campus Security Authority:

The following people with significant responsibility for student and campus activities must report criminal activity of which they are aware to Public Safety: Director of the office of Diversity and inclusion, Athletic Coordinator, Academic Counselors, Human Resources Director, Deans of Student Affairs, Student Activities Directors, and Director of Student Development/Title IX coordinator and others. These personnel are considered Campus Security Authorities (C.S.A.) and will be annually trained on proper reporting procedures by Public Safety. These individuals should not attempt to investigate but should instead report and allow Public Safety to investigate and/or refer to local law enforcement agencies for investigation. C.S.A. will have a special name tag identifier in their work area that clearly identifies the individual as a C.S.A. to visitors, employees, and students.

In addition, all employees, faculty, or staff members who become aware of an allegation of violation of college policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Public Safety.

Title/Functional area	Phone	Campus
Director Public Safety	X1184	Aligned
Public Safety	X1864	Aligned
Public Safety	X1353	Aligned
Public Safety	X2205	Aligned
Public Safety	X2205	Aligned
Senior Human Resources Officer	X4045	Aligned
TRIO	X1855	Cambridge

Public Safety	X2905	Cambridge
Dean Student Affairs	X1292	Coon Rapids
Dir student dev, Title IX coordinator	X1272	Coon Rapids
Dean Student Affairs	X1424	Cambridge
Academic Advisor	X1188	Coon Rapids
HWAC	X1843	Coon Rapids
HWAC	X6105	Coon Rapids
Dir Multiculturalism Diversity/Equity/Inclusion	X422-6094	Coon Rapids
Director TRIO	X1622	Coon Rapids
Student Activities	X1243	Coon Rapids
Business Office	X1842	Cambridge
TRIO SSS	X1943	Cambridge
Director TRIO	X1943	Cambridge
TRIO SS CC	X1872	Cambridge
Admissions	X1979	Cambridge
Counseling	X1903	Cambridge
Student Activities	X1818	Cambridge
Educational Transitions	X1468	Coon Rapids

Bystanders:

Bystanders play a critical role in the prevention of sexual and relationship violence, crimes that are occurring or stopping potential criminal acts by intervention and reporting. 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, has a weapon, or it is not safe for you to interrupt due to safety. Coon Rapids PD uses the 411-reporting system for crime reporting.

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.

Use 911 when a crime is being committed. Report people who seclude/remain hidden, overtly hit on, and try to make sexual contact with, or have sex with people who are incapacitated. Those acts need to be stopped and reported immediately. Speak up when someone discusses plans to take sexual advantage of another person.

- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources list in the Annual Security Report or other resources for support in health, counseling, or with legal assistance.
- Report signs of physical abuse to include unwanted physical contact with a fist, weapon, device, or blunt instrument meant to cause injury to a victim; protect yourself if you find that you are a victim of a predator meaning to do you harm either physically (assault) or in a sexual manner.

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

Counselors may be asked to provide information relating to crimes on campus, including the victim's Bill of Rights and school and community provided resources, but may continue to honor the confidentiality of victims. Duty to report considerations include harm to themselves or to others.

College's Response to Reports:

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

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

When alleged perpetrators are identified as students, the case will be forwarded to the Dean of Student Affairs for further investigation and appropriate action. This includes Title IX investigations when warranted, by a certified and trained Title IX investigator.

State Employee allegations will be referred to Human Resources for further investigation and appropriate action. Supervisors will be contacted through Human Resources as they gather facts on the investigation. Criminal investigation, arrest and prosecution can occur independently, before, during or after the student or employee disciplinary process. Students reporting incidents including complaints or incident reports can refer to the table above for referral and contact information regarding the subject area of the complaint.

Investigation and Informal Process are covered under:

Procedure 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution <http://www.minnstate.edu/board/procedure/1b01p1.html>

Any member of the college community may file a written complaint alleging a student or organization has violated the Student Conduct Code. Individuals filing complaints shall be informed of their rights in accordance with applicable privacy laws and policies including but not limited to the Minnesota Government Data Practices Act, the federal Family Educational Rights and Privacy Act and the college's Data Privacy Policy. Following the filing of a complaint against a student, the administrator shall conduct an investigation of the allegations.

Part 1. Purpose

To implement Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education and provide a process for investigating and resolving allegations of violations of the policy.

Part 2. Definitions

The definitions in Board Policy 1B.1 also apply to this procedure.

Complainant

An individual who alleges they are the subject of discrimination, harassment, or retaliation as defined by Board Policy 1B.1.

Decision-maker

An administrator who:

- Completed decision-maker training provided by the system office within the past three years,
- Is designated by the president or chancellor to review investigation reports,
- Determines whether Board Policy 1B.1 has been violated based upon the investigation, and
- Determines or recommends the appropriate action for the college, university, or system office to take based upon the findings.

Designated officer

An individual who:

- Completed training provided by the system office within the past three years,
- Is designated by the president or chancellor to be primarily responsible for conducting an initial inquiry,
- Determines whether to offer informal resolution,
- Determines whether to proceed with an investigation under this procedure, and
- Investigates or coordinates the investigation of reports/complaints of discrimination, harassment, and retaliation as defined by Board Policy 1B.1 in accordance with this procedure.

Investigator

A person who:

- Has completed training provided by the system office within the past three years,
- Is designated by the designated officer to conduct an inquiry, investigate, or coordinate the investigation of reports/complaints of discrimination, harassment, and retaliation as defined by Board Policy 1B.1 in accordance with this procedure,
- Determines or recommends whether to proceed with an investigation under this procedure,
- Prepares investigation reports, and
- May be the designated officer.

Respondent

An individual who is alleged to have engaged in conduct that could constitute discrimination, harassment, or retaliation as defined in Board Policy 1B.1.

Part 3. Reporting Discrimination/Harassment/Retaliation**Subpart A. Reporting**

Individuals who believe they or others have been or are being subjected to conduct prohibited by Board Policy 1B.1 are encouraged to make a report of the incident to a designated officer. Reports should be made as soon as possible after the alleged conduct occurs.

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

Subpart B. Duty to report

Administrators and supervisors shall report allegations of conduct that they reasonably believe may constitute discrimination, harassment, or retaliation as defined by Board Policy 1B.1 to the designated officer. Additionally, administrators and supervisors, in consultation with the designated officer, may inquire into and resolve such matters.

Subpart C. Reports/complaints against a president

A report/complaint against a college or university president must be filed with the system office designated officer. However, complaints against a president may be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion, or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports/complaints against system office employees or Board of Trustees

For reports/complaints that involve allegations against system office employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees must be referred to the board chair or vice chair for processing. Such reports/complaints may be assigned to appropriate Minnesota State personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited

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

Subpart F. Withdrawn complaints

If a complainant withdraws their complaint, colleges, universities, and the system office may, at their discretion, investigate and take appropriate action.

Subpart G. Confidentiality of information not guaranteed

The confidentiality of information in a complaint or obtained during an investigation

cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Part 4. Right to Representation

Subpart A. Relation to collective bargaining agreements and personnel plans

In accordance with the law and applicable collective bargaining agreements, represented employees may have the right to request and receive union representation during an investigatory meeting and otherwise throughout the 1B.1.1 procedure.

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.

Subpart B. Students

Students have the 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.

Part 5. Investigation and Resolution

The college, university, or system office shall take timely action to stop behavior prohibited by Board Policy 1B.1, conduct investigations, and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution

This procedure neither prevents nor requires the use of personal resolution by individuals who believe they have been subjected to conduct in violation of Board Policy 1B.1. If an individual believes they are unsafe or fears retaliation, personal resolution should not be used. If there are questions regarding personal resolution, contact the designated officer.

Subpart B. Processing the complaint

The complainant should contact the designated officer to initiate a complaint under this procedure. Upon receipt of the complaint, the designated officer shall first undertake an initial inquiry. Based on the initial inquiry, the designated officer shall determine whether there is no basis to proceed, to offer informal resolution, or to proceed with formal investigation. If proceeding with formal investigation, the designated officer shall determine the scope of the process used in each complaint based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors. Reports/complaints not arising from alleged violations of Board Policy 1B.1, may be addressed under other appropriate policies and practices.

1. **Jurisdiction.** The designated officer shall determine whether the complaint should be processed through a different policy or procedure or combined and resolved with Board Policy 1B.1 and this procedure. The designated officer shall direct the complainant to the different policy or procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president or chancellor or their designee any real or perceived conflict of interest in proceeding as the designated officer, investigator, or decision-maker for a specific complaint, including any conflict raised by the complainant or respondent. If the president or

chancellor, or their designee determines that a conflict exists, another designated officer, investigator, or decision-maker must be assigned.

3. **Information provided to complainant.** At the time the complaint is made, the designated officer shall:
 - a. inform the complainant of the provisions of Board Policy 1B.1 including the provision prohibiting retaliation, and this procedure; and
 - b. provide a copy of or link to Board Policy 1B.1 and this procedure to the complainant.
4. **Complaint documentation.** The designated officer may request, but not require, the complainant to document the complaint in writing using the complaint form of the college, university, or system office. If the complainant does not document the complaint in writing, the designated officer shall do so.
5. **No basis to proceed.** At any point during the processing of the complaint, including during the investigation, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer may refer the complaint or complainant as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.
6. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of Board Policy 1B.1. At the initial meeting with the respondent, the designated officer shall:
 - a. provide a copy of or link to Board Policy 1B.1, including the provision prohibiting retaliation, and this procedure to the respondent;
 - b. provide sufficient information to the respondent consistent with due process and federal and state data privacy laws to allow the respondent to respond to the substance of the complaint; and
 - c. inform the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
7. **Investigatory process.** The designated officer shall:
 - a. conduct a fact-finding inquiry or investigation of the complaint, including appropriate interviews and meetings or delegate this responsibility to a trained investigator. In the latter situation, the investigator shall perform the duties of this part;
 - b. inform individuals that they are permitted to have a union representative or support person to accompany them during investigative interviews as appropriate;
 - c. inform the witnesses and other involved individuals of the prohibition against retaliation;

- d. create, gather, and maintain investigative documentation as appropriate; and
- e. handle all data in accordance with applicable federal and state privacy laws.

8. Interim actions.

- a. Employee reassignment or administrative leave. Under appropriate circumstances, the president, chancellor or designee may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration must 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.
- b. Student summary suspension or other action. Under appropriate circumstances, the president or designee may summarily suspend a student at any point in time during the complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 Student Conduct and associated system procedures. After the student has been summarily suspended, the complaint process should be completed within the shortest reasonable time period. If the process has not been completed within ten (10) days, the president or designee must reevaluate whether or not the summary suspension should remain in place until final completion of the process. During the summary suspension, the student may not enter the campus or participate in any college or university classes and activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

9. Timely completion. Colleges, universities, and the system office shall complete the investigative process and issue a written response within a timely manner after a complaint is made, unless reasonable cause for delay exists. Reasonable cause includes, but is not limited to, considerations such as the absence of a party or witness, the need for language assistance or accommodation of disabilities, or other similar factors. The designated officer shall notify the complainant and respondent if the written response is not expected to be issued within a timely manner. The college, university, or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

10. Support for designated officers. If it would aid them in performing their roles under this procedure, designated officers are encouraged to seek counsel and advice, as appropriate, from the Office of Equity and Inclusion, the Office of General Counsel, and/or Labor Relations.

Subpart C. Informal Resolution

After processing the report/complaint the designated officer may consider informal resolution to resolve the report/complaint as appropriate. The designated officer may

consider, but is not limited to, use one or more of the following methods to resolve the report/complaint:

1. Conduct or coordinate education and training;
2. Facilitate voluntary meetings, if requested by the complainant, between the parties;
3. Recommend separation of the parties, after consultation with appropriate college, university, or system office personnel;
4. Other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. A college or university may offer mediation and other alternative dispute resolutions to the complainant and respondent. The parties must voluntarily consent, in writing, to participate in processes that include mediation and other alternative dispute resolutions. At any time before agreeing to a resolution, any party has the right to withdraw from the process and resume the formal complaint process.

Subpart D. Formal decision process

If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer determines additional steps should be taken, the procedures in this subpart must be followed.

1. **Designated officer.** The designated officer or the investigator shall:
 - a. prepare an investigation report and forward it to the decision-maker for review and decision; and
 - b. take additional investigative measures as requested by the decision-maker.
2. **Decision-maker.** After receiving the investigation report prepared by the designated officer or the investigator, the decision-maker shall:
 - a. determine whether additional steps should be taken prior to making the decision. Additional steps may include:
 1. a request that the designated officer or investigator conduct further investigative measures; and
 2. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
 - b. take other measures deemed necessary to determine whether a violation of Board Policy 1B.1 occurred;
 - c. when making the decision, use a preponderance of evidence standard, meaning that it is more likely than not that the policy has been violated, taking into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the

context in which the alleged incident(s) occurred, and other relevant factors;

- d. as appropriate, consistent with applicable state and federal data privacy laws, issue a decision in writing to the complainant, respondent, and the designated officer of the determination, and the basis for the determination, as to whether Board Policy 1B.1 has been violated.
- e. determine the nature, scope, and timing of disciplinary or corrective action and the process for implementation if a violation of Board Policy 1B.1 occurred. This may include consultation with student affairs, human resources or supervisory personnel to determine appropriate discipline;
- f. conduct that is determined not to have violated Board Policy 1B.1 may be considered under another procedure, if appropriate.
- g. prior to issuing decision letters, decision-makers shall submit drafts of the written decision and the investigation report to the Office of General Counsel for review.

Part 6. College, University, or System Office Action

The college, university, or system office shall take the appropriate disciplinary or corrective action based on the results of the investigation. The designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants and other individuals are encouraged to report any subsequent conduct they believe violates Board Policy 1B.1, as well as allegations of retaliation to the designated officer.

Written notice to parties relating to discipline, resolutions, or final dispositions resulting from the report/complaint process in this procedure is deemed to be official correspondence from the college, university, or system office. In accordance with Minn. Rule 3905.0500, the college, university, or system office is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Management and Budget within 30 days of final disposition.

Part 7. Appeal

Subpart A. Filing an appeal

The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days from the receipt of the decision. The appeal timeline may be extended for reasonable cause. The appeal must state specific reasons why the complainant or respondent believes the decision was improper.

Grounds for appeal of the decision include; (1) procedural irregularity that affected the decision issued by the decision-maker, (2) new evidence that was not reasonably available at the time when the determination regarding violation of policy or sanction was made that could affect the decision issued by the decision-maker, (3) a conflict of interest or bias by the designated officer, investigator, or decision-maker that affected the decision issued by the decision-maker, or (4) insufficient evidence to support the decision-maker.

In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker.

Subpart B. Effect of appeal

For employees covered by a collective bargaining agreement, an appeal of the decision under this procedure is separate and distinct from contractual grievance procedures. During the pendency of the appeal, disciplinary or corrective action taken as a result of the decision may be enforced. In cases involving sanctions of suspension for ten (10) days or longer, students must be informed of their right to a contested case hearing under Minn. Stat. Ch. 14.

Subpart C. Appeal process

The president or designee shall review the decision issued by the decision-maker and the investigation report, 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 must be made within a reasonable time and the complainant, respondent, and designated officer must 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.

Part 8. Education and Training

The colleges, universities, and system office shall provide education and training programs to promote awareness and prevent discrimination, harassment, and retaliation such as educational seminars, peer-to-peer counseling, and informational resources. Education and training programs should include Board Policy 1B.1, this procedure, and may include training on trauma-informed investigations and restorative practices. All colleges, universities, and the system office shall promote awareness of Board Policy 1B.1 and this procedure, and shall publicly identify the designated officers.

Part 9. Distribution of Board Policy 1B.1 and System Procedure 1B.1.1

Board Policy 1B.1 and this procedure must, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet website, provided all students and employees are directly notified of how to access the policy and procedure by an exact web address, and that they may request a paper copy. Copies of the policy and procedure must be conspicuously posted at appropriate locations at the system office and on college and university campuses at all times and include the designated officers' names, locations, and telephone numbers.

Designated officers also must be identified by name, location, and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus websites, and other appropriate public announcements.

Part 10. Maintenance of Report/Complaint Documentation

During and upon the completion of processing the report/complaint, including completing an informal resolution and/or formal process, the report/complaint file must be maintained in a secure location in accordance with the applicable records retention schedule. Access to the data must be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, or other applicable law.

Part 11. Annual Report to Board of Trustees

Colleges and universities shall annually submit pertinent Board Policy 1B.1 information to the Office of Equity and Inclusion. The Offices of General Counsel and Equity and Inclusion shall submit an annual report to the Board of Trustees of summary data showing Board Policy 1B.1 complaints, categories of complaints, and findings of violations.

SEXUAL ASSAULT TIMELY WARNING:

The purpose of a timely warning is to help prevent similar crimes by alerting the campus community and allowing them to take necessary precautions. ARCC specific campuses will issue a timely warning to members of the campus community in cases where it is determined that a serious and ongoing threat to students, visitors and employees continues to exist. In such cases, warnings will be made by methods that most effectively fit the situation. Care must be provided in protecting the victim's identity and also to protect others who provided critical information on the incident. Timely Warnings may be shared with local law enforcement for awareness and aide in dissemination of the information in the local area.

Timely warnings will be determined through the President's office in close coordination with the Vice President, Finance and Administration and Public Safety. In addition, the President **may consult** with members of the President's Cabinet to include: Vice Presidents, Deans of Student Affairs, Public Information/Marketing, Director of Human Resources, Director Information Management, and others who have expertise and guidance on the incident.

Based on the situation, the following methods of warning may be selected:

- Emergency Notification Systems, Star Alert text messaging system (SMS, Email, voicemail), ARCC website/SharePoint/blog sites, flyers on doors, announcements on campus hallway electronic signage systems, in-person class announcements, mobile radios, campus e-mail, marketing and public information news releases, campus eye, social media (campus Facebook/Twitter), in person contact, subsequent community meetings and/or voice mail.

Public Safety highly recommends that all students stay enrolled in the **Star Alert, and employees enroll in both Alertus/AlertAware and Star Alert systems**. Star Alert portal: <https://staralertarccatc.bbcportal.com/> and Alertus / AlertAware link:

POLICIES CONCERNING SAFETY AND SECURITY OF ACCESS TO CAMPUS FACILITIES: <http://www.minnstate.edu/Board/procedure/524p5.html>

Security guidelines 5.24 dictates security services may include but are not limited to individuals who:

1. Provide for a safe and secure campus environment for all;
2. Respond to calls for assistance and emergency situations, including situations that might involve threats and/or domestic violence, stalking, or sexual violence situations;
3. Render medical aid as trained and certified;
4. Provide campus safety escorts;
5. Provide information to the public;
6. Patrol by foot, or vehicle;
7. Prepare crime and incident reports;
8. Observe and report unsafe work conditions and/or occurrences;
9. Provide prevention-related education and inspections;
10. Assist victims of injuries and crimes; Provide guidance and respond to Public Health incidents
11. Secure doors, windows, and/or gates in campus buildings;
12. Complete daily incident reports;

13. Provide traffic control and direction as needed;
14. Provide large event security management;
15. Provide vendors for vehicle unlocks and jump start services;
16. Provide access control management; keys and prox card services
17. Enforce parking regulations
18. Take custody of found, lost, or abandoned property;
19. Act as a witness for sworn law enforcement officers after observing suspected criminal activity;
20. Provide disaster and emergency assistance;
21. Provide alcohol awareness, sexual assault prevention, and theft prevention education; and/or
22. Assist with alarm monitoring.

For access on Campus, Public Safety is the office of responsibility. They manage distribution and access authorization through an automated process that includes network access. Keys and proximity cards will be issued and tracked as appropriate. Keys and proxy cards are to be turned in or deactivated for staff/faculty who are leaving the campus.

The President is responsible for determining the appropriate array of security services on Coon Rapids and Cambridge campuses. Chief Campus Security Official is synonymous with the Director, Public Safety at ARCC. This position provides oversight to the day-to-day operations of campus safety and security. The Director Public Safety reports to the Vice President, Finance and Administration. Uniforms and Equipment will provide a security officer with distinguishing uniform or other identifiable apparel compliant with Minn. Stat. § 626.88 Uniforms: Peace Officers, Security Guards. Color will be dark blue or gray in fall/spring semester. Officers will be provided with a communication device. Security officers will carry keys and/or access cards, a multi- tool, flashlight, handcuffs, oleoresin capsicum (pepper) spray, baton, naloxone and other personal protective equipment. Security officers shall not be provided or authorized to use equipment unless they are qualified in its use through a law enforcement agency or through instruction from a certified trainer.

Personal Security Recommendations:

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

Security Escort Service: There may be requests for employees, visitors, or students to ask for someone to walk them to their vehicle or bus stop on campus. The ARCC Public Safety department provides an escort service, particularly during hours of darkness, for individuals walking to/from their vehicles, requests assistance due to accessibility issues, or other incidents involving personal safety. Contact the Public Safety department at x763- 433-1240/1330/1275/1184 in Coon Rapids and x763-433-1840 in Cambridge request an escort. In addition, you can schedule an escort by emailing Clifford.Anderson@anokaramsey.edu. Anyone that has personal safety concerns is encouraged to contact the Director of Public Safety regarding assistance and services that are available on campus.

Personal Protection Plan. Conducted by Public Safety highlighting individual strategies you can implement to protect yourself while on campus. Personal protection plans are available for discussion with a Public Safety professional and are highly recommended in cases regarding stalking, no-contact orders or restraint orders.

Campus Personal Protection Plan Strategies

- Use 911 in case of an emergency or when emergency assistance is needed, do not hesitate! ***If you see something, say something***
- Campus Security can/will provide you an escort to your vehicle
- Know to plan ahead. Let someone know where you are going and when you plan to be back (even when you are on campus); consider alternating entry/exit point to campus, consider alternating forms of transportation to campus (rides from trusted friends/families, etc.)
- Know to never walk alone in isolated areas or unlit areas late at night. Walk with a purpose, head up and not looking at your phone screen
- Know your social networking traffic. Don't post personal information on social networking sites; many vacationers post pictures only to return to a ransacked apt/home; carefully select who has access to your social media profiles/info
- Be aware of photo tags as they will often tell a predator where you are, and what time you were there, including real time; be weary of posting personal information on social media platforms
- Look up and stay alert. Use your peripheral vision when walking and keep eyes scanning surrounding area; look like you belong in the area with confidence
- Know to look around your car before unlocking it. Keep your car alarm accessible at all times
- Know your bldg. hours and public safety staff on duty. Let someone know you are on campus during late hours, especially what location (by academic area if possible)
- Familiarize yourself with the locations of campus emergency equipment, fire extinguishers, AEDs/naloxone (Narcon), fire alarms, other portable radios;
- Know your trails/paths at night, stay on a well-lit, "beaten" path, avoid remote/heavy vegetation/overgrowth/poor visibility areas
- Know your surroundings around your ATMs. Cover your pin, do a quick look for "skimmers" that do not belong there, look for individuals who hang around the ATM; if unsure, use another location or come back later
- Know your campus layout/buildings and office hours; be aware of essential staff who are working and carrying radios, remember they carry mobile radios to use for help or emergency assistance; know mobile security phone numbers, utilize landlines for direct Public Safety assistance for phones on campus with quick dialing

Building Hours: The campus maintains regular hours when buildings are open to the public. ***Personnel should have a learning need or purpose on campus.*** All personnel are expected to depart the building within 30 minutes of college closing times.

Protect your property:

- Do not loan your keys to anyone--even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.

- Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person. Avoid keeping PINS written down in your wallet/purse/bags, etc.
- Participate in Operation Identification by engraving your Operation Identification number on your valuables through local police.
- Personal property (purses, briefcases, calculators, portable computer equipment, etc.) should never be left unattended. Take such items with you if you are leaving the area.
- Always lock your car door whenever you leave your office. Always lock your car doors.
- Protect all valuables in your office or classroom. Do not leave valuables in plain view.
- Always lock your bike. There are several good anti-theft devices available. Casehardened heavy locks and chains afford the best protection.

Protect your automobile:

- Always lock your car doors and never leave your keys in the vehicle
- Park along curbs and have your vehicle face out for easy exit when possible
- Try to park your car in a well-lit area; look for visible security cameras posted
- Avoid leaving property where it is visible; smash and grabs could result
- Put valuables in the trunk; or in a locked container i.e., cubby or dash
- Protect yourself at night: carry a light source, consider a hi-vis vest if on shoulder
- Avoid walking alone at night--walk with a classmate to your car; ask for an escort
- Be seen, walk where there is plenty of light and traffic; refrain from shortcuts
- Preprogram your cellphone with 911; you can also list an **ICE** contact;
ICE – In Case of Emergency

Protect yourself walking and jogging:

- Avoid walking and jogging alone after dark. Walk along well-lit routes.
- Wear a head lamp, carry a flashlight, or have reflective clothing during low light
- 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.
- Let somebody know where you run/walk/jog, vary your routine and routes
 - Have your keys ready when returning to your car and keep your personal or valuable items concealed and close to your body.

Help us protect you:

Watch for suspicious persons in and around college buildings and parking areas. Do not pursue them. Call ARCC Public Safety officers immediately at x1240/1330 in CR and x1840 in CC. After hours, **call 911**.

Suspicious activity:

If you observe any suspicious activity or people on or near campus do not assume that what you observe is an innocent activity and report it. Do not assume the person is a visitor or college staff member that you have not seen before. This is your community college, assist/intervene and inquiry folks who looks lost, confused, or displays strange behaviors that may warrant Public Safety intervention. **Suspicious people may be:**

- Loitering about at unusual hours and locations,

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

SECURITY CONSIDERATIONS OF CAMPUS FACILITIES:

Building access and maintenance:

ARCC is for the use of students, faculty, staff, and visitors and those *on official business with the college or for the purpose of learning, with the exception of rental use of property*

- Individuals on campus may be required to present identification upon request of Public Safety or campus staff.
- Access to campus buildings is limited to normal business hours and other pre-approved activities.
- Students, faculty, staff, and visitors are encouraged to report needed repairs.
- Students, faculty, and staff are provided with a badge identifying their position within ARCC and as a means for access when required.
- Permission for badges is available through network request forms through the appropriate supervisor and will be approved prior to issuing credentials. It is the employee's responsibility to safeguard and secure the badge. Do not borrow your badge to others and report all lost or stolen badges immediately to Public Safety.

Policies and procedures for safe access to buildings:

- Keys and card access are issued to authorized faculty, staff, and contractors.
- Exterior building doors should not be blocked open.
- Fire or other alarms should be taken seriously. Building evacuation is mandatory for all fire alarms. Only Public Safety or the on-scene incident commander can authorize reentry or cancellation of a drill or actual evacuation.
- Badge Access for exterior doors is through Public Safety; normally completed with network security request form via supervisor/manager.

POLICIES CONCERNING LAW ENFORCEMENT:

Board Policy 5.24 Safety and Security Compliance provides that ARCC is committed to creating and maintaining safe and secure environments in order to fulfill its mission of providing high-quality education.

This procedure identifies expectations for ARCC campus security. Public Safety personnel are employees of Minnesota State, Higher Education. ARCC is not authorized by statute to have licensed police departments. Although campus security departments **are not licensed police departments**, campus security personnel **have citizen's arrest** authority per Minn. Stat. § 629.37 When Private Person May Make Arrest and may use force, if necessary, to affect such arrests per Minn. Stat. § 609.06 Authorized Use of Force. Typically, such arrests are made only to detain individual(s) for serious offense(s) until arrival of local law enforcement representatives. Public Safety and contracted Security officers have a constitutional right to defend themselves in matters involving self-defense. Colleges and universities may contract with local law enforcement for an ongoing law enforcement presence (i.e., reserve PD officers) ; these officers can be either sworn or non-sworn officers as requested by the college.

Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible. Use the 911 alerting system during requests for Safety, medical and security related matters for assistance.

PROGRAMS TO EDUCATE ARCC COMMUNITY REGARDING SECURITY:

Educational Programming on Campus:

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

Emergency Management preparedness includes procedures, drills and notifications using the Emergency Notification System. In addition, Public Safety will include an Event's Log for all matters regarding medical and first responder incidents on campus to include 911 calls for assistance. Drills, including fire alarms, tabletops and walkthrough exercises will also be recorded in the events log.

Quick Reference List for Student Concerns

Concern or allegation	Where to go at ARCC	Who to contact for a report	Policies, guidelines
Immediate emergency	Call 911	911 center dispatcher	Accessible through landlines throughout campus; individual cell phones, text applications from desktop
Mental Health	Counseling, appointments or drop in at Coon Rapids 763-433-1840 or Cambridge 763-433-1840	911 can also respond to issues regarding Mental Health Contact Life Matters at 1800-657- 3719 or canvas health at 763-755-3801 Dial 988 for national hotline for mental health	Assistance can be provided through on campus counseling through Student Affairs.
Immigration and refugee status	Navigate MN @ https://www.ilcm.org/ The Immigrant Law Center of MN @ https://www.ilcm.org	Minnesota Department of Human Rights Freeman Building 625 Robert Street North Suite 700 Saint Paul, Minnesota 55155 Tel: (651) 539-1100 Toll Free: 1-800-657-3704	https://www.ircoffice.com/
			State Statute 256.484 SOCIAL ADJUSTMENT SERVICES TO REFUGEES.

Discrimination Hazing or harassment	Counseling (see above) Michael Opoku Director, Student Development and Engagement	Contact Michael Opoku: email: Michael.Opoku@anokarmasey.edu phone: 763-433-1272	Board Policy 1B.1 Equal Opportunity and nondiscrimination in Employment and Education System Procedure 1B.1.1 Report/Complaint of discrimination/harassment investigation and resolution
Sexual assault	Emergency, call 911 Other referrals: Counseling (see above) National Sexual Assault Hotline is 1-800-656-4673	Online at Sexual Violence/Sexual Assault Complaint (maxient.com) Personal Reporting via email or phone available by contacting either of the following individuals: Lisa Harris @ 763-433-1292 Lisa.Harris@anokaramsey.edu Mike Opoku @ 763-433-1272 Michael.Opoku@anokaramsey.edu	Board Policy 1B.3 Sexual Violence Policy System Procedure 1B.3.1 Response to Sexual Violence Procedure

CRIME STATISTICS: Crime statistics for ARCC are reported in two separate geographic locations. The Coon Rapids Campus at 11200 Mississippi BLVD NW. including the ARCC Nature Area and Professional Workforce Center. The second location is the Cambridge Campus at 300 Spirit Drive and adjacent Spirit River Nature Trails in Cambridge. See attached aerial photos. *The FBI UCR Program is partnering with the Bureau of Justice Statistics on the National Crime Statistics Exchange, working with advocacy groups to emphasize the importance of NIBRS data, and transitioned the UCR Program to a NIBRS-only data collection, as of Jan. 1, 2021.* Crime statistics were provided by the Cambridge and Coon Rapids Police Departments based on the National Incident Based Reporting Systems (NIBRS) and the definitions as provided by the Clery Act, and Higher Education Act guidance. Crime data is collected using calendar year timelines and published in the current fiscal year in the Annual Security Report.

***ARCC Coon Rapids campus and Cambridge campus does not have residential student housing or non-public property.*

COON RAPIDS CAMPUS

Category	Venue	2022	2023	2024
Murder	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Non-Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sexual Assault (Rape, Fondling, Incest, Statutory Rape)	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Category (Hate Crimes w/Bias)	Venue	2022	2023	2024
Larceny-Theft	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Intimidation	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Vandalism/Destruction/Damage	On Campus	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Murder/Non negligent manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Violence Against Women Act	Venue	2022	2023	2024
Domestic Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arrests on Campus	Venue	2022	2023	2024
Weapons: carrying, possessing, etc.	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Drug Abuse Violations	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Category Disciplinary referrals for:	Venue	2022	2023	2024
Liquor Law Violation	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug law Violation	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Weapons Violation	On Campus	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

CAMBRIDGE CAMPUS

Category	Venue	2022	2023	2024
Murder	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Non-Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sexual Assault (Rape, Fondling, Incest, Statutory Rape)	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0

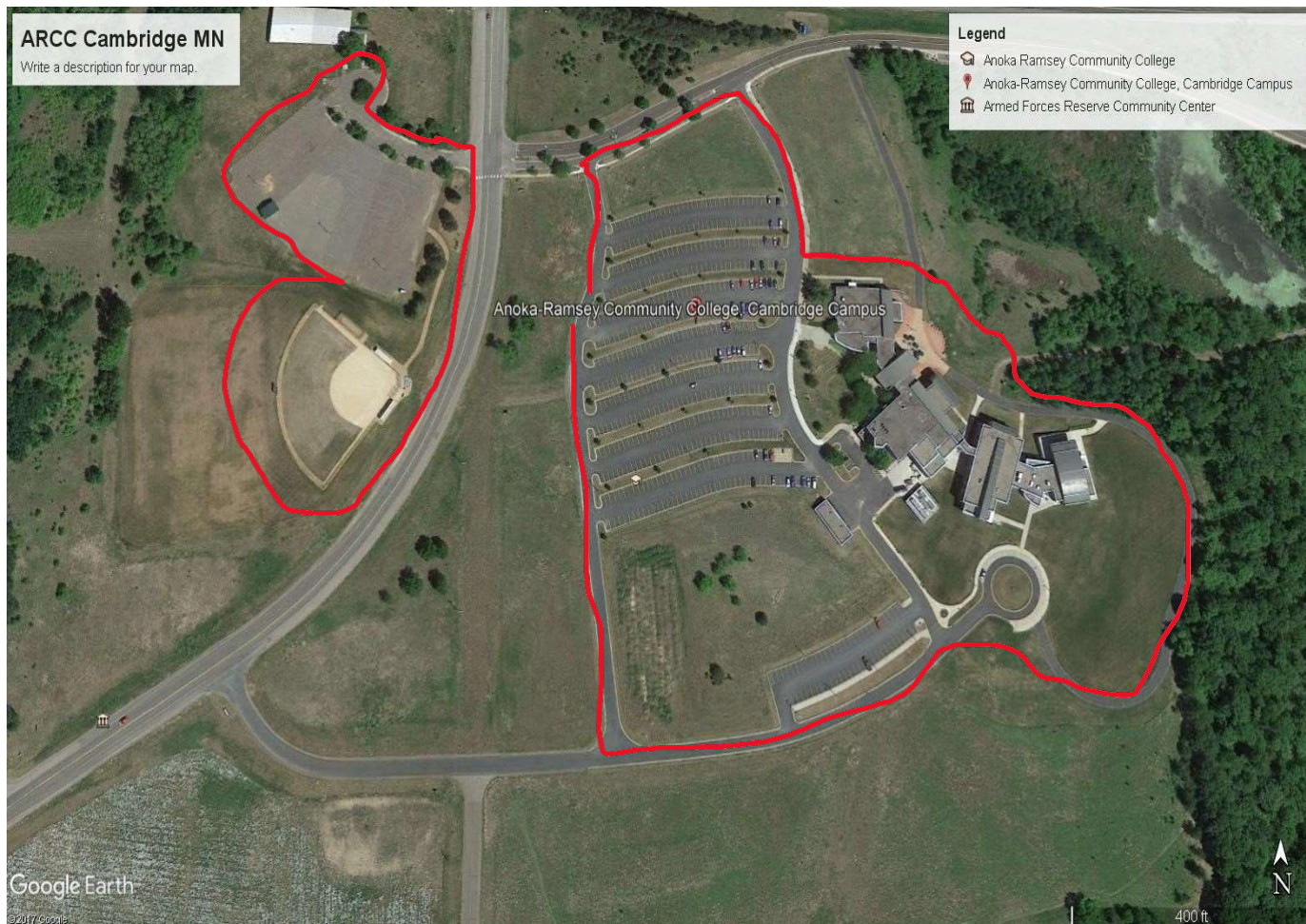
Motor Vehicle Theft	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Bias/Hate Crimes				
Category	Venue	2022	2023	2024
Larceny-Theft	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

		2022	2023	2024
Intimidation	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Vandalism/Destruction/Damage	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Murder/Non negligent manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

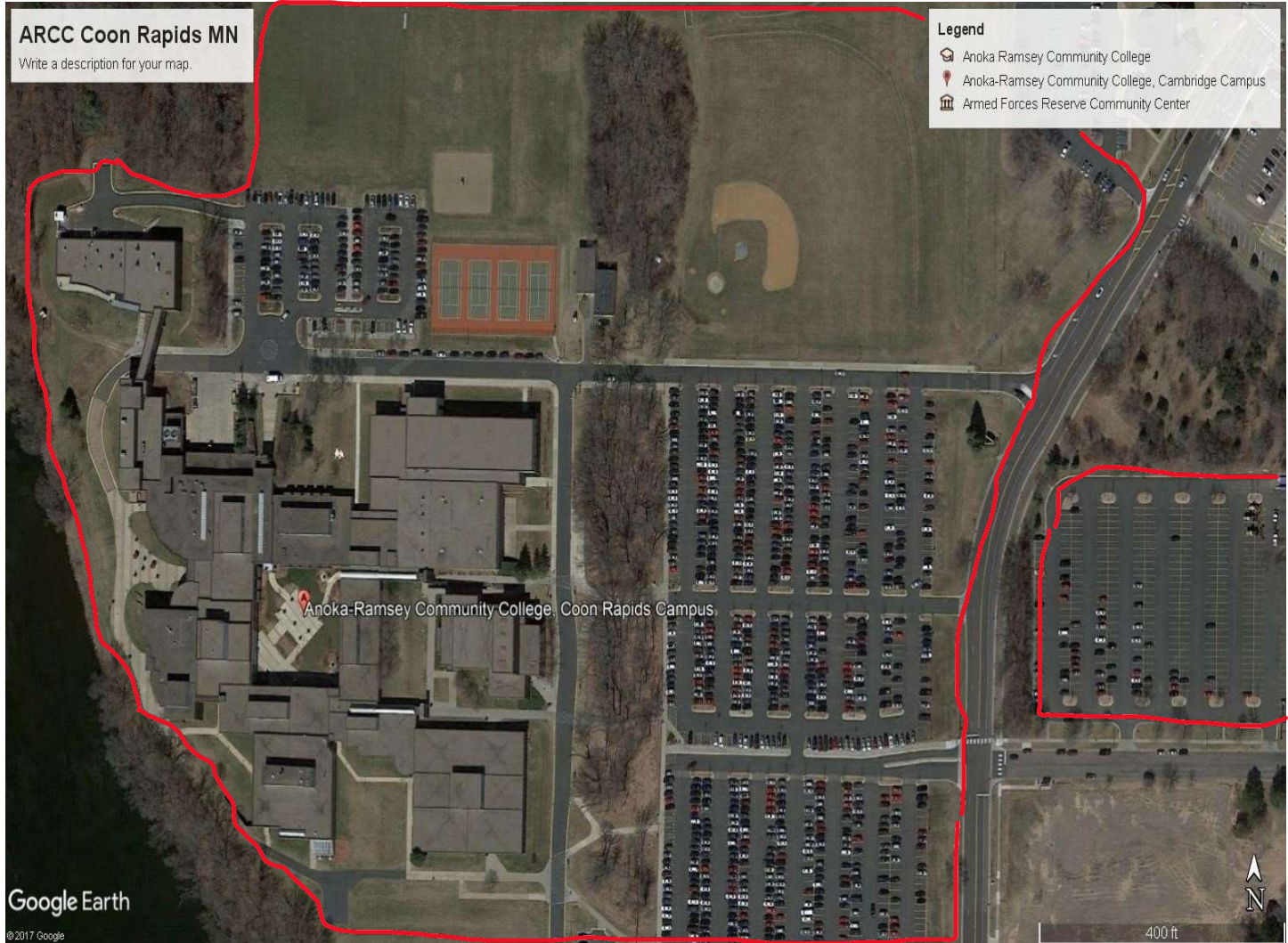
Burglary	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Violence Against Women Act				
Category	Venue	2022	2023	2024
Domestic Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Disciplinary Action				
Category Disciplinary referrals for:	Venue	2022	2023	2024
Liquor Law Violation	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug law Violation	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Weapons Violation	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arrests on Campus	Venue	2022	2023	2024
Weapons: carrying, possessing, etc.	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Abuse Violations	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

Cambridge Campus



Red line indicates patrol zone. Cambridge on campus property extends north to 2nd Ave West, just south of Hwy 95, East to River Park trails, and West to Spirit River Dr, Hwy 70, South to 329th Ave NE to include out bldg., storage shed, adjacent to 329th Ave NE. There are no non-public buildings on campus.

Coon Rapids Campus



Red line shows patrol zone. Coon Rapids on campus property extends North to Coon Rapids Blvd, to include the Professional Workforce Training Facility to the Northeast corner of the campus, East to Mississippi Blvd to the East; South to Lot #3 adjacent to Mississippi View Apartments, demarcation is a chain link fence to West up to the Mississippi Riverbank. In addition, ARCC encompasses a natural trail area up to Coon Rapids Blvd to the East side of campus. There are no non-public buildings on campus.

MONITORING AND RECORDING ACTIVITY AT OFF-CAMPUS LOCATIONS:

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

Student Activities, at both Coon Rapids and Cambridge, provides oversight for ARCC student activities, clubs and organizations that are using campus funds or resources for off-campus functions. All student clubs have advisory positions from employees of the college. College Sports will be under the direction of the Athletics Dept, with Coaches providing supervision during off campus events with their respective teams.

POLICY REGARDING ALCOHOLIC BEVERAGES ON CAMPUS AND ENFORCEMENT OF UNDERAGE DRINKING LAWS:

Policy 1A.9.01: Environmental Health and Safety: Anoka-Ramsey Community College Drug-Free Policy

Anoka-Ramsey Community College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA), 34 CFR 86, CFR668.14, and Minnesota State Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the college premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus. In accordance with federal regulations, this policy is printed in the Student Handbook, which is made available to every student and employee and included with the annual Campus Crime and Security Report, which is distributed to every student and employee. The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

Standards of Conduct:

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off- campus.
- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law while involved in a college-sponsored activity or event, on- or off-campus.
- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
- MN Controlled substances include: (Cocaine, Methamphetamine, Heroin, PCP and Hallucinogens)
Please see classifications for drugs under MN controlled substance laws:
 - Schedule 1 drugs: opiates like heroin and codeine methylbromide
 - Schedule 2 drugs: cocaine, opium, morphine, fentanyl, methamphetamine, amphetamines

- Schedule 3 drugs: Ketamine, anabolic steroids, human growth hormones, marijuana
 - Schedule 4 drugs: clonazepam, diazepam, tramadol
- Except as allowed by MnSCU Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at the college and at college-sponsored events is prohibited.

Legal Sanctions:

In Minnesota, the legal sanctions for possession of controlled substances vary depending on the type and amount of drug, and whether it's a first or subsequent offense:

- First-degree offense

The most serious felony drug offense, punishable by up to 30 years in prison and a fine of up to \$1,000,000. For first-time offenders, the minimum sentence is four years if there are previous drug convictions.

- Subsequent offenses

Commitment to the commissioner of corrections for four to 40 years, and a maximum fine of \$1,000,000.

- Second-degree offense

Punishable by up to 25 years in prison and a fine of up to \$500,000. The minimum sentence is three years if there are previous drug convictions.

- Fifth-degree offense

Includes the sale of marijuana, except for small amounts for no remuneration.

Other factors that can affect the penalty include: Whether the offense involves possession or sale and Aggravating factors.

Alcohol (.08 is the legal driving limit for BAC but you could be arrested for DWI for lower rates) Example of DUI conviction in MN. The consequences for driving impaired will vary for each DWI offender, but a typical penalty for a first-time offender is potential jail time and loss of license for a minimum of 30 days up to a year. Costs can be as high as \$20,000 when factoring court costs, legal fees and increased insurance premiums.

Although the use of marijuana (cannabis) is legal for those 21 years old and older in the State of Minnesota, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and prohibited under Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, transport, production, manufacture, and distribution of marijuana continues to be prohibited while a student or employee is on college or university owned or controlled property or any function authorized or controlled by the college or university.

Disciplinary Sanctions:

Employee discipline will be through Human Resources and your supervisor. Students will be the Dean of Student Affairs. Students or employees who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions including, but not limited to: official reprimand, restitution, completion of a rehabilitation

program, community service, suspension, expulsion, and/or reporting to local law enforcement will be imposed on students who violate the preceding standards of conduct. Sanctions, consistent with existing contracts, up to and including termination of employment, will be imposed on employees who violate the preceding standards of conduct.

Health Risks:

Alcohol—Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Amphetamines/Crystal Meth—Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts. Crystal meth is known to be extra potent and extremely harmful.

Cocaine/Crack—Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, paranoia and depression. Cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

Fentanyl-- Like heroin, morphine, and other opioid drugs, fentanyl works by binding to the body's opioid receptors, which are found in areas of the brain that control pain and emotions. After taking opioids many times, the brain adapts to the drug, diminishing its sensitivity, making it hard to feel pleasure from anything besides the drug. When people become addicted, drug seeking and drug use take over their lives. Fentanyl's health effects include extreme happiness, drowsiness, nausea, confusion, constipation, sedation, problems breathing, unconsciousness

Hallucinogens—Lysergic Acid Diethylamide (LSD) causes illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Hallucinogens can cause liver damage, convulsion, coma and even death.

Marijuana—Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and temporary loss of fertility. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Methamphetamine—Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Over time, methamphetamine users may experience symptoms similar to Parkinson's disease, a severe movement disorder.

Narcotics—Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Steroids—Steroid users experience a sudden increase in muscle and weight and an increase in aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer.

Additional information can be found at: www.nida.nih.gov.

Educational and Treatment Programs:

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

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

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

Dellwood Recovery Center
701 S. Dellwood Ave
Cambridge, MN 55008
763-689-7723
www.cambridgemedicalcenter.com

Grace Counseling Services
16525 NE Hwy 65
Andover, MN 55304
763-413-8838

Transformation House
1410 S. Ferry Street
Anoka, MN 55303
763-427-7155
www.transformationhouse.com

Hazelden Foundation
15245 Pleasant Valley Road
Center City, MN 55012
800-257-7800
www.Hazelden.org

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

Recovery Plus Rum River Outpatient Program
209 6th Avenue South
Princeton, MN 55371

800-964-8524

Unity Hospital Substance Abuse Services
550 Osborne Rd, 2E
Minneapolis, MN 55432
763-236-4522

<https://www.allinahealth.org/unity-hospital>

Dissemination Policy Statement and Procedure:

Anoka-Ramsey Community College is committed to providing comprehensive alcohol and drug prevention materials students and employees. Materials will be distributed to each employee and to each student who is taking one or more classes for any type of academic credit (except for continuing education units) regardless of the length of the student's program of study. The College's drug and alcohol abuse prevention materials shall be compiled into a resource document and disseminated to students and employees on at least an annual basis.

Procedure:

The College shall distribute materials electronically to students and employees at least annually. As new students enroll, an email communication disseminating the College's drug and alcohol prevention program materials will occur using the Minnesota State Communications Module.

The College will disseminate drug and alcohol abuse prevention materials to students electronically via email at least annually. Recurring emails will be set to automatically send the communications to students as they are admitted, and an email address is generated. Human Resources shall, upon hire, make employees aware of the drug and alcohol abuse prevention plan and resources. Additionally, an email communication will be sent to all employees twice per year.

The College's plan shall be available year-round, posted on Anoka-Ramsey's student consumer information web page and in hard copy in the President's Office on campus. Additionally, the direct electronic address shall be printed in the Annual Security Report (annually distributed), Student Handbook (for student access), and College Catalog (employee access). For prospective students and employees, links to the information are available in the "notes" of the College's Net Price Calculator and in job postings.

Safety and Security Committee

The Safety and Security Committee on behalf of the College shall ensure students and/or employees are surveyed to evaluate the effectiveness of drug and alcohol abuse prevention programming offered on campus. The information derived from the surveys shall inform the biannual evaluation of programming efforts and subsequent recommendations for changes to programming.

When activated, the Health and Safety Task Force, on behalf of the College, shall obtain lists of drug and alcohol related incidents reported on campus from Public Safety and Security, Human Resources (if applicable), and Student Code of Conduct/Title IX Coordinator. Incidents shall be reviewed by the CARE Team to ensure sanctions are consistently enforced. Representatives of the CARE Team include but are not limited to: Dean of Student Affairs, Public Safety and Security Director, Financial Aid Director, and Student Code of Conduct/Title IX Coordinator.

****Additional information on Anoka- Ramsey's Drug and Alcohol Prevention/Education Plan is available on page 37-40 of this document and in the**

Drug and Alcohol Abuse Prevention Program document:

<https://arccwebstorage.blob.core.windows.net/media/4274/drug-and-alcohol-prevention-program.pdf>.

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

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

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

- completion of an education program;
- completion of community service hours;
- referral to the Advising, Counseling, & Career Center or other appropriate department;
- suspension or separation from ARCC;
- referral to law enforcement agencies for prosecution of felony, gross misdemeanor, or misdemeanor charges;
- expulsion from ARCC.

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 Coon Rapids Police Department (who may be called to assist), and the student may be subject to citation or arrest.

Employees who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action. Non-students/ non-employees who are found to be in possession of an open container or consuming alcohol while on campus may be asked to leave campus, may be prohibited from returning for one year, if uncooperative the Coon Rapids or Cambridge Police Department may be called to assist, and the individual may be subject to citation or arrest.

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

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

The state of being under the influence of alcohol or using cannabis is prohibited in all ARCC campus buildings inclusive of Coon Rapids and Cambridge campuses.

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 Coon Rapids or Cambridge Police Department may be called to assist, and the individual may be subject to citation or arrest.

ARCC forbids the use (consumption), possession, manufacture, sale, transportation or furnishing of alcoholic beverages or cannabis on campus. This prohibition of possession or consumption of alcoholic beverages or cannabis on campus applies regardless of age. The only exception for alcohol is authorized use for special functions/events which have been pre-approved by the ARCC President.

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

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

Drugs on Campus and Enforcement of State and Federal Laws:

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

Emergency Response, Notification, and Evacuation:

Emergency notification applies to a wide range of threats such as crimes, gas leaks, highly contagious viruses, or severe weather situations. In such cases, emergency notifications will be made by methods that most effectively fit the situation. Based on the situation, the following methods of warning maybe selected: Emergency Notification System, Star Alert through blackboards messaging system (SMS, Email, voicemail), Alertus/Alertaware, ARCC website/SharePoint/blog sites, flyers on doors, announcements on campus hallway electronic signage systems, in-person class announcements, mobile radios, campus e-mail, marketing and public information news releases, campus eye, social media (campus Facebook/Twitter), in person contact, subsequent community meetings and/or voicemail.

ARCC will issue a timely warning to members of the campus community in cases where it is determined that an ongoing threat to students and employees continues to exist. The Director of Public Safety, Vice President of Administration and Finance, and/or an On-Duty administrator will normally make the initial evaluation to confirm there is a significant emergency or threat with close coordination with the President's office. In some cases, the Campus Emergency Response Team may be recalled to aid in decision making for prolonged emergency management and incident command decisions.

Immediate notification for events such as severe weather, fire, lockdown situations, etc. will normally be made on the campus Emergency Notification System through Public Safety. Emergency response teams will be activated to complete additional notifications and response actions based on the nature of the emergency. The campus Emergency Response Plan outlines procedures and responsibilities in response to campus emergencies. Additional notifications will be made by or in coordination with emergency response agencies having operational control of the emergency response.

Emergency Situation Training, Drills and Exercises:

Training, drills, and exercises are conducted at various times of the year to ensure members of the campus community are aware of actions to be taken in the event of emergency situations. These activities include individual, group or campus wide training. College employees may be assigned special duties and/or responsibilities for emergency response and will receive training to complete these actions. Students and other persons that may be on campus during an emergency cannot be expected to have training on campus emergency procedures. All employees are expected to assist in directing students and others on proper actions during emergency situations.

Annually, several drills are scheduled to help train the campus community on procedures for fire, severe weather/tornado, lockdowns, and table-top training involving armed intruders on campus emergencies. These trainings and drills may include walkthroughs and tabletops with local emergency responders up to full scale multifunctional drills with community partners. Other times, a faculty member or supervisor may simply review procedures with an individual, class or work group to ensure proficiency during emergencies. Emergency Response Grids are displayed in classrooms, common areas, hallways and other department areas with students/employees. ERGs describe actions to take in case of emergencies, mapping to exits/entries and key personnel emergency numbers.

Fire Drills: Drills will normally be conducted annually. Instructors in classes not in session during drills will discuss procedures with each class during the same week of the drills. Actual fire alarms with evacuation will also count as a drill and will be recorded in the campus events log.

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

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

TIMELY WARNING

ARCC will issue a timely warning to members of the campus community in cases where it is determined that a serious and ongoing threat to students and employees continues to exist. The Director of Public Safety, Vice President of Academics and Student Affairs, and/or an On-Duty administrator will normally make the initial evaluation to confirm there is a significant emergency or threat with close coordination with the President’s or designee’s office. In some cases, the Campus Emergency Response Team may be recalled to aide in decision making for prolonged emergency management and incident command decisions.

Immediate notification for events such as severe weather, fire, lockdown situations, etc. will

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

Complaints General:

Anoka-Ramsey Community College - Procedure 3F.2/11 Student Complaints

Complaints

A complaint is an oral or written claim concerning a college issue brought by a student alleging improper, unfair, or arbitrary treatment.

To Make/Resolve a Complaint

Note: All processes are subject to the time limits as listed within this policy.

The college encourages informal resolution of complaints through the student discussing the complaint with the employee(s) and/or administrators with whom the complaint exists. If not resolved through this informal discussion, a formal written complaint may be filed. Exceptions to this may include Discrimination and Harassment (1.B.1) or Sexual Violence (1.B.3) allegations. If a complaint cannot be resolved at the college level, you may contact the [Minnesota Office of Higher Education](#). If you reside in another state, you may contact your [PDF] [local state agency](#) (113 KiB) (PDF) for further information.

Grade Disputes – Grading decisions supported by published policies or written expectations of faculty are not appealable (see faculty)

Step 1

Complaints must be submitted on the appropriate [complaint form](#) and include the following:

- The reason for the complaint
- Factual summary of complaint with supporting documentation
- Steps taken toward resolution
- Desired outcome as a result of the complaint

The appropriate paperwork to file a complaint can be obtained from the Information Desk on both campuses. All decisions regarding the outcome of the complaint will be sent to the student in writing.

If there is no agreement or resolution during the initial complaint process, the student may proceed to step 2. Disagreement with an administrative decision or the outcome of a complaint cannot move forward unless it alleges improper, unfair, or arbitrary treatment.

Step 2

If a student has reason to believe the outcome of step 1 was determined using improper, unfair, or arbitrary treatment they may submit an appeal letter. Documentation to support the claim of improper, unfair, or arbitrary treatment must be included as well as all prior correspondence included in the original complaint process.

The direct supervisor will review previous resolution steps and investigate the complaint. All decisions regarding the outcome of the complaint will be sent to the student in writing.

Step 3

If there is no agreement or resolution during the investigative process with the direct supervisor, the student may proceed to step 3. If a student has reason to believe the outcome of step 2 was determined using improper, unfair, or arbitrary treatment they may submit an appeal letter to the Vice President. Documentation to support the claim of improper, unfair, or arbitrary treatment must be included as well as all prior correspondence included through in the original complaint process. All decisions regarding the outcome of the complaint will be sent to the student in writing. This decision is final and binding.

Appeals will not be accepted if the first two (2) steps in the complaint process have not been completed.

Other Considerations

If the complaint involves a college or university rule or regulation, a student may appeal through procedural steps up to the vice president. The decision of the vice president is final and binding.

If the complaint involves a Minnesota State board policy, the actions of a college or university president, or issue of institutional or program quality such as an institution's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the college or university decision to the Chancellor. The decision of the Chancellor is final and binding.

- **Time Limits** - The initial complaint must be presented within thirty (30) business days after the first occurrence of the event giving rise to the complaint, or thirty (30) business days after the student, through use of reasonable diligence, should have obtained knowledge of the first occurrence of the event giving rise to the complaint.
 - All subsequent time limits (written response, appeal, final resolution, etc.) are limited to fifteen (15) business days.
 - By mutual agreement of the student and college personnel, time limits may be extended due to extenuating circumstances approved by the appropriate dean or vice president if a complaint is not presented within the established limits, it shall be considered waived.
 - If a complaint is not appealed to the next step within the established time limits, it shall be considered settled on the basis of the last answer.
 - If, after presentation at any step, a college staff member does not discuss and/or answer the complaint or grievance with the student within the established time limits, the student may treat the complaint or grievance as denied at that step and may appeal the complaint or grievance to the next step.
 - Time limits are excluded in 1B.1 and 1B.3 complaints
- Retaliation Prohibited: No retaliation of any kind shall be taken against a student for participating, or refusing to participate, in a grievance. Retaliation may be subject to action under appropriate student or employee policies.

Key Definitions for Complaints:

Appeal: A request for reconsideration of an administrative decision.

Complaint: An oral or written claim concerning a college issue brought by a student alleging improper, unfair, or arbitrary treatment.

Retaliation: Retribution of any kind taken against a student for participating or not participating in a complaint, or grievance.

Student: An individual who is enrolled in a college.

Separate, but complementary policies, procedures, and practices are used for other circumstances, such as:

- **Academic Petition** – used when a student wishes to petition for exception to academic standards or program requirements

Petition Process

1. If, after your transcripts have been officially evaluated, you believe that a course should be reconsidered for transfer or competency of a requirement, you may submit a Transfer Course Request. All Transfer Course Requests must be completed with an Academic Advisor. To schedule an appointment, you may call 763-4331230. This petition will be reviewed by a Student Services Director.
2. If you are not satisfied by the results of the petition, you may work with an Academic Advisor to provide additional documentation or rationale to support your appeal. This petition will be reviewed by
3. If you are not satisfied by the third appeal results, you may provide written rationale for your final institutional appeal. This petition will be reviewed by the Vice President of Academic and Student Affairs.
4. If dissatisfied with the results of the petition after three institutional appeals, you may appeal to the Senior Vice Chancellor of Academic and Student Affairs at the Minnesota State office. <http://www.minnstate.edu/board/procedure/321p1.html>

Complaints:

SEXUAL VIOLENCE POLICY, PROCEDURES, AND RESOURCES:

Policy

Anoka-Ramsey Community College's policy on sexual abuse is governed by the Minnesota State policy [1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment](#). In support of the system policy, ARCC reaffirms the policy that sexual abuse will not be tolerated. Every effort will be made to assure that all members of ARCC community are provided an atmosphere free from sexual abuse. To prevent sexual abuse educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and what steps can be taken if instances of sexual abuse are experienced.

ARCC conducts programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include evening security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas and implementing programs to inspect campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided by Counseling, and the Public Safety Dept.

A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several ARCC departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

KEY Contact Numbers:

Dir, Public Safety: (763) 433-1184

Coon Rapids Dean of Students: (763) 433-1240

Cambridge Dean of Students: (763) 433-1840

Alexandria House: (763) 780-2330

Anoka Co. Victim/Witness Service: (763) 324-5540

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

Mille Lacs Co P.E.A.R.L: 1-800-933-6914

The Refuge: 1-800-338-7233

Reporting Incidents of Sexual Violence

Prompt reporting is strongly encouraged. Complainants of sexual violence may report incidents at any time but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Procedure:

Call 911 as soon as possible after the offense, then notify campus security. Please remember it is most important to preserve evidence.

- Do not bathe, douche, use the toilet, or change clothing
- Note everything about the location
- If you have been sexually assaulted, you should seek medical attention immediately regardless of whether you report the matter to the police

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

Assistance in reporting

When informed of an alleged incident of sexual violence, all Minnesota State ARCC students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinator, or campus security authorities.

Campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies, such as law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

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

Confidentiality of reporting

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

Reports to campus security authorities

Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant's consent, except as may be required or permitted by law. There may be instances in which a college, university, or the system office determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Minnesota State ARCC will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

Required Reports

Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence shall follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name of or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

Distribution of policy to students

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

Distribution of policy to employees

Colleges, and the system office shall make available to all employees a copy of the sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure as well as the option of receiving a paper copy upon request.

Required notice

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

Notice of complainant options

Following a report of sexual violence, the complainant must be promptly notified of: Where and how to obtain immediate medical assistance. Complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.

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

Notice of complainant rights

Complainants must be notified of the following:

- Their right to file criminal charges with local law enforcement officials in sexual assault cases;
- Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
- Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident;
- Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
- Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved;
- Upon a sexual assault complainant's request, ARCC, university, or system office may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college owned housing, if such alternatives are available and feasible; and
- Upon the request of the complainant, students who reported sexual assaults to ARCC or university and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at ARCC or university to which the complainant is transferring.

Investigation and Disciplinary Procedures

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

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

Sexual Assault and Related Offenses

ARCC 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. Sexual assault and related offenses are governed and adjudicated under Minnesota State

Board Policy 1B.3 Sexual Violence Policy, the Violence Against Women Act as amended and the Clery Act as amended. As a result, ARCC 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 campus official. In this context, ARCC 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 Minnesota State Board Policy 1B.3 Sexual Violence Policy, visit <http://www.minnstate.edu/board/policy/1b03.html>.

General principles

ARCC will refer to System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re- victimization.

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

- Be respectful of the needs and rights of individuals involved and treat them with dignity;
- Not suggest to the complainant that he or she was at fault for the sexual assault or should have behaved differently to prevent the assault;
- Proceed as promptly as possible
- Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
- Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
- Be conducted in accordance with applicable due process standards and privacy laws;
- Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
- Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

Relationship to parallel proceedings

ARCC in conjunction with the general counsel at systems office; will conduct an investigation and disciplinary procedure for allegations of sexual violence and will proceed independent of any action taken in criminal or civil courts. ARCC need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If ARCC is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for ARCC and system office procedures.

Memorandum of understanding with local law enforcement

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

False statements prohibited

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

Withdrawn complaint

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

Discretion to pursue certain allegations

ARCC 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 ARCC, or system office.

Sanctions

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

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

Retaliation prohibited

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

Sexual Violence Prevention and Education Campus-wide training ARCC shall:

- Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents.
- Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided/offered with this type training awareness;
- Educational programs are a key component for preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

Other training and education

ARCC and affiliated student organizations will provide educational awareness to include developing educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or if they learn of such an incident.

Training for individuals charged with decision-making authority

Prior to serving as either an investigator or decision maker for complaints under this procedure, administrators shall complete 1B.1 investigator or decision-maker training provided by the systems office, Minnesota State.

Investigators/decision makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Sexual Violence investigators must complete systems office 1B.1 investigator training prior to accepting duties.

Maintenance of report/complaint procedure documentation

Data that is collected, created, received, maintained, or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of Minn. Stat. § 13 Government Data Practices and other applicable laws.

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

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location. Access to complaint file information, including information stored electronically, must be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, and other applicable law and policy.

The College shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless requested by the sexual assault survivor, names and addresses of survivors are released to the Police Department. Public Safety will attempt to provide support and advice for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the campus community. Sexual assault survivors should be aware of the need of ARCC to release information regarding the fact that an assault has occurred for the protection and safety of others.

The Public Safety Office will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty, and staff are encouraged to contact the Public Safety Office to report any information regarding assaults.

Sexual assault survivors have the right to have reports made anonymously (third party) to the police department. Public Safety will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third party reports may prevent ARCC and police department from actively investigating the criminal activity.

Sexual Assault Alerting procedures via Emergency Notification System(s). If the H.R Department, Director of Public Safety working with the President, Vice President of Administration and Finance, and on duty administrator determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location, date and time of the assault, and any information which might help identify the assailant will be reported. The Public Safety Office will inform the campus community of the reported sexual assaults by appropriate notices.

ARCC will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, ARCC will attempt to provide, if reasonably available, a change in classes.

Sex offender information is available from Minnesota Department of Corrections website <https://mn.gov/doc/>. This site provides information on sex offender programs and status of sex offenders in the state. Contact the Director of Public Safety with any questions regarding sex offenders on campus.

Finally, In addition there is the US Dept of Justice NSOPW site referenced by the MN Bureau of Criminal Apprehension located at: <https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>

Procedures for Campus Disciplinary Action for Sex Offenses:

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

Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services. Both the complainant and respondent are entitled to have others present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.

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

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

HARASSMENT AND DISCRIMINATION REPORTING PROCESS,

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

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

Title IX of the Education Amendments of 1972 (*Title 20 U.S.C. Sections 1681-1688*) states "No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid." This is an all-encompassing federal law that prohibits discrimination on the basis of sex of students and employees of educational institutions that receive federal financial assistance. Title IX forbids sex discrimination in all university student services and academic programs including, but not limited to, admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, Registrar's office, classroom assignments, grading and discipline. Title IX also forbids discrimination because of sex in employment and recruitment consideration or selection, whether full time or part time, under any education program or activity operated by an institution receiving or benefiting from federal financial assistance.

Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

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

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

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

ARCC as part of Minnesota State Universities and Colleges are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression, or membership or activity in a local commission has no place in a learning or work environment and is prohibited.

Sexual violence has no place in a learning or work environment. Further, ARCC shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

Procedures under policy are directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, ARCC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, ARCC shall develop and implement a complaint process to review complaints of discrimination/harassment or sexual violence.

Racial Discrimination/Harassment Definitions

Racial discrimination is prohibited by state and federal law. Racial discrimination is defined as conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or ARCC or otherwise adversely affects the individual's employment or education.

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

Key Sex Discrimination/Harassment and Violence Definitions

Sex discrimination is prohibited by state and federal law. Sex discrimination is defined as conduct that is directed at an individual because of his/her gender or that of his/her spouse and

that subjects the individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or ARCC or otherwise adversely affects the individual's employment or education.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by ARCC; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by ARCC; or
- Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student to student, employee to employee, and other persons having business with or visiting the educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender.

It includes, but is not limited to:

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

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

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

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

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

Reasonable persons: a person under similar circumstances and with similar identities to the victim. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Collegewide Training Programs

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

Name of Program	Date Held	Location Held	Prohibited Behavior Covered
Substance Abuse Awareness Scott Wrobel, Presenter	Conference annually 2024	Open to all Campus, conference	Negative effects of substance abuse and dependency, Health and Mental Health triggers
Mental Health First Aid Response ARCC Counseling Team	annually 2024	Campus employees through sign up	Responding to MH crisis, identifying behaviors, assisting in referral assessments
Sexual Harassment Prevention training for Minnesota State (MN State) (E260000CLR0007)	Continuous, offered annually	Via ELM ₂ online for state employees	Sexual Harassment prevention training
MnSCU 1B.3 Sexual Violence Investigator Training (E260000CLR0001)	Continuous, resident courses offered annually	Systems Office	Sexual Assault, Sexual Violence training
Prohibition of Sexual Harassment Policy Review and Acknowledgement (G10ETDHR1392)	Continuous, offered annually	Via ELM ₂ online for state employees	Sexual Harassment Policy and provisions for conduct
Narcan/Naloxone training and fentanyl threats to campus	Dept meetings, all staff training and health fair static displays 2024 Anoka County	All Campuses; Included pamphlets and help centers	Interpersonal communication; static displays, handouts and Narcan capabilities

Life Matters, Cycle of Life My lifematters.com. Duty Day presentation on stress mgt and practical tools in the classroom	Counselors on demand; continuous, open for suicide awareness; classroom dynamics	Referral 24/7; Dept meetings and discussions on classroom mgt	Stress, Family difficulties, depression/anxiety, chemical dependency, crisis situations; identifying students in crisis
Employee Code of Conduct	Once for all New Employees;	Via ELM & Online (D2L)	Alcohol & Drug use, harassment violations, improper conduct
Personal empowerment through Self Awareness	Once for all New Employees	Online (D2L)	Personal violence such as sexual assault, rape, dating & relationship violence
Coming Storm	Optional training	Online (D2L)	FBI school violence video
Awareness 360	Optional training	Online (D2L)	Personal security and enhancing your Security Awareness/vigilance
Respect in the Workplace	Required annually for all staff	Via ELM	Respectful workplace training for Minnesota State employees
Healthy relationships Counseling Team	Available for all staff	Face to Face training	Counselors emphasize self-love and appreciating positives
Campus Security Authority	Required for all CSAs	Public Safety, ELM course	CSA Annual Training
Sexual Violence Prevention	Optional Training	ELM	Includes root causes of sexual violence; relationship violence, stalking, and sexual violence; and healthy campus responses
Preventing Sexual Harassment	Optional Training	ELM	Prevention of sexual harassment training
Respectful Workplace Training	Optional Training	ELM	How to cultivate a work environment where every employee is treated with dignity and respect

Implicit Bias	Optional Training	ELM	Training defines DEI Terms and use examples from the media to illustrate how implicit bias may shows up
Suicide Prevention Awareness Counselor Team	Face to Face w/Nursing Students	Scheduled dept time w/students and faculty	Strategies for someone in crisis who intends to hurt themselves; includes triggers to crisis

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

Acts of sexual violence include:

- Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
- Non-forcible sex acts such as incest and statutory rape; and

The threat of an act of sexual violence. Sexual violence may include, but is not limited to:

- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

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

Following are the definitions of those terms: (see appendix for full definitions)

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

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

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

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

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

Sexual harassment and violence as sexual abuse - Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and ARCC shall comply with the reporting requirements in M.S. Section 626.556 (reporting of maltreatment of minors) and M.S. Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse.

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

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

Sexual Orientation Discrimination/Harassment Definitions

Sexual orientation discrimination is prohibited by state law. Sexual orientation discrimination is defined as conduct that is directed at an individual because of his/her sexual orientation and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system, ARCC or otherwise adversely affects the individual's employment or education.

Sexual orientation harassment is a form of sexual orientation discrimination which is prohibited by state law. Sexual orientation harassment is defined as verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Sexual orientation harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

Procedures for Reporting a Complaint: ARCC 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.

ARCC 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 ARCC Department of Public Safety or local law enforcement. Students and employees should contact Dean of Student Affairs at **763-433-1292**

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

Coon Rapids Campus:

Mercy Hospital @ 4050 Coon Rapids Blvd, NW Coon Rapids MN, call 763-236-6000
Allina Health Mercy Women's clinic, 11850 Blackfoot Ste 300, Coon Rapids MN, call 763-236-9236
Allina Health Urgent Care, Coon Rapids MN, 9055 Springbrook Dr NW call 763-780-9155

Cambridge Campus:

Cambridge Medical Center, 701 South Dellwood St, Cambridge, call 763-689-7700
Allina Medical Clinic, 38986 14 Ave, North Branch MN 651-674-0055

Evidence Collection

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

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

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to ARCC investigators or police. Although ARCC 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. ARCC will assist any victim with notifying local police if they so desire. Coon Rapids or Cambridge Police Departments may also be reached directly by calling 763-689-9567, or in person at 300 3rd Ave NE, Cambridge MN 55008 or Coon Rapids Police Department is at 763-767-6481 or in person 11155 Robinson Drive, Coon Rapids MN 55433-3761

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Michael Opoku, Director Student Development and Title IX Coordinator, by calling 763-433-1272 or in person, at 11200 Mississippi Blvd NW, Coon Rapids MN 55433 or online at Michael.opoku@anokaramsey.edu. You can also contact ARCC Department of Public Safety if the victim so desires. ARCC with a full team of professionals will provide resources or provide referral agencies, on campus, off campus or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy.

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

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with ARCC 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:

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

The College will provide:

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

- Assess immediate safety needs of the petitioner/complainant;
- Assist complainant with contacting local police if complainant requests and provide contact information for local police department;
- Provide complainant with referrals to on and off campus mental health providers;
- Assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties;
- Provide a “No Trespass” directive to accused party if deemed appropriate;
- Provide written instructions on how to apply for an Order of Protection;

- Provide a copy of the Sexual Violence Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution;
- Inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is;
- Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

No-Trespass order. When appropriate, ARCC may pursue legal action against a respondent, including, but not limited to, no-trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. No Trespass authorization is generated by the President and can also be coordinated with Coon Rapids Police Department or Cambridge Police Departments through Public Safety. No Trespass orders need to have an exact location of the person to whom the no-trespass order was directed. Contact with the respondent is direct contact when they are on campus again. PD no longer serve no trespass orders through the postal service.

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, ARCC will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

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

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

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

Procedures for Protection order or restraining Orders: Issue orders:

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

- Public Safety will maintain a copy of the order, until the time of the order has expired; treat as confidential until destroyed

Safety Action Plan: Provided through Public Safety

- Determine if victim needs an escort to and from school, ascertain times/dates of classes
- Provide immediate numbers to contact in case of an emergency/duress to include 911
- Determine if classes can be provided in different formats to include online or webinars
- Vary routes to and from campus, consult with someone when you are leaving or have arrived on campus
- Vary entry/exit points to campus, ensure you have a means of communicating in an emergency
- Know your entry/exit points, know who is on campus that is an employee in case of emergency
- Contact Public Safety to personalize your safety plan to meet your needs and help develop a Personal Protection Plan of action

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 ARCC Department of Public Safety and the Office of Student Affairs/Title IX Coordinator. Information would be shared on a need-to-know basis, to identify and prevent that individual (respondent) access to campus or the individual for which the order was protecting.

A petitioner/complainant may then meet with ARCC Department of Public Safety to develop a Safety Action Plan, which is a plan for campus officials and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to; escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.).

ARCC 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. ARCC through Student Affairs may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, ARCC 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).)

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

Type of Order	Who Can File for One	Where to go for assistance	Criteria for Order
Order for Protection (OFP) Domestic Abuse	Spouses Former Spouses Parents and Children Persons related by blood Persons who live together or who have lived together in the past persons who have a child in common, even if they have not been married or lived together Persons who have an unborn child in common Persons involved in a significant romantic or sexual relationship	Visit the Anoka or Isanti County Courthouse. District Court staff will help you complete the paperwork (Affidavit and Petition) needed to ask for a temporary "ex parte" Order for protection. You are called the "Petitioner" and the person you are filing against is called the "Respondent." ARCC Public Safety can assist students to find the correct agencies above when completing and filing OFP's and harassment orders.	-physical harm, bodily injury, or assault; -the infliction of fear of imminent physical harm, bodily injury, or assault; or -terroristic threats, within the meaning of section 609.713, subdivision 1; criminal sexual conduct, within the meaning of section 609.342, 609.343, 609.344, 609.345, or 609.3451; or interference with an emergency call within the meaning of section 609.78, subdivision 2.
Harassment Restraining Order (HRO)	Anybody who does not fall under the criteria for the Order for Protection.	To file a Harassment Restraining Order, you must first fill out a Court Administration form titled "Petitioner's Affidavit and Petition for Harassment Restraining Order." You may pick up a copy of this form from the Anoka, Isanti County Service Center, or download it from the Minnesota Court System's web site. Provide as many details as possible on the form and return it to Court Administration.	A single incident of physical or sexual assault or repeated incidents of intrusive or unwanted acts, words, or gestures that have a substantial adverse effect or are intended to have a substantial adverse effect on the safety, security, or privacy of another, regardless of the relationship between the actor and the intended target.

*Criteria for Order reflects Minnesota Statutes

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

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

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

Derived from Anoka county resource guide volume 15, 2022-2025 Resource Guide - Anoka County Community Action Program (accap.org)		
Alexandra House, Inc. Community Program	(763) 576-9999 Home - Alexandra House	Free and confidential services for victims of domestic and sexual violence that include; support groups, assistance in filing protection orders and legal representation at hearings, family law legal clinics, crime victim advocacy following a domestic or sexual assault, safety planning, information & referral.
Alexandra House, Inc. Shelter Program & 24hour Crisis Line	(763) 780-2330 Home - Alexandra House	Emergency shelter for victims of domestic and sexual violence and their children. Free and confidential services include; crisis intervention, advocacy, safety planning, women's and children's support groups, info and referral, follow up services and housing services.
Domestic Abuse Project	(612) 874-7063 1-866-223-1111 Domestic Abuse Project (mndap.org)	Treatment for abusive men, therapy for women, adolescents, & children. Office hours Monday-Thursday, 9 am-7 pm and Friday, 9 am-4 pm. 24-Hour answering machine.
Anoka County Attorney's Office, Victim / Witness Services	(763) 324-5540	Crisis counseling, referrals, resources, community education, & victim advocacy. Office: 8 am - 4:30 pm.
Anoka County Vulnerable Adult/Adult Protection	(763) 422-7168 1-844-880-1574	Responds to & investigates reports of maltreatment (abuse & neglect, financial exploitation) for vulnerable adults. Also offers protective services to prevent maltreatment.
Anoka County Community Resource Guide HELPLINES & CRISIS NUMBERS Community Work	(763) 323-5830	Allows offenders an opportunity to meet their responsibility to society in a positive way by performing community service work.
Council on Crime Justice, General & Victims Service	(612) 340-5400 https://dps.mn.gov/Crime-Victim-Resources	Aid to victims of crime. 24-hour crisis line. Provides advocacy, referrals, & training.
Anoka County Mobile Crisis Response	(763) 755-3801	24-hour Mobile Mental Health Crisis services for children and adults including crisis assessment, crisis intervention, and crisis stabilization services.

Domestic Abuse Hotline, National Hotline	1-800-787-3224 1-800-799-7233 <u>Domestic Violence Support The National Domestic Violence Hotline</u> <u>(thehotline.org)</u>	24-Hours/7 days a week. Provides crisis assistance & shelter referrals for all languages.
GLBT-KIDS Abuse Intervention Program	1-877-GLBT-KIDS (1-877-452-8543) <u>The Family Partnership – Providing Family Services to Build Better Futures</u>	Offers support, referrals, resources, training, and connections for GLBT (gay, lesbian, bisexual, transgender) youth who are experiencing abuse, bullying or mistreatment. Supports their families, youth-serving professionals, and others who care about the well-being of youth.
HCMC Domestic Violence Intervention Program	(612) 873-2636	A Hennepin County Medical Center (HCMC) Program offering help with legal & medical problems incurred by women who have been battered in a domestic situation. 8 am-11 pm, 365 days a year.
Lee Carlson Center for Domestic Abuse Program	(763) 783-3036	Most insurance accepted. Provides adult, child, and adolescent psychiatry. Provides mental health counseling to children, adolescents, families, and adults. Provides marital/couples counseling, play therapy for children, and group therapy for adults, adolescents, and children. Offers housing stabilization support, foster care therapy, and Adult Rehabilitative Mental Health Services (ARMHS). Office hours M - TH 8:00 am – 8:00 pm.
Women's Line	(763) 783-4914 <u>Lee Carlson Center for Mental Health & Well-Being</u>	Domestic abuse therapy for children who witness abuse, women who are victims/survivors, men with history of intimate partner abuse, & anger management for adolescents. Answering machine, confidential, 24 hours a day. Accepts most medical insurance for payment. Sliding fee.
Men's Line	(612) 379-MENS (612) 379-6367	By men, for men, the Men's Line of Family & Children's Service is available to all Twin Cities area men— and the people who care about them. It helps callers find solutions for problems related to stress and anger, parenting concerns, and marriage/relationship concerns.
Minnesota Domestic Violence Crisis Line	1-866-223-1111 <u>Day One Emergency Shelter & Crisis Hotline</u> <u>(dayoneservices.org)</u>	24-hour crisis line for women experiencing domestic abuse. Wherever you are in Minnesota, you will be automatically connected with the closest safe place in your area.
Out Front Minnesota	(612) 822-0127 or 1-800-800-0350 <u>Leading MN towards LGBTQ Equality OutFront Minnesota</u>	310 E 38th St Room 204, Minneapolis. Legal advocacy, training, education, information, referral, & domestic violence programs on or related to the LGBT community.

Rape & Sexual Abuse Center / 24-Hour Hotline	(612) 825-4357 TTY (Hearing Impaired) (612) 377-4163	Short term counseling & referrals; available Mon-Fri for walk-ins 9 am-5 pm, evenings by appointment. Support group therapy (long term). Concerned persons support group
Sexual Violence Center	(612) 871-5111 TTY (Hearing Impaired) (612) 871-1550 Sexual Violence Center - Serving Carver, Hennepin, and Scott Counties	24-hour crisis line for immediate support, information, & referral. Counseling available.
National Child Abuse Hotline www.childhelp.org.	1-800-4-A-CHILD (1-800-422-4453)	24-Hour counseling, information line, family support network, and Parents Anonymous resources. Text and Chat options are also available. We can translate in over 170 languages.
Stop It Now! Minnesota	Helpline 1-888-PREVENT (1-888-773-8368) Stop It Now! Minnesota Stop It Now	Monday-Friday, 8 am-5 pm. Safe and confidential resource for anyone concerned about their own or another's sexualized thoughts or behaviors towards children. Call for support, resources, and referral & to learn what you can do to keep children safe or how to help a child who may have been harmed.
Tubman	Crisis Line (612) 825-0000 www.tubman.org Business Line (612) 825-3333 3111 1st Ave S, Minneapolis 55408	Outpatient center for referrals, phone counseling, support groups, legal services, chemical dependency, & mental health services. Provides legal assistance in family law cases, will provide referrals for other types of legal cases. Family violence resource agency providing domestic abuse survivors safe passage from abuse.

Bystanders

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. Coon Rapids PD uses the 411-reporting system for crime tips.

Steve's Law provides limited immunity to those who call 911 in good faith to save a life and allows first responders, law enforcement and trained lay people to administer naloxone, which can counteract the effects of an opioid overdose within minutes.

Duty to assist. The Good Samaritan Law ([Minn. Stat. § 604A.01](#)) creates a duty for every person to assist in an emergency. Good Samaritan Law includes protection for aid that provides legal protection to people

who offer assistance to someone in an emergency. Limitations to protection include acting in good faith, provide your contact information, stay on scene until help arrives and cooperate with authorities. This does not include cases where the assistance is sought during execution of a warrant or unlawful search. Subdivision 1 provides as follows:

*“A person at the scene of an emergency who knows that another person is exposed to or has suffered grave physical harm shall, to the extent that the person can do so without danger or peril to self or others, **give reasonable assistance** to the exposed person. Reasonable assistance may include obtaining or attempting to obtain aid from law enforcement or medical personnel. A person who violates this subdivision is guilty of a petty misdemeanor.”*

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

Reducing the Risk of Sexual Assault:

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

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

- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come and get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave 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.
 - Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
 - If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgement before doing anything you may regret later.

Complainants' rights:

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

- Upon the request of the complainant, students who report sexual assaults to (Minnesota State) and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at ARCC or university to which the complainant is transferring.

Investigation and Disciplinary Procedures: Investigations and disciplinary procedures will be conducted by ARCC 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. ARCC officials who conduct investigations and disciplinary procedures will **not have any bias or conflict of interest** toward either the accuser or the accused. Law Enforcement may be requested to include resources specifically trained to deal with issues dealing with dating violence, domestic violence, sexual assault, and stalking.

ARCC 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.

ARCC 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 ARCC proceeding, ARCC reserves the right to investigate and resolve the complaint as it deems appropriate. ARCC 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 ARCC.

Sanctions: ARCC 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.

ARCC 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 ARCC for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

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

In accordance with 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 ARCC Department of Public Safety is providing a link to the Minnesota Sex Offender Registry. This act requires institutions of higher education issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The Minnesota Level 3 Sex Offender Registry is available via Internet. **Information regarding Level 3 sex offenders can be found at [Minnesota Sex Offender Records | StateRecords.org](https://www.staterecords.org/MinnesotaSexOffenderRecords)**

For information regarding Level 2 offenders is available at the (Local Law Enforcement) Police Department.

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

For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for **ten (10)**

days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

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

Hazing

121A.69 HAZING POLICY. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. Refer to Minnesota State | Student Conduct Policy: <https://www.minnstate.edu/board/policy/306.html>

Minnesota considers hazing as an act against a student or coercing a student into committing an act that:

- Creates a substantial risk of harm to the student
- Subjects the student to public humiliation or ridicule
- Destroys or removes property
- Requires the consumption of any substance
- Is a criminal act under local, state or federal law

The Colleges must comply with the Stop Campus Hazing Act (SCHA) which states

- Defining hazing and compiling statistics for year 2025, reported cases (2026 report ASR)
- Establishing transparent policies for reporting and prevention through policy
- Creating Campus Hazing transparency reports detailing violations, sanctions, and investigations
- Implementing research-based prevention programs and providing campus-wide training
- Ensuring Campus Security Authority report hazing incident

Consequences of hazing include: Academic, expulsion, suspension, loss of scholarships and formal reprimands; Loss of privileges organizations may lose privilege of operating on campus and students may lose the privilege to live on campus and finally legal action. <https://stophazing.org/>
Provides more details of MN anti-hazing law in Statute 121A.69

Disability Discrimination/Harassment Definitions

Disability discrimination is prohibited by state and federal law. Disability discrimination as defined by law is conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that subjects the individual to different treatment by agents or employees without legitimate nondiscriminatory reason so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or ARCC or otherwise adversely affects the individuals employment or education.

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

Procedures for Handling Harassment and Discrimination Complaints: See Minnesota State Policy 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution available online at <http://www.Minnstate.edu/board/policy> you can request a copy from one of the Investigative Officers listed. For assistance with definitions and procedures, contact one of the following Investigative Officers for ARCC:

Jessica Meaderis: (763) 433-1103

Jay Nelson: (763) 576-4054

Ann McArdle: Office for Students w/disabilities coordinator (763) 433-1136

Lisa Harris: (763) 433-1292

Michael Opoku: (763) 433-1272

Clifford Anderson: (763) 433-1184

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS:

The purpose of this policy is to set forth the ARCC's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The Drug and Alcohol-Free Campus Policy is on page 16 of this publication.

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

Anoka-Ramsey Community College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on ARCC premises, or in conjunction with any college sponsored activity or event, whether on- or off- campus. In accordance with federal regulations, this policy is printed in the electronic Student Handbook, which is made available to every student and employee and included with the annual Campus

Crime and Security Report, which is available to every student and employee. ARCC conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

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 Coon Rapids or Cambridge Police Department may be called to assist, and the student may be subject to citation or arrest.

Employees who are found to be in 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 Coon Rapids or Cambridge Police Department may be called to assist, and the individual may be subject to citation or arrest.

Students who are believed to be under the influence of alcohol or illegal drugs 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 Coon Rapids or Cambridge Police Department may be called to assist, and the individual may be subject to citation or arrest.

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

College Policy: <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy><http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a901-environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/1a901-environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/> Student Consumer Information webpage, under Health and Safety: <https://www.anokaramsey.edu/about-us/policies-disclosures/student-consumer-information/> Drug and Alcohol Abuse Prevention Program - including Policies & Procedures (direct link): <https://arccwebstorage.blob.core.windows.net/media/4274/drug-and-alcohol-preventionhttps://arccwebstorage.blob.core.windows.net/media/4274/drug-and-alcohol-prevention-program.pdf> ARCC Drug and Alcohol Abuse Prevention Program Biennial Review (direct link): <https://arccwebstorage.blob.core.windows.net/media/4272/daapp-biennial-review.pdf>

Standards of Conduct:

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off- campus.
- No student or employee shall possess a controlled substance, except when the possession is for that person's own use and is authorized by law while involved in a college-sponsored activity or event, on- or off-campus.

- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
- Except as allowed by Minnesota State Board Policy 5.18, the possession, use, sale, or distribution of alcoholic beverages and 3.2% malt liquor at ARCC and at college-sponsored events is prohibited.

Educational and Treatment Programs:

- ARCC provides annual information and periodic training for employees and information to students that foster a drug- and alcohol-free environment.
- Counselors are available to assist students deal with personal concerns they might interfere with their academic work while at ARCC. Services are free and confidential and can be arranged by contacting the Counseling and Advising Department 763-433-1134
- The Employee Assistance Program (EAP) is available to all Minnesota State employees. EAP can assist employees by providing a professional assessment of a possible alcohol or drug problem. The mission of EAP is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. For additional information, contact the Human Resources Department.
- Community area substance abuse treatment center referrals include:

Alcohol and Drug Resources

If you need assistance with a drug or alcohol problem, the following services are confidential and available to ARCC students: Alcoholics Anonymous: aaminnesota.org **Anoka Ramsey Counseling Services: 763-433-1240**

Substance awareness programs and services are offered through the ARCC Counseling Department.

Contact the department for further information.

College employees should contact the State Employee Assistance Program: 651-259-3840
Employee Assistance provides a professional assessment of possible alcohol or drug problem.

Community Counseling/Treatment Resources:

Anoka/Metro Regional Treatment Center
3301 7th Ave N, Cronin Building, Anoka, MN 55303
651-431-5000

Al-Anon / Alateen Resource Service Minneapolis: 7204 27th St. W, St. Louis Park 55426
(952) 920-3961 St. Paul: 253 S. State St. St. Paul 55107 (651) 771-2208 www.Al-Anon-Alateen-msp.org. 12-step support service for anyone who is now, or has been, trying to cope with living or associating with an alcoholic, support group services are available to children of alcoholics, children must be between the ages of 9 and 19. Offers Al-Anon literature & support.

Narcotics Anonymous: 24-hour Helpline (877) 767-7676 www.naminnnesota.org.

Allina Health Residential Addiction Services (formerly Dellwood Recovery Center)

701 S Dellwood Ave, Cambridge, MN 55008
1-866-603-0016
www.cambridgemedicalcenter.com

Transformation House
1410 S Ferry St, Anoka, MN 55303
763-427-7155
www.transformationhouse.com

Hazelden Foundation
15251 Pleasant Valley Rd, Center City, MN
55012 800-257-7800
www.hazeldenbettyford.org

ADAP—Alcohol and Drug Abuse Program
445 Etna Street Ste 55, St. Paul, MN 55106
651-254-4804
<https://www.regionshospital.com/rh2/specialties-and-doctors/specialties/mental-health/adap/>

Spirit River Health Recovery
209 6th Ave S, Princeton, MN 55371
763-389-5080

Allina Health Addiction Services – Mercy-Unity
550 Osborne Rd, Minneapolis, MN 55432
763-236-4300
[Mental Health and Addiction Medicine Care | Psychiatry | Allina Health](#)

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

ARCC enforces Federal, State, and local drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia. ARCC 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. Cannabis is prohibited on all campuses in Higher Education in Minnesota through the MN State Colleges and Universities (MN State)

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

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

For petty misdemeanor crimes, 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. **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. Contact Public Safety for resolution and response in cases involving cannabis on campus.

Disciplinary Sanctions

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

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

Environmental Health and Safety: Anoka Ramsey Community College Drug Free Campus.

<https://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a901><https://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a901-environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/>

Financial Aid Suspension:

A student convicted of any federal or state law for the possession or sale of drugs is ineligible for financial aid as follows:

For drug possession, the ineligibility period is one year for the first offense, two years for the second offense, and indefinitely for the third offense. For drug sale, the ineligibility period is two years for the first offense and indefinitely for the second offense. Eligibility may be restored if, during the ineligible period, the student satisfactorily completes a drug rehabilitation program that meets criteria determined by the Federal Government and includes two unannounced drug tests.

Maintaining a Drug and Alcohol-Free Campus

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

Except as allowed by Minnesota Statute 624.71, or by Minnesota State Policy 5.18, students or employees shall not introduce upon or have possession upon any college campus, or while involved in a college activity, service, project, program or work situation, any **alcoholic beverage** as defined in Minnesota Statute 340A. Employees shall not operate, use or drive any equipment, machinery, or vehicle of ARCC while under the influence of alcohol or controlled substances. Such employee is under the affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive college equipment.

Disclosure of Offenses:

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

Health Risks Associated with the Abuse of Alcohol and Illicit Drugs

- Alcohol is the most abused drug in the United States today.
- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse is irresponsible drinking which harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment, and loss of coordination.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About 1 in 10 drinkers becomes an alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in damage to your health. It can cause malnutrition, brain damage, and cancer to the mouth, stomach and esophagus, heart disease, liver damage, ulcers, and gastritis as well as damage to other body organs.
- Prolonged excessive drinking can shorten life spans by 10 to 12 years.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind, and behavior.
- Abusing drugs can be dangerous especially when they are taken for a long time, in the wrong combinations or in excess.
- If you take drugs, you risk overdose and dependence, both physical and psychological.
- Long-term drug abuse can lead to mental illness, malnutrition, and organ damage.
- The risk of AIDS, hepatitis and other diseases increases if drugs are injected.
- When drugs make you lose control, you may do things beyond your ability and take foolish risks. Accidents and injuries can result to you and to others.
- Abusing drugs can also cause legal, economic, and personal problems.
- People who abuse drugs often need help.
- Breaking a drug habit without outside help can be dangerous because of withdrawal symptoms and difficult because of the psychological need.

Biennial Review Process

A committee will be convened and oriented to the requirements of the Drug Free Schools Act and the completion of a Biennial Review to comply with the act. Members represented: Campus Public Safety, Financial Aid, Legal Affairs, Student Life, and Student Support Center. The committee will review components essential to the College's drug and alcohol program: policy statements, publications, services, data collection, campus life, and data on student and employee conduct.

Firearms Policy: Board Policy 5.21 Possession or Carry of Firearms

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

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

Key Definitions for Firearms Policy

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

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

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

Student. "Student" means an individual who is: registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at ARCC; or between terms of a continuing course of study at ARCC, such as summer break between spring and fall academic terms; or expelled or suspended from enrollment as a student at ARCC, during the pendency of any adjudication of the student disciplinary action.

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

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

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

Employees.

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

Employee reporting responsibility. An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the Public Safety, initially. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists (active shooter/unholstered firearm). 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. Weapons in vehicles must be cased and locked and follow applicable city ordinances and state laws.

Authorized uses. This policy does not prohibit:

- 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 ARCC.
- 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
- 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.

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

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

Other workplace Safety information

General Fire Safety: For your own safety and the safety of others, campus owner/users of campus rooms are expected to maintain their classrooms in an orderly manner at all times in compliance with the following fire regulations:

1. Unattended cooking is not allowed in classrooms or assembly areas.
2. Use of open flame cooking devices, BBQs or are prohibited on campus parking areas near parked vehicles.
3. Microwave ovens, popcorn poppers, toasters, coffee pots or other such devices should not be used under lofts and/or near flammable materials.
4. Light bulbs should be used in approved lamps or holders and be of proper wattage for the device; excessive wattage may result in a fire; consult with facilities for additional clarification.
5. Light fixtures must not be tampered with in any way, and items which might serve as conductors of electricity should not be hung from them.
6. Fire doors must be able to fully open and be self-closing; do not impede or block fire doors on campus.
7. An emergency aisle of at least 22 inches must be maintained within campus rooms; do not block egress doors.
8. When arranging furniture, consideration must be taken so that if tipped over, items do not block the door.
9. Use power strips/surge protectors with breakers instead of octopus plugs or extension cords. Multi-plugs or extension cords are not allowed.
10. Power strips/surge protectors must be unplugged after use and should not be placed under carpet or attached to, woven through or touching metal in any manner.

11. Owner/user personnel are responsible for notifying Public Safety or facilities immediately after identifying problems with smoke detectors or false alarms.
12. Anyone caught tampering with smoke detectors or fire alarms may face criminal charges.
13. Non-motorized devices are not allowed on campus unless in compliance with reasonable accommodation regarding ADA compliance.

Fire Safety Education:

Fire Drills: As required by state law, a fire drill is scheduled with your local Fire Marshall for each semester. These fire drills are to provide a realistic practice situation. Failure to evacuate during a fire drill could result in prosecution.

Fire Safety Equipment: Fire extinguishers are located throughout each building for the protection of the residents. Misuse of fire extinguishers including breaking or smashing the fire extinguisher glass will result in disciplinary action. Most rooms at ARCC have a sprinkler system that will automatically turn on in case of fire. The system will continue to operate until turned off by campus personnel or the fire department. This system can be accidentally activated when hit by an object; therefore, take proper precautions not to accidentally bump the system. There must be at least an 18-inch radius around the sprinkler, with no objects placed on or near it. Horseplay or misuse by anybody could be held financially responsible for costs associated with damage to the sprinkler system. Vandalism/damages may result in disciplinary action.

Evacuation Procedures: Emergency evacuation routes and severe weather locations are posted in all buildings on each floor throughout campus.

If you hear an alarm:

1. Close windows, open curtains, and turn on lights.
2. Check for heat on door and then open slowly and check for smoke.
3. If smoke is thick and/or fire is present, remain in your room with the door closed. Block air vents and door crack with towel or clothing. Call the 911 immediately. Identify yourself and your location.
4. If smoke is absent, exit the building using the nearest exit. Close and lock your door when you leave.
5. Stand away from the building 100 feet and do not re-enter until the all-clear is given by on scene commander and Public Safety staff or civil authorities.

If you see a fire:

1. Sound the alarm
2. Call 911.
3. Exit the building. Evacuation procedures are posted in each building and this ASR.

Regardless of 911 reports, all fires that occur on ARCC campus property should be reported to the Public Safety. An incident report will be completed and filed accordingly.

Appendix 1

Key Definitions

Affirmative Consent: Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. 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. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

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

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

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

Criminal Homicide – Negligent Manslaughter: The killing of another person through gross negligence. Manslaughter by negligence - Any death caused by the gross negligence of another is classified as Criminal Homicide.

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.

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

Domestic Violence: a felony or misdemeanor crimes of violence committed by;

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

3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. 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. 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.

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

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.

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

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

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

Hazing- committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. <https://www.revisor.mn.gov/statutes/cite/121a.69>

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

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

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

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

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

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

- **Automobiles** - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people
- **Buses** - motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis
- **Recreational Vehicles** - motor vehicles that are specifically designed (but not necessarily used) to transport people and provide them temporary lodging for recreational purposes
- **Trucks** - motor vehicles that are specifically designed (but not necessarily used) to transport cargo
- **Other Motor Vehicles** - any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, or golf carts.

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

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

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.

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

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

Sexual Assault: 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). Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Sex Offenses – Defined

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

Reported offenses may include:

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

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

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

Note: Forcible Fondling includes Indecent Liberties and Child Molesting. Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault with an Object.

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

- **Incest** - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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.

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

Weapons law violations: Arrests or referrals for the violation of laws or ordinances dealing with weapon offenses.

RESOURCES

Updated 2021 HEA Handbook for Campus Safety and Security Reporting, Dept of Higher Education

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

Violence Against Women Reauthorization Act of 2022 (VAWA), monitored for compliance through MN Statute

Title 34: Education [Text - S.3623 - 117th Congress \(2021-2022\): Violence Against Women Act Reauthorization Act of 2022 | Congress.gov | Library of Congress](#)

Bystander intervention strategies Stanford University's Office of Sexual Assault & Relationship Abuse and Systems Board Policy 5.24 Safety and Security Compliance
<http://www.minnstate.edu/Board/procedure/524p5.html>

System Procedure 1B.1.1 or Board Policy 3.6 "Action Guide for Emergency Management at Institutions of Higher Education" by the US Department of Education.
<https://files.eric.ed.gov/fulltext/ED515949.pdf>

Board Policy 5.18 Alcoholic Beverages or Controlled substances on Campus.
<http://www.minnstate.edu/board/policy/518.html>.

Anoka County referral guidebook 2023 [resource guide Anoka county](#) or [Isanti county resources](#)

ARCC Policy

ARCC Policy 3F.1/11 Complaint Process - <https://www.anokaramsey.edu/about-us/policieshttps://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/procedure-3f111-student-conduct-code/disclosures/policies-procedures/procedure-3f111-student-conduct-code/>

ARCC Policy on Sexual Violence Statement - <https://www.anokaramsey.edu/about-us/policieshttps://www.anokaramsey.edu/about-us/policies-disclosures/sexual-violence-statement/disclosures/sexual-violence-statement/>

ARCC Policy on Student Complaints - <https://www.anokaramsey.edu/about-us/policieshttps://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/procedure-3f211-student-complaints/disclosures/policies-procedures/procedure-3f211-student-complaints/>

ARCC Policy 1A.9/01 Environmental Health and Safety: Anoka-Ramsey Community College Drug-Free

Policy <https://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policyhttps://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a901-environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/1a901-environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/>

The Good Samaritan Law ([Minn. Stat. § 604A.01](#))

Hazing: <https://stophazing.org/> Provides more details of MN anti-hazing law in Statute 121A.69