

PUBLIC SAFETY AND SECURITY

CREDITABILITY = PROVEN COMPETENCE, INTEGRITY, AND RELATIONSHIPS



Published 2025

Data for Calendar Year 2024

Clery Act Annual Campus Safety Report

ACSR Data

Anoka Technical College Campus

Anoka, Minnesota



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## **Welcome**

Anoka Technical College is committed to the well-being of our campus community including students, employees, and visitors. ANOKA TECHNICAL COLLEGE has taken numerous steps to maintain a safe learning environment for all. ANOKA TECHNICAL COLLEGE encourages students, employees, and visitors to take appropriate steps to ensure their own personal safety. We encourage all 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 in Anoka Technical College, Public Safety Office room 190-A and Security Office 122, additionally our Public Safety Blog site is at: [Public Safety & Security – Anoka Technical College and Anoka-Ramsey Community College \(arccpublicsafety.com\)](https://publicsafety.anokatech.edu/) or by calling Director, Public Safety at **763-433-1184**. For ATC Security Mobile, contact **612 -819 -4585**.

Summary of ANOKA TECHNICAL COLLEGE campus:

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

## **History and purpose of the Annual Campus Safety Report:**

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the HEA. Violence Against Women Act was revised and posted on 1 Oct 2022. Stop Hazing in Schools Act will be reported for data year 2025 and reported in ASR 2026.

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
- information dissemination.

Clery Act and Annual Campus Safety Report will be developed and administered by Public Safety and approved by the Vice President, Finance and Administration. Report 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 aide in the collection and publishing of the annual report.

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. Total Deaths reported in 2023: 0 (Zero)

**Nearest Trauma 1 center for Anoka Technical College: North Memorial Health Hospital, 3300 Oakdale Ave North, Robbinsdale MN Hennepin County**

Once approved, the report will be published 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 /Anoka
Dean of Student Affairs	Students/Faculty/Staff electronically
Students hard copy when requested	Foundations
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 on Public Safety WordPress site	Link update on Public Safety SharePoint site

#### CAMPUS SECURITY CULTURE:

Anoka Technical 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. ANOKA TECHNICAL COLLEGE 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](mailto:Clifford.Anderson@anokaramsey.edu) and a copy of this report can be found on our public website at: [Public Safety & Security – Anoka Technical College and Anoka-Ramsey Community College \(arccpublicsafety.com\)](http://arccpublicsafety.com)

Anoka Technical College is a member of the Minnesota State system. We are an affirmative action, equal opportunity employer and educator. This document can be made available in alternate formats by calling the Director of Public Safety at 763-433-1184 or emailing [Clifford.Anderson@anokaramsey.edu](mailto:Clifford.Anderson@anokaramsey.edu).

#### **Annual Campus Safety Report Distribution:**

Pursuant to the Student Right to Know, Higher Education Act and the Campus Security Act, Public Safety monitors criminal activity, publishes this report, and maintains a three-year statistical history of crime reports. ATC posts this report on ANOKA TECHNICAL COLLEGE website (blog <https://arccpublicsafety.com/> and WordPress at: <http://www.anokatech.edu/AboutATC/PublicSafety.aspx> and sends the annual report to students and employees via email by October (Fall semester) and February (Spring semester) of each year. Any revisions to the ACSR must be followed up with a re-distribution based on the initial posting distribution throughout campus.

Public Safety also posts crime data through the Dept of Education National Campus Safety and Security Survey before 1 Oct of the calendar year for crime data required by Clery Act. This survey also includes entries as it relates to liquor and drug violations reported by local law enforcement, based on jurisdictional authority for Anoka Technical College Campus. 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 ATC distributes its report by posting to an internet or intranet site, by October 1 of each year, all

students and employees will be provided a statement of the report's availability, its exact electronic address.

Dean of Student Affairs in conjunction with Public Safety will contact Students and provide a summary of the contents of the Annual Campus Safety 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:

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

This is the **NEW ATC 2025 Annual Security Report**; posted for 2025 (**Clery reportable crime data derived from calendar year 2024**). **Covers data for ATC campus only.**

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 Anoka Technical College at our WordPress site <https://arccpublicsafety.com/atc-resources/>. 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](mailto:Clifford.Anderson@anokaramsey.edu)

URL Availability is at <http://www.anokatech.edu/AboutATC/PublicSafety.aspx>

• For review of our current Campus Sexual Assault responses with local law enforcement and MOUs, please access: [Memo of Understanding \(MOU\) – Public Safety & Security \(arccpublicsafety.com\)](#)

In accordance with 34 C.F.R. §668.41(e)(1). ANOKA TECHNICAL COLLEGE 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 ACSR 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 Campus Safety 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 ACSR reports to potential and new students; including our blog site for access at: [Public Safety & Security – Anoka Technical College and Anoka-Ramsey Community College \(arccpublicsafety.com\)](#)
- ❑ Selected Cabinet executive briefings
- ❑ Campus wide training and Safety and Security Committees
- ❑ Electronic briefings/PowerPoints associated with orientation on D2L or web-based training
- ❑ Student Senate meetings, Safety and Security committee meetings and during all-staff training venues, all-faculty training, in addition the Annual Campus Safety Report location is made available for participants.
- ❑ Web sites will be provided on numerous safety and security briefings for awareness and visitors by accessing [Public Safety & Security – Anoka Technical College and Anoka-Ramsey Community College \(arccpublicsafety.com\)](#), 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 Campus Safety Report
- ❑ daily and annual crime information/logs

An institution's ACSR must include statistics for incidents of crimes reported during the three most recent calendar years. Similar to FBI and NBR's 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 ACSR. These crime statistics must be published for the following geographical categories:

- 1) On campus
- 2) Certain non-campus buildings and property
- 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).

**\*\*ANOKA TECHNICAL COLLEGE does not have student housing on campus**

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

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

## **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 ANOKA TECHNICAL COLLEGE ACSR 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 ACSR under Clery geography for

### **ATC Non-Campus Building or Property**

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

Non-campus property includes:

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

ANOKA TECHNICAL COLLEGE public property includes adjacent streets, parking lots, sidewalks, stairwells.

ATC does not have any non-public buildings on campus defined: “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. ATC does not have any non-campus property at this time.

**Crime Reporting Policies:** Emergencies **use 911**

General Reporting Policies:

The Public Safety Office, located in C122 on Anoka Campus in Anoka MN is the focal point to which criminal/incident reports should be made. Everyone on campus (including students, faculty, staff and visitors) are encouraged to report immediately any and all potentially criminal activity to the Public Safety Office and/or the Anoka Police Department (Anoka Campus) or by **calling 911**. Individuals reporting incidents to the ATC Public Safety Office who also wish to file a complaint with the police will be provided with assistance and are encouraged to do so.

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

ATC Mobile Security Phone is: **612-819-4585**

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 Anoka and Campuses. Contracted security enforces campus rules and procedures, state and federal laws, and ensure adherence to the Student Code of Conduct. They are licensed and insured through contract, and exercise citizen's arrest authority. They supplement security with extra posts when requested by the President and the Director Public Safety. They assist responding law enforcement officers when called for assistance. Local law enforcement is the Anoka PD located in Anoka MN, they have jurisdiction on Anoka Campus and Campus respectively. Anoka County Sheriff's Dept can also assist the campus when called upon. All 911 calls go to the Anoka County 911 Dispatch center.

- ❑ Anoka Police Department. 763-427-1212. Provides primary law enforcement response to the Anoka 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 support. Sexual Assault MOUs/MOAs are found on [Memo of Understanding \(MOU\) – Public Safety & Security \(arccpublicsafety.com\)](#) Anoka Police Department. (763) 689-9567, Provides primary response to 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 support. Sexual assault MOUs/MOAs can be found on [Public Safety & Security – Anoka Technical College and Anoka-Ramsey Community College \(arccpublicsafety.com\)](#)
- ❑ Anoka County Deputy Sheriff's office at (763) 324-5000 can also offer law enforcement support to the Anoka Campus and assist the Anoka County District Attorney's office during the investigation.

ATC Public Safety normally requests/requires a written incident form to begin the investigation process. ATC may also require the assistance of the complainant in the school disciplinary process. ATC will make exceptions when necessary, including cases presenting clear danger to the victim and/or ANOKA TECHNICAL COLLEGE community. In certain cases, covered later in this document a TIMELY WARNING may be issued.

## 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". In addition, OSHA states that all employees should know emergency response procedures.

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

❑ Has 911 been contacted? If not, contact 911
❑ Are people on campus in danger? If yes, send the alert.
❑ Is the threat active? If yes, send the alert. If no, send an advisory/warning.
❑ Are many people at risk? If yes, send the alert.
❑ Is the scene secure? If not, send the alert, consider containment.
❑ Is there a need to preserve the crime scene? If yes, send an advisory telling the campus community to stay away (police emergency).
❑ Will an ENS message impede law enforcement or other allied agencies? If not, send the alert.

## 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 serious and imminent or continuing 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.

The President, or his/her designee (administrator of the day, for ATC; normally this resides with the Vice President, Academics and Student Affairs), Chief Information Officer/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. Time permitting, a collaboration will be done prior or during messaging starting with:

- Director of Public Safety and Security personnel on campus (officers and Safety and Health Officers)
- Fire Chief, or Police Chief exercising immediate on scene command
- Vice President, Finance and Administration

ENS Notifications can consist of:

- Alertus (active messaging and notifications)
  - Speaker array *utilizing text to speech*
  - Marquees
  - Beacons
  - AlertAware home app for smart phones
- Star Alert
- Campus outside loudspeakers, runners; campus interior bi-directional speakers
- Campus email
- Campus websites, blogs, twitter, and Facebook applications/social media outlets

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.

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

- Active messaging: Mobile two-way radios, voice messaging via runners or amplified systems, landline phones, Alertus messaging/speakers and text to speech systems, smart phone notifications. Fire panel activation is its own integrated system and includes digital voice announcements.
- Passive messaging: ATC will provide emergency information via Star Alert, PA system, 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. This is an opt out system and students are automatically enrolled.
- Alertus. Beacons, marquees, speaker arrays and digital signage. Individual Handheld application for smart phones for employees. 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.
- 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. When 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 deliver options for receiving emergency notifications. The emergency notification system is updated (daily, weekly, etc.)
- \* Star Alert and Alertus notifications are synonymous for Emergency Notifications on campus, this means students and employees will receive messaging that is identical regardless of how they receive it.

ATC will test the emergency response and evacuation procedures at a minimum, annually in accordance with this policy and applicable state and federal regulations including Fire Marshall recommendations. 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. Real world messaging also can work as a test of the ENS systems.

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, Alertus, AlertAware, blackboard and communication mediums associated with the Emergency Notification System (ENS). Marketing/communications and Dean Student Affairs will assist with notifications to students, faculty, staff and visitors to alert campus populations of an immediate threat/dangers, on-going threat, major accidents/incidents or law enforcement or medical responses. Examples requiring Public Safety to issue Campus wide warnings include:

- Criminal Homicide
  - o Murder and nonnegligent manslaughter
  - o Negligent manslaughter
- Sex Offenses
  - o Rape
  - o Fondling
  - o Incest
  - o 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.

- 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

There are 8 Bias Categories: Disability/Ethnicity/Gender/Gender Identity/National Origin/Race/Religion/Sexual Orientation

- All Hate Crimes listed in Clery Act reporting
  - o Number of each type of crime
  - o 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. 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.

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.

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.

Immediate action/responses to incidents. Public Safety will Emergency Response Grid 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.

ATC 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 ATC. 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.

The Director of Public Safety maintains the reports, crime logs and prepares the annual report. Daily Crime logs are available at the Anoka Public Safety Office, or by calling/emailing the Public Safety Director at Clifford.Anderson@anokaramsey.edu. Hard copy ACSR 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](#) ([All Campus Incident Log – Public Safety & Security \(arccpublicsafety.com\)](#)) are located on our public blog site at: [www.Arccpublicsafety.com](http://www.Arccpublicsafety.com)

Daily crime logs will contain:

- Nature/date/time/general location of the incident/crime
- Disposition of the complaint, if known
- If it is Clery reportable

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. <https://arccpublicsafety.com/> review the WordPress site for the latest Crime Reports involving ATC.

ANOKA TECHNICAL COLLEGE 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 ANOKA TECHNICAL COLLEGE 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. For ATC, the Vice President will be consulted and involved in the decision outcomes regarding issuing a Timely Warning. 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 (763-433-1240/1330/1184/1353/1275 or through ATC Mobile security 612-819-4585 at Anoka Campus. 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.

Public Safety and facility personnel will also assist emergency medical first responders to campus when dispatched. All medical emergencies will be captured in the events log under emergency management. Safety Wardens may be recalled for additional assistance for crowd control and assisting emergency personnel.

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. OIT, Safety Wardens and facility personnel routinely carry radios.

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

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

- ❑ Call Public Safety direct (612-819-4585) or the Anoka Police Department (Anoka Campus) Phone: (763) 576-2800 or by **calling 911** for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities; (911 calls are also networked with Public Safety from calls originating from a landline on campus)
- ❑ Public Safety has a direct line on phones in each work center and classroom area.
- ❑ Obtain a description of the offender(s), including gender, age, race, hair, clothing, and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the geographic direction taken by offenders or vehicles and report those to Public Safety and law enforcement agencies;
- ❑ Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until police arrive.

**Campus Security Authorities (CSAs):** In a broad definition CSAs under MN State board policy 1B.3 and Clery Act includes:

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

**ANOKA TECHNICAL COLLEGE 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, Academic Counselors, Human Resources Director, Dean of Student Affairs, and Director of Student Development/Title IX coordinator and others. These personnel are considered Campus Security Authorities (C.S.A.s) and will be annually trained on proper reporting procedures by Public Safety. These individuals should not attempt to investigate but should instead report and allow Public Safety to investigate and/or refer to local law enforcement agencies for investigation. C.S.A's 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.

**ATC Campus Security Authority:**

The following people with significant responsibility for student and campus activities must report criminal activity of which they are aware to Public Safety: 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.s) and will be annually trained on proper reporting procedures by Public Safety. These individuals should not attempt to investigate but should instead report and allow Public Safety to investigate and/or refer to local law enforcement agencies for investigation. C.S.A's will have a special nametag 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.

Campus Security Authority by functional area at ATC		
Function	Phone	Campus
Dir Public Safety	X1184	Aligned
“	X1865	Aligned
“	X1353	Aligned
Security Office	X7930	ATC
Security Office	X7930	ATC
Dir Student Support	X4098	ATC
Academic Affairs	X4046	ATC
Dir Enrollment Services	X4057	ATC
Admin for Vice President	X4194	ATC
Dean, Student Affairs; Title IX Coordinator	X1124	ATC
Counselor	X4036	ATC

### **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 towards another and it is not safe for you to interrupt.

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

Confront people who seclude, 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. Use 911 when a crime is being committed.

- 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 Campus Safety 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.

**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 ATC employees disciplinary or investigations. Public Safety will assist Law Enforcement as applicable.

Reports will be classified by the Director of Public Safety in conjunction with the appropriate (jurisdictional authority) law enforcement agency according to the FBI NIBRS, Definitions. For Clery 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 and possible 1.B.3 violations 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 referral table for contact information regarding 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. Persons 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:**

Anoka Technical College will issue a timely warning to members of the campus community in cases where it is determined that an 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, for ATC normally this resides with the Vice President, Academics and Student Affairs 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, Dir 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 System, Star Alert text messaging system (SMS, Email, voicemail), Alertus, ATC Campus 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/X), in person contact, subsequent community meetings and/or voice mail, public address systems.

Public Safety highly recommends that all students are enrolled automatically in the Star Alert system to ensure timely notifications during emergencies, to include warnings and school closing alerts. Numerous posters are around campus to help raise awareness of the benefits of Star Alert. [Anoka-Ramsey and Anoka Technical \(bbcportal.com\)](http://bbcportal.com)

### **POLICIES CONCERNING SAFETY AND SECURITY OF AND 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 have a business or learning need to be on campus:

1. Provide for a safe and secure campus learning environment;
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; care for the injured until arrival of EMT/Paramedics
4. Provide campus safety escorts;
5. Provide information to the public; assist visitors and newcomers on campus
6. Patrol by foot, bicycle, motorized cart, or vehicle;
7. Prepare crime and incident reports;
8. Observe and report unsafe conditions and/or occurrences;
9. Provide prevention-related education and inspections;
10. Assist victims of injuries and crimes;

11. Secure doors, windows, and/or gates in campus buildings; call in doors that are in access
12. Complete daily incident reports; complete rounds both on foot and vehicular
13. Provide traffic control and direction as needed; manage emergency response involving vehicles
14. Provide large event security management; first responders for security and medical responses
15. Provide vendors for vehicle unlocks and jump start services; assist stranded motorists on campus
16. Provide access control management; check security doors for end of day checks
17. Enforce parking regulations; contact local LE for major accidents, injuries and traffic flow obstructions
18. Take custody of found, lost, or abandoned property; wear appropriate PPE when handling evidence
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.

The President is responsible for determining the appropriate array of security services on Anoka and campuses, and for ATC the Vice President, Academic and Student Affairs will be involved in the final decision. Chief Campus Security Official is synonymous with the Director, Public Safety at ATC. 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. While aligned with ATC Public Safety, the Director of Public Safety will provide information to the Vice President, Academic and Student Affairs on campus, in matters dealing with the ATC community. 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 grey. Officers will be provided a communication device. Security officers will carry keys and/or access cards, a multi-tool, flashlight, handcuffs, oleoresin capicum (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 ANOKA TECHNICAL COLLEGE Public Safety department provides an escort service, particularly during hours of darkness, for persons walking to/from their vehicles, requests assistance due to accessibility issues, or other incidents involving personal safety. Contact the Public Safety department at 612-819-4585 or 763-427-1212 and request an escort. In addition, you can schedule an escort by emailing [Clifford.Anderson@anokaramsey.edu](mailto: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!
- ☐ 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



- ❑ Be aware of photo tags as they will often tell a predator where you are, and what time you were there, including real time; always be aware of social media breaches and change your passwords
- ❑ Know your body language signals...avoid looking down, not using your peripheral vision; when walking or staring into your phone. Keep your head on a swivel; use well traveled paths
- ❑ Know to look around your car before unlocking it...keep your car alarm accessible at all times; park near light sources, observe other vehicles parked near you including vans w/blacked out windows or no plates
- ❑ Know your facility and public safety staff. Let someone know you are on campus during late hours, especially what location (by academic area if possible); provide times when expected on classes or building closures...plan accordingly
- ❑ As a general rule, Know the locations of campus emergency equipment, fire extinguishers, AEDs, naloxone, fire alarms, other personnel using radios; officers and facility/IT personnel
- ❑ 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 folks who "hang" around the ATM; consider alt locations if compromised or suspicious activity is observed
- ❑ Know your campus layout/buildings and office hours; be aware of essential staff who are working, remember they carry mobile radios to use for help or emergency assistance; walk out in pairs to parking lots or in small groups

**Building Hours:** The campus maintains regular hours when buildings are open to the public. All personnel and visitors are expected to depart the building within 30 minutes of college closing times. Operating hours for the campus are posted on the ATC public website, to include special scheduling during student breaks, holidays, and summer session hours.

#### 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; FOBs maybe compromised be aware to safeguard
- ❑ Don't leave your keys lying around in public places or in your jacket pocket on a chair or hanging
- ❑ 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. Stalkers may identify your address by loose mail identified through your car windows
- ❑ Participate in Operation Identification by engraving your Operation Identification number on your valuables through police; take smart pictures of your VIN number or license plate for easy access
- ❑ Personal property (purses, briefcases, calculators, portable computer equipment, etc.) should never be left unattended. Take such items with you if you are leaving the area.
- ❑ Always lock your door whenever you leave your office. Always lock your car doors or carry on person
- ❑ 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; attach to a stationary object

#### Protect your automobile:

- ❑ Always lock your car doors and never leave your keys in the vehicle
- ❑ Try to park your car in a well-lit area
- ❑ Avoid leaving property where it is visible
- ❑ Put valuables in the trunk
- ❑ Protect yourself at night:
- ❑ Avoid walking alone at night--walk with a classmate to your car
- ❑ Refrain from taking shortcuts, walk where there is plenty of light and traffic
- ❑ Preprogram your cellphone with 911; you can also list an ICE contact; ICE – In Case of Emergency

#### Protect yourself walking and jogging:

- ❑ Avoid walking and jogging alone after dark. Wear a light source and wear reflective hi-vis clothing. Walk along well-lit routes. Do not take shortcuts, stay on well-traveled routes
- ❑ Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.

- Have your keys ready when returning to your car and keep your personal or valuable items concealed and close to your body.

### **Help us protect you:**

Watch for suspicious persons in and around college buildings and parking areas. Do not pursue them. Call Public Safety officers immediately at 612-819-4585, or after hours, call 911. If a crime is in progress, call 911 immediately for assistance, provide as much information as it is safe to do so. If you see something say something.

#### **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:**

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

- Individuals on campus may be required to present identification upon request of Public Safety or campus staff or faculty.
- 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 or visible damage
- Students, faculty, and staff are provided with a badge identifying their position within ATC and as a means for access when required.
- Permission for badges is available through electronic application and will be approved prior to issuing credentials by supervisor. 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.
- Access for exterior doors during non-duty hours through Public Safety. Requests may be completed with network security request form via supervisor.

## **POLICIES CONCERNING LAW ENFORCEMENT:**

Board Policy 5.24 Safety and Security Compliance provides that ATC 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 ATC campus security. Public Safety personnel are employees of Minnesota State, Higher Education. Public Safety, ATC are 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. Anoka Police Department and Anoka County Sheriff's Dept have jurisdictional response authority for ATC

Campus involving a LE request/arrest authority.

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. This may consist of sworn and non-sworn officers from Anoka Police Dept. These officers will be contracted through the city of Anoka MN.

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.

## **EDUCATION PROGRAMS TO EDUCATE ANOKA TECHNICAL COLLEGE COMMUNITY REGARDING SECURITY AND SAFETY:**

Educational Programming on Campus:

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

Available courses on campus

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Prohibited Behavior Covered</b>
<b>Behavior Based Safety Training</b>	Continuous, offered annually	ELM, online for state employees	Workplace violence with emphasis on managing anger behavior to prevent violence in work areas
<b>Active Shooter on Campus E260000SFTd75FY25</b>	Continuous, offered annually	ELM, online for state employees	Run/Hide/Fight federal response to an active shooter response for college safety
<b>Sexual Harassment Prevention training for Minnesota State (MN State) (E260000CLR0007)</b>	Continuous, offered annually	Via ELM, online for state employees	Sexual Harassment prevention training
<b>MnSCU 1B.3 Sexual Violence Investigator Training (E260000CLR0001)</b>	Continuous, resident courses offered annually	Systems Office	Sexual Assault, Sexual Violence training
<b>Prohibition of Sexual Harassment Policy Review and Acknowledgement (G10ETDHR1392)</b>	Continuous, offered annually	Via ELM, online for state employees	Sexual Harassment Policy and provisions for conduct

<b>Narcan/Naloxone training and fentanyl threats to campus</b>	Classroom	All Campuses	Interpersonal communication, Offered at All Campus training
<b>Life Matters, Cycle of Life My lifematters.com</b>	Counselors on demand; continuous, open for suicide awareness	Referral 24/7;	Stress, Family difficulties, depression/anxiety, chemical dependency, crisis situations
<b>Employee Code of Conduct</b>	Once for all New Employees;	Via ELM & Online (D2L)	Alcohol & Drug use, harassment violations, improper conduct
<b>Personal empowerment through Self Awareness</b>	Once for all New Employees	Online (D2L)	Personal violence such as sexual assault, rape, dating & relationship violence
<b>Coming Storm</b>	Suggested Training	Online (D2L)	FBI school violence video
<b>Awareness 360</b>	Suggested Training	Online (D2L)	Personal security and enhancing your Security Awareness/vigilance
<b>Respect in the Workplace</b>	Required annually for all staff	Via ELM	Respectful workplace training for Minnesota State employees
<b>Understanding Racial Oppression and Systemic Change</b>	Required annually for all staff	Via ELM	Understanding Racial Oppression and Systemic Change
<b>Campus Security Authority</b>	Required for all CSAs	Public Safety, ELM	CSA Annual Training: E26CSAFY25
<b>Sexual Violence Prevention</b>	Suggested Training	ELM	Includes root causes of sexual violence; relationship violence, stalking, and sexual violence; and healthy campus responses.
<b>Preventing Sexual Harassment</b>	Suggested Training	ELM	Prevention of sexual harassment training
<b>Respectful Workplace Training</b>	Suggested Training	ELM	How to cultivate a work environment where every employee is treated with dignity and respect
<b>Implicit Bias</b>	Suggested Training	ELM	Training defines DEI Terms and use examples from the media to illustrate how implicit bias may shows up.
<b>Moving Towards ACTION on Commitment to DEI</b>	Suggested Training	ELM	Moving Towards ACTION on Commitment to Diversity, Equity and Inclusion Training
<b>Managerial Safety and Health</b>	Suggested Training	Fema.gov	<a href="https://training.fema.gov/is/crslist.aspx?lang=es%22&amp;all=true">https://training.fema.gov/is/crslist.aspx?lang=es%22&amp;all=true</a>

<b>Mass Casualty Awareness</b>	Suggested Training	Fema.gov	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-37.23&amp;lang=en">https://training.fema.gov/is/courseoverview.aspx?code=IS-37.23&amp;lang=en</a>
<b>Active Shooter: What you can do</b>	Suggested Training	Fema.gov	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-907&amp;lang=en">https://training.fema.gov/is/courseoverview.aspx?code=IS-907&amp;lang=en</a>
<b>Laws 2.0 The intersection of Title IX, VAWA &amp; Clery</b>	Suggested Training	Office of Higher Ed Standpoint	Laws 2.0 The intersection of Title IX, VAWA & Clery
<b>Human Trafficking on College Campuses: Identification, Response, and Resources</b>	Suggested Training	Office of Higher Education	MDH Sexual Violence Prevention Program
<b>Title IX/VAWA Investigator Training</b>	Suggested Training	OHE TrainEd	Overview of Process, investigation process, legal process.

Emergency Management preparedness includes procedures, drills and notifications using the Emergency Notification System. In addition, Public Safety will include an Events 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 Anoka Technical College	Who to contact for a report	Policies, guidelines
Immediate emergency	Call 911	Anoka County 911 center dispatcher	Accessible through landlines throughout campus; individual cell phones, text applications from desktop
Mental Health	Anoka County Adult Mental Health intake center, 763- 324-1420 or crisis response line 763-755-3801 or additional information call 763-324-1420	<b>911</b> can also respond to issues regarding Mental Health Contact life Matters at 1800-657- 3719 or canvas health at 763- 755-3801 or <b>988</b> National hotline for mental health crisis	Dean, Student Affairs for ATC, Sean Johns, 763-433-1124; also available through campus SharePoint site
Immigration and refugee status	Navigate MN @ <a href="https://www.ilcm.org/">https://www.ilcm.org/</a> The Immigrant Law Center of MN @ <a href="https://www.ilcm.org">https://www.ilcm.org</a>	Minnesota of Department Human Rights Freeman Building 625 Robert St North Suite 700 St Paul, MN Tel: (651) 539-1100 Toll Free: 1-800-657-3704	<a href="https://www.ircoffice.com/">https://www.ircoffice.com/</a>  State Statute 256.484 SOCIAL ADJUSTMENT SERVICES TO REFUGEES.

Discrimination or harassment based on protected class	Counseling Thom Nordin, Dean Student Affairs, for ATC	Michael Opoku Michael.Opoku@anokaramsey.edu Phone: 763-433-1272  Eric Blackenburg <a href="mailto:eblackenburg@anokatech.edu">eblackenburg@anokatech.edu</a> P: 763-576-4218	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	Online at <a href="#">Sexual Violence Complaint/Report (maxient.com)</a> Personal Reporting via email or phone available by contacting Eric Blackenburg E: <a href="mailto:eblackenburg@anokatech.edu">eblackenburg@anokatech.edu</a> P:763-576-4218	Board Policy 1B.3 Sexual Violence Policy System Procedure 1B.3.1 Response to Sexual Violence Procedure

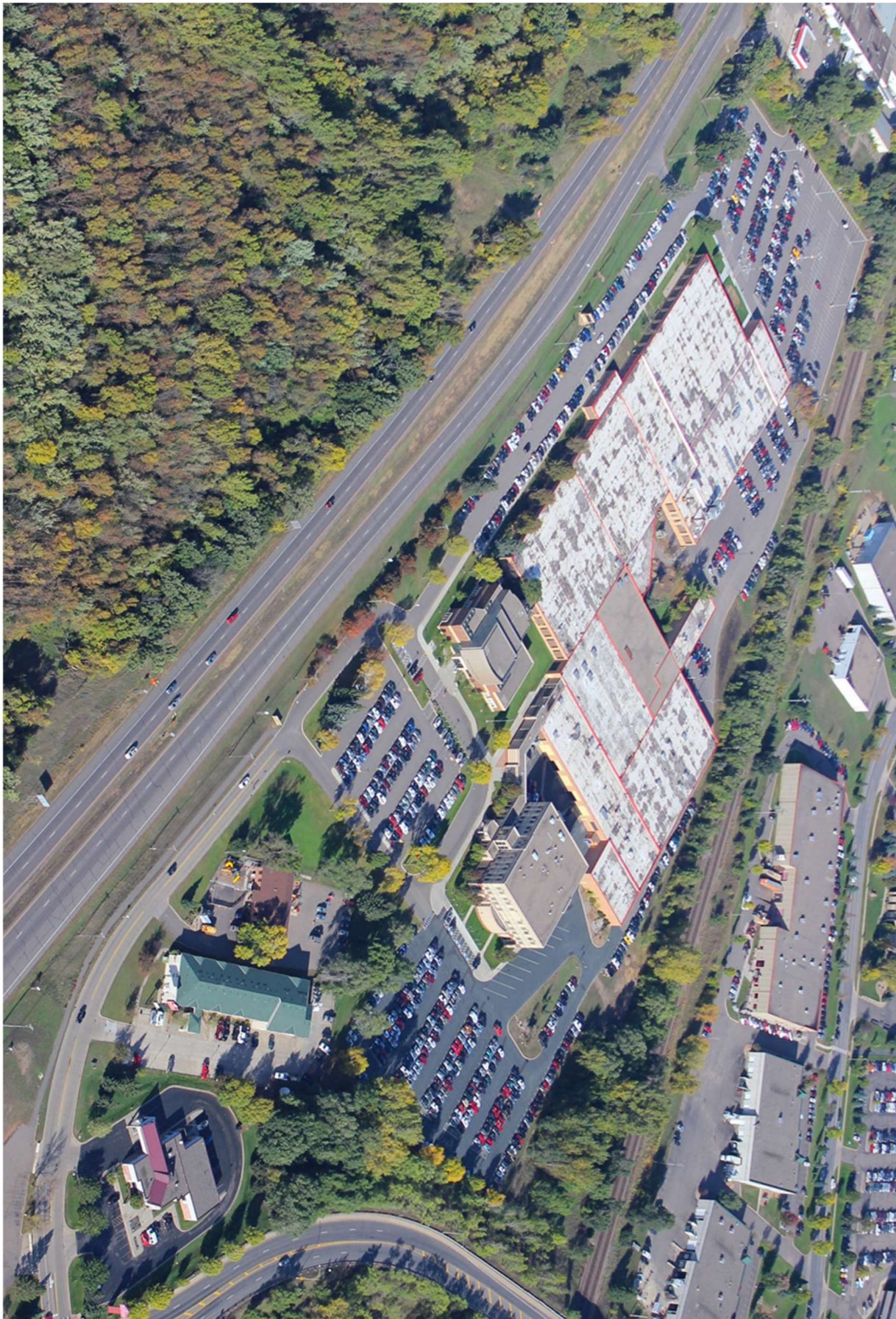
Student Code of Conduct violations (including bullying, hate crimes, and physical violence)	Crime in progress: Contact <b>911</b> Public Safety Clifford Anderson @ <a href="mailto:Clifford.Anderson@anokaramsey.edu">Clifford.Anderson@anokaramsey.edu</a> Student Affairs @ 763-433-1272, Thom.Nordin@anokatech.edu	<a href="mailto:Eric.Blankenbourg@anokatech.edu">Eric.Blankenbourg@anokatech.edu</a> Dean of Academic Affairs <a href="mailto:Thom.Nordin@anokatech.edu">Thom.Nordin@anokatech.edu</a> Dean, Student Affairs Contact Clifford Anderson in Public Safety either by email or phone. <a href="mailto:Clifford.Anderson@anokaramsey.edu">Clifford.Anderson@anokaramsey.edu</a> or 763-433-1184 or call ATC Mobile security at 612-819-4585	Board Policy 3.6 Student Conduct, Systems Procedure 3.6.1 Student Conduct
Restraining or no contact orders	All campuses contact Public Safety 763-433-1330 or 763-433-1184	Clifford Anderson, Director, Public Safety <a href="mailto:Clifford.Anderson@anokaramsey.edu">Clifford.Anderson@anokaramsey.edu</a> 763-433-1184	Annual Campus Safety matrix for no contact and restraining orders assistance
Safety Action Plan or Personal Protection Plan	All campuses contact Public Safety at 763-433-1330 or 763-433-1184	Clifford Anderson, Director, Public Safety <a href="mailto:Clifford.anderson@anokaramsey.edu">Clifford.anderson@anokaramsey.edu</a> 763-433-1184 or campus ATC Security at 612-819-4585	Blog site: <a href="#">Public Safety &amp; Security –</a>  Or a copy of the ACSR also located at <a href="#">Annual Security Reports –</a>
Security Escort requests	Public Safety 763-433-1330 or 763-433-1184 ATC Security at 612-819-4585	Clifford Anderson, Director Public Safety <a href="mailto:Clifford.anderson@anokaramsey.edu">Clifford.anderson@anokaramsey.edu</a> 763-433-1184	Annual Campus Safety campus security procedures
Student complaints & Grievances	Counseling or Advising office 763-576-7860 or 763-433-1240 or Student Affairs 763-433-1272 Thom Nordin	Online at: <a href="#">Student Complaint Process</a>	Board Policy <a href="#">Student</a> Complaints & Grievances, System Procedure 3.8.1 Student Complaints & Grievances

CRIME STATISTICS: Crime statistics for ATC are reported in one geographic location. The Anoka Campus 1355 W Highway 10, Anoka MN 55303. Crime statistics were provided by the Anoka Police Departments based on the NIBRS reporting system through the FBI and local law enforcement 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 ACSR.

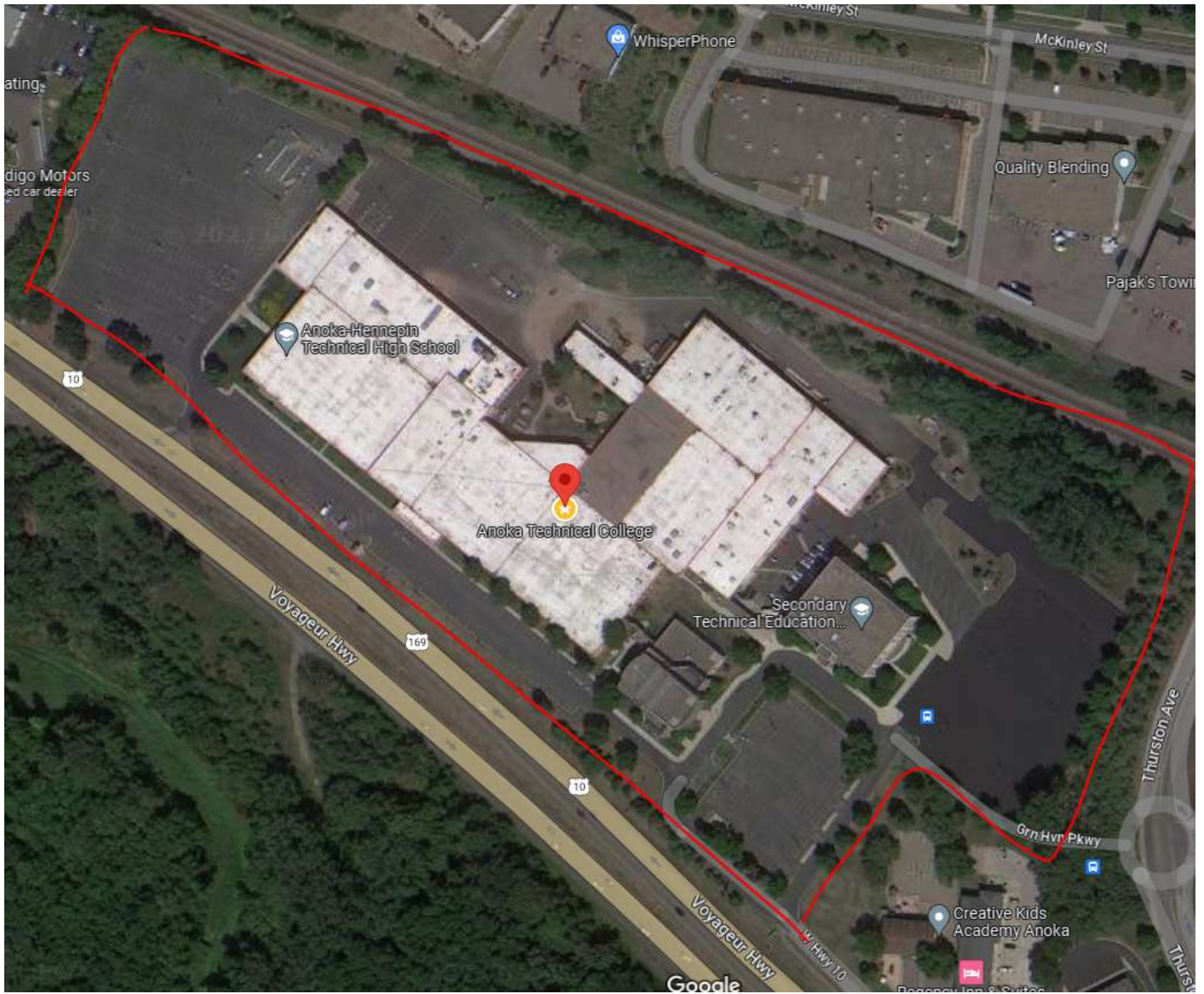
Category	Venue	2022	2023	2024
Murder	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Non-Negligent Manslaughter	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Sexual Assault (Rape, Fondling, Incest, Statutory 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	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
• <i>Includes motorcycles</i>	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 (Race/Religion/Sexual Orient/Disability, Gender/Gender Identity/Ethnicity/National Origin)		0	0	0
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
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



<b>Violence Against Women Act</b>				
<b>Category</b>	<b>Venue</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Domestic Violence</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>Dating Violence</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>Stalking</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>Arrests on Campus</b>	<b>Venue</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Weapons: carrying, possessing, etc.</b>	On Campus	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>Drug Abuse Violations</b>	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Liquor Law Violations</b>	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Category Disciplinary referrals for:</b>	<b>Venue</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Liquor Law Violation</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>Drug law Violation</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>Weapons Violation</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0







-Red Line indicates patrol zone.





Anoka Campus, MN

1355 West Highway 10  
Anoka, MN 55303  
Phone: 763-576-4700

#### On-Campus boundary

On-Campus property runs Northwest of Hwy 10 to encompass the AHS parking lot, west side of campus, to an area north near the railroad tracks, and south of the industrial park area, to east up to W. Main Street, and intersection near the Southeast corner of the STEP building. The southern perimeter includes a frontage road that merges with W. Main Street that parallels Hwy 10 (runs East-West).

The campus is adjacent to the STEP High School building to the Northeast of campus and Anoka Hennepin Technical HS on the west side of campus.

### **MONITORING AND RECORDING ACTIVITY AT OFF-CAMPUS LOCATIONS:**

All ATC recognized organizations that are off campus will be monitored by local law enforcement agencies. Just because a facility or organization is located off-campus (i.e., conference or class) does not mean activity at that location is not monitored. Such activity is monitored by local law enforcement agencies which shares information with Anoka Technical College. 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. ATC includes off-campus student organizations' crime statistics in its annual report as part of the crime at ATC.

Dean, Student Affairs at Anoka provides oversight for ATC 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.

### **Policy 1A.8: Environmental Health and Safety: Anoka Technical College Drug Free Campus Policy**

#### **State of Compliance**

Anoka Technical College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA), 34CFR.86, CFR 668.14, 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 distributed annually to every student and employee and included with the annual Campus Crime and Security Report, which is available to every student and employee on the ATC Web site at [www.anokatech.edu](http://www.anokatech.edu). 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.

- Except as allowed by [Minnesota State Board Policy 5.18](#), the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at ATC and at ATC-sponsored events is prohibited.
- 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

### **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.

### **Health Risks**

ATC facilities and vehicles are tobacco-free. Use of any tobacco products is permitted ONLY in the designated area in the courtyard outside the Student Center.

**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 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.<sup>8</sup> 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.

**Methamphetamines.** 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. 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](http://www.nida.nih.gov).

## Disciplinary Sanctions

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.

### **Educational and Treatment Programs**

- ATC periodically provides information and training to employees and students to foster a drug and alcohol-free environment. Drug and Alcohol Abuse Prevention Program information is available on our Student Consumer Information webpage, under “Health and Safety”:  
<http://www.anokatech.edu/en/AboutATC/Disclosures>
- A counselor is available to assist students in dealing with personal concerns that might interfere with their academic work while at ATC. Services are free and confidential and can be arranged by contacting the Student Services office at (763) 576.4850.
- 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:

### **Anoka/Metro Regional Treatment Center**

3301 – 7<sup>th</sup> Avenue North, Cronin Building, Anoka, MN 55303  
(763)712-4420

### **Grace Counseling Services**

16525 NE Highway 65, Andover, MN 55304  
(763) 413-8838

### **Hazelden Foundation**

15245 Pleasant Valley Road, Center City, MN 55012  
(651) 257-4010

### **New Connection Programs Outpatient Treatment**

10267 University Avenue NE, Blaine, MN 55434  
(763)784-2454

### **Recovery Plus Rum River Outpatient Program**

508 South 2<sup>nd</sup> Street, Princeton, MN 55371  
(763) 389-5080

### **Transformation House**

1410 South Ferry Street, Anoka, MN 55303  
(763) 427-7155

### **Unity Hospital Substance Abuse Services**

550 Osborne Road, 2E, Minneapolis, MN 55432  
(763) 236-4522

Find additional information at [www.nida.nih.gov](http://www.nida.nih.gov) and [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)

### **Dissemination Policy Statement & Procedure**

Anoka Technical College is committed to providing comprehensive alcohol and drug prevention materials to 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. Re-occurring 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 the College'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 is available in the "notes" of the College's Net Price Calculator and in job postings.

### **Biennial Review Policy Statement & Procedure**

The College shall conduct annual reviews, rather than less frequent biennial reviews, of its drug and alcohol prevention program to determine its effectiveness and implement changes to the program if they are needed. Review of incidents reported on campus where alcohol and drugs were present or abuse was noted, will occur annually to ensure that sanctions are consistently enforced. Additionally, the College's drug and alcohol abuse prevention resource document shall be reviewed to ensure the following components, at a minimum, are incorporated:

- Information on preventing drug and alcohol abuse;
- Standards of conduct that clearly prohibit, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation or re-entry programs available to students and employees;
- A description of the health risks associated with the use of drugs and alcohol; and
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

### **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, ANOKA TECHNICAL COLLEGE website/SharePoint/blog sites, flyers on doors, announcements on campus hallway electronic signage systems, in- person class announcements, public address systems, amber strobes (machine trades/automotive) 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.

ANOKA TECHNICAL COLLEGE 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, and Vice President of Academic and Student Affairs for ATC 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. Campus emergency mgt teams will consist of Operations, Logistics, Support and Administration elements.

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, a number of drills are scheduled to help train the campus community on procedures for fire, severe weather/tornado, lockdowns and armed intruders on campus emergencies. These trainings and drills may include walkthroughs and table tops 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 departments. The Emergency Response Grid describe actions to take in case of emergencies and campus map, and emergency contact 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.

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

#### **TIMELY WARNING**

ATC will issue a timely warning to members of the campus community in cases where it is determined that an ongoing threat to students and employees continues to exist. 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:**

General Student Complaint process for ATC. This process is in place so that a student can voice their issue or

concern to the college, without the expectation of a specific formal action. All complaints should be filed by an individual student. 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.

If the complaint involves any of the following, the Informal Student Complaint Procedure should not be used. Refer to the appropriate policies and procedures:

- Grade Appeal – See Academic Grade Appeal
- Discrimination and harassment – See Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education (described later in this report)

Support. Assistance with the informal report and resolution process is available in the Counseling office.

#### Student Complaint Process

- A student is encouraged to discuss a complaint with the involved employee prior to submitting a complaint.
- A student may submit a written complaint using the [Informal Student Complaint Form](#) to the Dean of Student Affairs in order to share his/her concern with the college. The Dean of Student Affairs will provide a copy of the complaint to the supervisor of the employee involved in the complaint, which will be shared with the employee.
- The student should retain a copy of any submitted Informal Student Complaint Forms and all related documentation for his/her records. A copy of this form and all related documentation will be retained by the Dean of Student Affairs.

Student Complaint Time Frames. A student may submit a student complaint form at any time. The student is asked to state any date(s) related to the complaint on the [Informal Student Complaint Form](#) to ensure a better understanding of the student's concern.

Retaliation Prohibited. No retaliation of any kind shall be taken against a student for participating in or refusing to participate, in a complaint process. Retaliation may be subject to action under appropriate student or employee policies.

Recordkeeping. The designated Student Affairs staff member shall keep copies of all submitted forms and related documentation for recordkeeping. These records shall be periodically reviewed to determine trends or patterns that would be addressed as part of a quality improvement process.

NOTE: This policy does not inhibit students from discussing their experiences at Anoka Technical College with Administration.

**STUDENT FORMAL COMPLAINT PROCESS.** Any student who believes he/she has a valid complaint regarding an employee of the college will be afforded due process and must follow the established procedure. All complaints must be filed within 30 days of the day the incident occurred.

When a student believes a valid complaint should be registered against any employee of the college, the following steps should be taken in the order indicated:

- The student is advised to make an appointment with the employee and explain the nature of the complaint and the reason for this belief. The employee involved and the student should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings will be resolved at this level.

- If the student and employee are not able to reach a satisfactory agreement, the student may, no later than ten (10) school days after the meeting with the employee, request that a counselor arrange a meeting with the student, the employee, and the counselor to attempt to resolve the issue. The student shall complete a Student Formal Complaint Form (available at website [www.anokatech.edu/studentcomplaintform](http://www.anokatech.edu/studentcomplaintform)), outlining the nature of the complaint, and submit copies to the counselor and the employee prior to the meeting. The counselor will schedule the meeting within an appropriate timeframe after receiving the student request.
- Should the issue be unresolved, or no agreement be reached, the student may appeal, in writing to the appropriate administrator, no later than five school days after the meeting with the counselor and employee. The appropriate administrator will then call a meeting of the employee, the student, and the counselor to attempt to resolve the problem within an acceptable timeframe after receiving the student appeal request.
- Should the issue still be unresolved, or no agreement be reached, the student may appeal, in writing, no later than five school days after the meeting to the appropriate Vice President. The appropriate Vice President shall notify the student of his/her decision, in writing, within ten (10) days after receiving the student appeal request. The decision of the appropriate Vice President is final.

NOTE: In this policy, all parties involved shall keep written records of the time, date, and other pertinent facts relating to the nature of conferences in which they are involved.

#### 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 [local state agency](#) for further information.

#### Complaints:

### SEXUAL VIOLENCE POLICY, PROCEDURES, AND RESOURCES:

#### Policy

ANOKA TECHNICAL COLLEGE's policy on sexual abuse is governed by the Minnesota State policy 1B.3.1 Response to Sexual Violence. In support of the system policy, ATC reaffirms the policy that sexual abuse will not be tolerated. Every effort will be made to assure that all members of ATC community are provided an atmosphere free from sexual abuse. To prevent sexual abuse educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and what steps can be taken if instances of sexual abuse are experienced.

ATC conducts programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include evening security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas, and implementing programs to inspect campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided by Counseling, 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 ATC departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

**Key Contact Numbers:**

Public Safety: (763) 433-1184 / 612-819-4585 (Mobile Security)

ATC Dean of Students: (763) 433-1124

Anoka County District Attorney's Office: 763-324-5550

Anoka Co. Victim/Witness Service: 763-324-5540 or email [victimwitness@co.anoka.mn.us](mailto:victimwitness@co.anoka.mn.us)

e-brochure at: <https://www.anokacounty.us/DocumentCenter/View/10455>

**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 ANOKA TECHNICAL COLLEGE campus security authorities for appropriate action.

**Assistance in reporting**

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

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

When appropriate, Systems Office on behalf of ANOKA TECHNICAL COLLEGE may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. ATC may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

**Confidentiality of reporting**

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

**Reports to campus security authorities**

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

### Required Reports

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

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

### Distribution of policy to employees

Colleges, 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

ANOKA TECHNICAL COLLEGE 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, ANOKA TECHNICAL COLLEGE, 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 ANOKA TECHNICAL COLLEGE and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at ANOKA TECHNICAL COLLEGE 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

ATC will refer to System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. The College, when conducting an investigation and disciplinary procedures concerning allegations of sexual violence against employees or students, must:

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

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

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

#### Relationship to parallel proceedings

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

#### Memorandum of understanding with local law enforcement

ANOKA TECHNICAL COLLEGE 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, ANOKA TECHNICAL COLLEGE 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:

<https://arccpublicsafety.com/2025/01/01/memo-of-understanding-mou/>

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

ANOKA TECHNICAL COLLEGE will 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, ATC reserves the right to investigate and resolve the complaint as it deems appropriate.

#### Discretion to pursue certain allegations

ANOKA TECHNICAL COLLEGE 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 ANOKA TECHNICAL COLLEGE, 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 ANOKA TECHNICAL COLLEGE, 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**

ANOKA TECHNICAL COLLEGE 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**

ANOKA TECHNICAL COLLEGE 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 ANOKA



TECHNICAL COLLEGE to release information regarding the fact that an assault has occurred for the protection and safety of others.

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

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

**Sexual Assault Alerting procedures via Emergency Notification System(s).** If the H.R Department, Director of Public Safety, 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. Investigation consideration will be given to lead SART investigator w/jurisdiction.

ANOKA TECHNICAL COLLEGE will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, ATC will attempt to provide, if reasonably available, a change in classes. Public Safety can also go over a personalized protection plan for further protection.

## RESOURCES

Sex offender information is available from Minnesota Department of Corrections web site [Minnesota Department of Corrections / Department of Corrections \(mn.gov\)](http://MinnesotaDepartmentofCorrections/DepartmentofCorrections(mn.gov)). 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.

In Minnesota, there is another Sex Offender Registration directory located at: [Minnesota Sex Offender Records | StateRecords.org](http://MinnesotaSexOffenderRecords|StateRecords.org)

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:

ANOKA TECHNICAL COLLEGE disciplinary process is an option for any person wishing to report a case of student misconduct. In order for ANOKA TECHNICAL COLLEGE 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 accuser and the accused are entitled to have others present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.

Both the accuser and accused shall be informed of the outcome of ANOKA TECHNICAL COLLEGE 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) or [Jay.Nelson@anokatech.edu](mailto:Jay.Nelson@anokatech.edu)

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

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

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

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

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

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

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

### **Racial Discrimination/Harassment Definitions**

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

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

employee and employee, and other relationships with other persons having business at or visiting the educational environment.

### **Sex Discrimination/Harassment and Violence Definitions**

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

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

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

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

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

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

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

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

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

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

Anoka Technical College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. ANOKA TECHNICAL COLLEGE 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.

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

Acts of sexual violence include:

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

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

Following are the definitions of those terms: (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 ANOKA TECHNICAL COLLEGE 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, ANOKA TECHNICAL COLLEGE 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:** ANOKA TECHNICAL COLLEGE 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.

ANOKA TECHNICAL COLLEGE 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 ANOKA TECHNICAL COLLEGE Department of Public Safety or local law enforcement. Students and employees should contact Dean of Student Affairs at [763-433-1124](tel:763-433-1124)

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

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

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

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

#### Evidence Collection.

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

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

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to ANOKA TECHNICAL COLLEGE identified investigators or Anoka police. Although ANOKA TECHNICAL COLLEGE 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. ANOKA TECHNICAL COLLEGE will assist any victim with notifying local police if they so desire. Anoka police or Anoka County Sheriff's Department may also be reached directly by calling

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, [Thom.Nordin@anokatech.edu](mailto:Thom.Nordin@anokatech.edu) or [Erik.Blankenbourg@anokatech.edu](mailto:Erik.Blankenbourg@anokatech.edu). You can also contact ANOKA TECHNICAL COLLEGE Department of Public Safety if the victim so desires 763-433-1184 or mobile security for ATC at 612-819-4585. ANOKA TECHNICAL COLLEGE 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 ANOKA TECHNICAL COLLEGE, 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 areport:

ANOKA TECHNICAL COLLEGE, Public Safety, or the campus 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, ANOKA TECHNICAL COLLEGE 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 Vice President or Academic and Student Affairs and can be also be coordinated with Anoka Police Department or Anoka County Sheriff’s Dept. No Trespass orders need to have an exact location of the person to whom the no-trespass order was directed. Contact with the respondent can be either through mail or direct contact.

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, ANOKA TECHNICAL COLLEGE Public Safety will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

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

- ❑ Be informed of prosecutor’s decision to decline prosecution or dismiss the case along with information about seeking a protective or harassment order at no fee
- ❑ Protection against employer retaliation for victims to take reasonable time off to attend order for protection or harassment restraining order proceedings
- ❑ Domestic abuse victims have the ability to terminate a lease without penalty

- Sexual assault victims can make a confidential request for HIV testing of a convicted offender
- Sexual assault victims do not have to pay the cost of a sexual assault examination
- Sexual assault victims may not be required to undergo a polygraph examination in order for an investigation or prosecution to proceed.

Further, ATC complies with Minnesota law in recognizing Orders of Protection and Harassment Restraining Orders. Procedures for Protection order or restraining orders:

Issue orders:

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

Safety Action Plan: 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 ANOKA TECHNICAL COLLEGE Public Safety and the Dean 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 ANOKA TECHNICAL COLLEGE 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.).

ANOKA TECHNICAL COLLEGE 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. ANOKA TECHNICAL COLLEGE 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, ANOKA TECHNICAL COLLEGE 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).)

ANOKA TECHNICAL COLLEGE 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 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." <a href="#">ANOKA TECHNICAL COLLEGE Public Safety</a> can assist students to find the correct agencies above when completing and filing OFP's and harassment orders.	<ul style="list-style-type: none"> <li>• physical harm, bodily injury, or assault;</li> <li>• the infliction of fear of imminent physical harm, bodily injury, or assault; or</li> <li>• 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.</li> </ul>
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	A single incident of physical or sexual assault or repeated incidents of intrusive or unwanted acts, words, or gestures that have a

		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.	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.
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\*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

<https://www.ed.gov/about/ed-offices/ocr> Department of Education, Office of Civil Rights

Derived from Anoka County resource guide 2020-2022

Alexandra House, Inc. Community Program..... (763) 576-9999

[www.alexandrahous.org](http://www.alexandrahous.org). 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 & 24-hour Crisis Line..... (763) 780-2330

[www.alexandrahous.org](http://www.alexandrahous.org). 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.

Anger/Domestic Abuse Project..... (612) 874-7063

[www.domesticabuseproject.org](http://www.domesticabuseproject.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) 323-5559 or (763) 323-5624

Crisis counseling, referrals, resources, community education, & victim advocacy. Office: 8 am - 4:30 pm.

Anoka County Vulnerable Adult/Adult Protection..... (763) 422-7168

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

Services..... (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

[www.crimeandjustice.org](http://www.crimeandjustice.org). Aid to victims of crime. 24-hour crisis line. Provides advocacy, referrals, & training.

Domestic Abuse Hotline, National Hotline 1-800-799-7233 TTY (Hearing Impaired) ..... (800) 787-3224

[www.thehotline.org](http://www.thehotline.org). 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)

[www.thefamilypartnership.org](http://www.thefamilypartnership.org). 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  
 Women's Line ..... (763) 783-4914  
[www.leecarlsoncenter.org](http://www.leecarlsoncenter.org). 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.....(866) 223-1111  
[www.dayoneservices.org](http://www.dayoneservices.org). 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  
[www.outfront.org](http://www.outfront.org). 310 E 38th St Room 204, Minneapolis. Legal advocacy, training, education, information, referral, & domestic violence programs on or related to the LGBTQIA+ community.

Rape & Sexual Abuse Center / 24-hour Hotline..... (612) 825-4357 TTY  
 (Hearing Impaired) ..... (612) 377-4163  
[www.rsac-nip.org](http://www.rsac-nip.org). 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  
[www.sexualviolencecenter.org](http://www.sexualviolencecenter.org). 24-hour crisis line for immediate support, information, & referral. Counseling available.

Stop It Now! Minnesota.....Helpline 1-888-PREVENT (1-888-773-8368)  
[www.stopitnow.org/mn](http://www.stopitnow.org/mn). 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](http://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.

### **Role of 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.

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 Campus Safety 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;
- 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, ANOKA TECHNICAL COLLEGE 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 ANOKA TECHNICAL COLLEGE or university to which the complainant is transferring.

**Investigation and Disciplinary Procedures:** Investigations and disciplinary procedures will be conducted by ANOKA TECHNICAL COLLEGE 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. ANOKA TECHNICAL COLLEGE 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.

ANOKA TECHNICAL COLLEGE 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.

ANOKA TECHNICAL COLLEGE 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 ANOKA TECHNICAL COLLEGE proceeding, ANOKA TECHNICAL COLLEGE reserves the right to investigate and resolve the complaint as it deems appropriate. ANOKA TECHNICAL COLLEGE 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 ANOKA TECHNICAL COLLEGE.

Sanctions: ANOKA TECHNICAL 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.

ANOKA TECHNICAL 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.

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

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

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, section 121 of the Adam Walsh Child Protection and Safety Act of 2006, and the Family Educational Rights and Privacy Act of 1974, the ANOKA TECHNICAL COLLEGE 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.state.mn.us/corrections/sex-offender-registry/) and information regarding Level 2 offenders is available at the (Local Law Enforcement) Police Department.



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

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

The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and 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 non-discriminatory reason so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or ANOKA TECHNICAL COLLEGE 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> or 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 ANOKA TECHNICAL COLLEGE:

Jay Nelson: (763) 576-4054

Thom Nordin: 763-433-1424

Clifford Anderson: (764) 433-1184

Jessica Meaderis: 763-433-1103

## **Policy 1A.8: Drug Free Campus**

Policy 1A.8: Environmental Health and Safety: Anoka Technical College Drug Free Campus Policy  
State of Compliance

Anoka Technical College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA), 34CFR.86, CFR 668.14, 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 distributed annually to every student and employee and included with the annual Campus Crime and Security Report, which is available to every student and employee on the ATC Web site at [www.anokatech.edu](http://www.anokatech.edu). 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.

## **DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS:**

The purpose of this policy is to set forth the ANOKA TECHNICAL COLLEGE'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. Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus provides guidance on campus operations.

*2023 update. 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.*

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

Anoka Technical 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, cannabis and illicit drugs by students and employees on ANOKA TECHNICAL 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 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. ANOKA TECHNICAL 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.

Students who are found to be in possession of cannabis on campus or 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 cannabis or 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 illegal drugs or alcohol may be subject to disciplinary action for violating the Student Code of Conduct. Employees who are believed to be under the influence of illegal drugs or 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.

#### **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 ANOKA TECHNICAL COLLEGE and at college-sponsored events is prohibited.

#### **Educational and Treatment Programs:**

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

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

Numerous training materials are available and current on Drugs and Alcohol policies/guidelines/statutory language at: [Policy 1A.8: Drug Free Campus \(anokatech.edu\)](#)

## **Legal Sanctions**

### **Federal Laws and Sanctions**

Controlled substance convictions under federal laws carry penalties ranging from up to one year imprisonment and a minimum fine of \$1,000 for simple possession to up to life imprisonment and a minimum fine of \$2,000,000 for an individual engaging in a continuing criminal enterprise. Federal controlled substance convictions also can lead to forfeiture of both real and personal property; the denial of federal benefits, such as grants and student loans; and the denial of federally-provided or supported professional and commercial licensures. The seriousness of the offense and the penalty imposed generally depends on the type and amount of the drugs involved.

### **Minnesota Laws and Sanctions**

Controlled substance convictions under Minnesota laws carry penalties including a prison sentence for not more than 30 years and a maximum fine of \$1,000,000 for sales and possession crimes. Subsequent controlled substance convictions result in commitment to the commissioner of corrections for four to 40 years and a maximum fine of \$1,000,000.

The misuse of alcohol also can result in criminal penalties under Minnesota laws. Anyone under 21 years of age is guilty of a misdemeanor and subject to a minimum fine of \$100 if convicted of purchase, possession, or consumption of alcohol or misrepresentation of age in order to purchase alcohol. Anyone who provides alcohol to individuals under 21 years of age also is subject to criminal sanctions.

In addition, Minnesota state law imposes stiff penalties on individuals who are convicted of driving under the influence of alcohol, a controlled substance, or a hazardous substance. For example, a felony conviction of first-degree driving while impaired carries penalties of imprisonment for not more than seven years and a minimum fine of \$14,000. Administrative penalties for driving under the influence convictions include driver's license suspension, revocation, cancellation, denial, or disqualification.

- *Minnesota law – driving while impaired, including underage drinking and driving*

## **Alcohol and Drug Resources**

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

Alcoholics Anonymous: [aaminnesota.org](http://aaminnesota.org)

Anoka Ramsey Counseling Services: 763-433-1240

Substance awareness programs and services are offered through the ANOKA TECHNICAL COLLEGE 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:

##### 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/>

##### Allina Health Residential Addiction Services (Formerly Dellwood Recovery Center)

701 S Dellwood Ave, Cambridge, MN 55008  
1-866-603-0016

<https://account.allinahealth.org/locations/1913>

##### Allina Health Addiction Services – Mercy-Unity

550 Osborne Rd, Minneapolis, MN 55432  
763-236-4300

<https://www.allinahealth.org/Unity-Hospital/Services/Mental-health-services>

##### Anoka/Metro Regional Treatment Center

3301 7th Ave N, Cronin Building, Anoka, MN  
55303 763-712-4492

##### Transformation House

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

[www.transformationhouse.com](http://www.transformationhouse.com)

##### Hazelden Foundation

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

[www.hazeldenbettyford.org](http://www.hazeldenbettyford.org)

##### Spirit River Health Recovery

209 6th Ave S, Princeton, MN  
55371 763-389-5080

Narcotics Anonymous Referrals..... 612-822-9472

www.naminnnesota.org 24 hour Helpline ..... 952-939-3939

##### Alcoholics anonymous of Minneapolis and surrounding area:

Alcoholics Anonymous of Minneapolis..... 952-922-0880

www.aaminneapolis.org. Email info@aa.minneapolis.org. Call for information on other local groups (central office for Minneapolis & suburban area).

Anoka County AA groups listed below. Andover Alano, 3556 181st Ave NW. .... 763-753-1586

Anoka Today Alano, 2700 N Ferry St. Call for directions & meeting times..... 763-421-9923

Blaine Central Alano, 13536 Hwy 65, Room 207. Call for meeting times..... 763-757-9917

Our Friends Place (Columbia Heights Area), 3837 Central Ave. Call for meeting times ..... 763-788-4858

Coon Rapids Alano, 1557 NW Coon Rapids Blvd. Call for meeting times..... 763-754-8606

Fridley Alano, 5925 University Ave NE. Call for more meeting times..... 763-571-5910

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

ANOKA TECHNICAL COLLEGE enforces Federal, State, and local drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia. ANOKA TECHNICAL COLLEGE forbids the possession, use, or distribution of illegal drugs on campus. This includes but is not limited to possession, sale, and use, growing,

manufacturing, and making of narcotic drugs. Exceptions would be drugs prescribed by a doctor's order.

The state of being under the influence of a controlled substance is prohibited in all ANOKA TECHNICAL COLLEGE 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 Anoka Police Department may be called to assist, and the individual may be subject to citation or arrest.

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

### **Disciplinary Sanctions**

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

For more information, please see the link below for the Anoka Technical College Policy 1A.8: Environmental Health and Safety: Anoka Technical College Drug Free Campus. [Policy 1A.8: Drug Free Campus \(anokatech.edu\)](https://www.anokatech.edu/policy/1A.8%20Drug%20Free%20Campus)

### **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, 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 ANOKA TECHNICAL COLLEGE 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.
- ❑ Alcohol is a disease characterized by a physical and mental dependence on alcohol. About 1 in 10 drinkers develops alcoholism.
- ❑ 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.

### **Other Health Risks**

ATC facilities and vehicles are tobacco-free. Use of any tobacco products is permitted **ONLY** in the designated area in the courtyard outside the Student Center. Cannabis is not allowed on campus or used in smoking areas on campus.

**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.

**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.<sup>8</sup> 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 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.

**Methamphetamines.** 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. 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.

**Disciplinary Sanctions** 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.

### **Educational and Treatment Programs**

- ATC periodically provides information and training to employees and students to foster a drug and alcohol-free environment. Drug and Alcohol Abuse Prevention Program information is available on our Student Consumer Information webpage, under "Health and Safety":  
<http://www.anokatech.edu/en/AboutATC/Disclosures>
- A counselor is available to assist students in dealing with personal concerns that might interfere with their academic work while at ATC. Services are free and confidential and can be arranged by contacting the Student Services office at (763) 576.4850.
- 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.

### **Biennial Review Process**

Dean of Student Affairs, and 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 ANOKA TECHNICAL COLLEGE 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 ANOKA TECHNICAL COLLEGE, its ANOKA TECHNICAL COLLEGE 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 ANOKA TECHNICAL COLLEGE; or between terms of a continuing course of study at ANOKA TECHNICAL COLLEGE, such as summer break between spring and fall academic terms; or expelled or suspended from enrollment as a student at ANOKA TECHNICAL COLLEGE, 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 ANOKA TECHNICAL COLLEGE.

**Visitor.** "Visitor" means any person who is on campus property but does not include (1) an employee of the Minnesota State ANOKA TECHNICAL COLLEGE 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. STEP High School and Anoka Hennepin Technical High School students are prohibited from carrying firearms and uses the zero tolerance policy for their students.*

### **Employees**

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

**Employee reporting responsibility.** An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the official designated in the applicable policy included in this report. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

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

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

**Exceptions.** The following are exceptions to this policy:

**Parking areas.** This policy does not prohibit the lawful possession or carry of firearms in a parking area or parking facility. 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 ANOKA TECHNICAL COLLEGE.
- 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. ANOKA TECHNICAL COLLEGE may refer suspected violations of weapons law to appropriate law enforcement authorities and provide access to investigative or other data as permitted by law.

## **FIRE SAFETY and TIPS**

**General Fire Safety:** For your own safety and the safety of others, campus owner/users of campus rooms are expected to always maintain their classrooms in an orderly manner in compliance with the following fire regulations: <https://dps.mn.gov/divisions/sfm/for-families/Pages/fire-facts-tips-what-you-need-to-know.aspx>

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 ATC have a sprinkler system and fire doors that will automatically turn on or will close 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. Review mapping and preplan your exit strategy on campus, know the closest doors for exit
3. Check for heat on door and then open slowly and check for smoke.
4. 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.
5. If smoke is absent, exit the building using the nearest exit. Close and lock your door when you leave.
6. Stand away from the building 300 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 ACSR.

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

### Terms and Definitions

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

**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:** The term “domestic violence” means felony or misdemeanor crimes of violence committed—

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

#### 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: is defined as non-forcible 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:

- o Automobiles - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people
- o Buses - motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis
- o Recreational Vehicles - motor vehicles that are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes
- o Trucks - motor vehicles that are specifically designed (but not necessarily used) to transport cargo
- o 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:** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

#### **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.



Key resources used:

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

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 Systems Board Policy 5.24 Safety and Security Compliance <http://www.minnstate.edu/Board/procedure/524p5.html>

Manual for Emergency Action Management at Institutions of Higher Education" by the US Department of Education.

<https://files.eric.ed.gov/fulltext/ED515949.pdf>

ANOKA TECHNICAL COLLEGE POLICY 3.12: Student Complaint Process:

<http://www.anokatech.edu/en/AboutATC/PoliciesProcedures/policy312>

ANOKA TECHNICAL COLLEGE Policy 1B.1/11 Complaint Process - <https://www.anokatech.edu/policies-procedures/chapter-1-organization-and-administration/procedure-1b11-reportcomplaint-of-discriminationharassment-investigation-and-resolution/>

ANOKA TECHNICAL COLLEGE Policy on Sexual Violence Statement - [Policy 1B.3: Sexual Violence \(anokatech.edu\)](#)

Anoka County Resource Guide 2019-21: <http://www.accap.org/resource-guide/>

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

U.S. Department of Education, Office of Postsecondary Education, The Handbook for Campus Safety and Security Reporting, Washington, D.C., 2016. Bureau of Justice Statistics Data on hate crimes:

<https://www.bjs.gov/index.cfm?ty=tp&tid=37>

<https://www.fbi.gov/investigate/civil-rights/hate-crimes>

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