



Central Lakes College Security Department 2011 Campus Crime and Security Report

1. Introduction

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and the Higher Education Amendments of 1992, Central Lakes College (CLC) monitors criminal activity and publishes this annual report, maintaining a three-year statistical history on the Brainerd Campus and the Staples Campus, and at off-campus facilities owned or maintained by CLC and/or by recognized college organizations. CLC provides the information and statistics herein to college students, employees, and others upon request. CLC statistics may also be viewed by using the Department of Education's Security Statistics search site at <http://www.ope.ed.gov/security> or at the CLC Security Department web site at <http://www.clcmn.edu/security>.

CLC has a variety of policies and procedures relating to campus security and expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

2. Crime Reporting Policies.

A. General Information

BRAINERD CAMPUS:

The Security Department on the Brainerd Campus is staffed Monday-Saturday from 7:00 AM until 11:00 PM and Sunday from 12:00 PM until 8:00 PM. Building hours for the Brainerd Campus are from 7:00 AM to 10:00 PM Monday-Saturday. All requests for immediate assistance relating to issues of security should be made by calling **(218) 828-6050 or Ext. 8888**, by email at security_wk@clcmn.edu or by visiting our facility at 501 W. College Drive, Brainerd, MN 56401. Security Officers respond to all requests for service and assistance. These officers are student employees of the college and are not licensed police officers. In the event of any life-threatening emergency, persons are strongly encouraged to immediately and directly contact appropriate police, fire or medical assistance by calling:

9-911 (on Campus), (218) 829-4749 Crow Wing Sheriff's Dispatch Center for (Brainerd Police Dept.)

STAPLES CAMPUSES:

CLC contracts with the Staples Police Department to provide security services Monday-Friday, throughout the day. Building hours for the Staples Main Campus are from 6:00 AM to 10:00 PM Monday-Thursday, and 6:00 AM to 6:00 PM on Fridays. If an activity is scheduled on a Saturday the campus will be open during these activity times. All requests for immediate assistance relating to issues of security should be made by call 218-894-5100 –Staples Information Center or by visiting the facility at 1830-Airport Road, Staples, MN. 56479. The Staples West Campus is open from 7:30 AM to 5:00 PM on Scheduled School Days only. All requests for immediate assistance relating to issues of security should be made by calling **1-800-794-5733** (Staples Police Department).

The Staples Police Department will respond to all requests for service and assistance. These officers are licensed law enforcement officers and have full authority. In the event of any life-threatening emergency, persons are strongly encouraged to immediately and directly contact appropriate police, fire or medical assistance by calling:

9-911(on Campus), or 1-800-794-5733 (Staples Police Department)

1. Security Officers are authorized, when appropriate, to make a citizen's arrest. Typically such arrests are made only in the presence or support of a law enforcement officer.
2. The Security Department works closely with local, state and federal law enforcement agencies to respond to and track criminal activity on campus.
3. All persons on campus are encouraged to immediately report any criminal activity to the Brainerd / Staples Police Departments or the CLC Security Department. Individuals who contact the Security Department will be strongly encouraged to also report incidents that are criminal in nature to the Brainerd /Staples Police Departments. The Security Department normally requires a written report from the complainant/victim to begin an investigation and support the ability to address concerns through the college's judicial system. CLC will make exceptions to this immediate need to file a written report when necessary, including cases presenting clear an immediate danger to an individual or the college community.
4. Crime Report: CLC will issue an annual report of crimes occurring on campus and related property that are made known to the Security Department directly, or through other college departments or personnel and related law enforcement agencies. This report is made available by the Security Department. Requests for additional information regarding this report and its statistics may be made to the Security Department, 501 W. College Drive, Brainerd, MN 56401, or telephone (218) 828-6050. The statistics in this report follow the uniform crime reporting procedures of the Federal Bureau of Investigation.

These statistics should be considered in relation to the occurrences of crime in society generally, college demographics and statistics from other institutions of similar description.

CAMPUS SECURITY STATISTICS

The following is a statistical report of criminal activity reported to Campus Security, Brainerd and Staples Police Departments that have occurred on Central Lakes College campuses.

Crime Category	Brainerd Campus 2008	Staples Campus 2008	Brainerd Campus 2009	Staples Campus 2009	Brainerd Campus 2010	Staples Campus 2010
Reported Crimes:						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Larcenies (Thefts)	8	1	13	1	20	4
Arson	0	0	0	0	0	0
Hate (Prejudice) Crimes	0	0	0	0	1	0
Campus Arrests:						
Liquor Law Violations	1	0	1	1	1	0
Drug-related Violations	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0

The above categories and reported alleged criminal activity do not necessarily constitute an arrest or conviction. They are allegations of wrongdoing.

Central Lakes College endorses and implements a policy of equal opportunity in employment and admission to its programs and services for all persons regardless of race, color, religion, national origin, ancestry, sex/gender, marital status, age, disability and status as a disabled veteran or sexual orientation. Reasonable accommodations and support for students with disabilities are available.

Crime Definitions

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

- Murder – The willful (non-negligent) killing of one human being by another.
- Forcible Sex Offense – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent; to include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.
- Non-forcible Sex Offense – Unlawful, non-forcible sexual intercourse or other sexual act; to include incest and statutory rape.
- Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary – The unlawful entry into a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the above.
- Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by person not having lawful access even though the vehicles are later abandoned; including joyriding.)
- Larceny/Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking or the stealing of

any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

- 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.
 - Liquor Law Violations – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
 - Drug Related Violations – Violation of Federal, State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
 - Weapons Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the above.
5. The Director of Security serves as the primary liaison with all law enforcement agencies for security issues occurring on campus. When such incidents occur, the Director of Security or his designee will determine the proper means of communicating these concerns to the campus community. The following media methods are used to inform the campus about security issues, to report to the campus community crimes considered to be an immediate threat to students and employees, and to encourage students and employees to be responsible for following stated security procedures and practices: Star Alert Wireless Emergency Notification System, campus-wide e-mail and voice-mail, student newspaper, College Communication Office, College Television, Student Senate assistance, posted announcements (Security Alerts) and mailings.

B. Reporting Procedures

1. All criminal activity occurring on campus should be reported immediately to the Security Department, Brainerd Police Department and/or Staples Police Department. The Security Department will assist the complainant in completing reports. The Security Department will strongly encourage and support complainants and victims to report all crimes to the Brainerd or Staples Police Departments. In appropriate cases, reports will also be shared with the College's Judicial Process. The Security Department will assist the Brainerd or Staples Police Departments and the College's Judicial Process with investigations when requested. The Security Department also accepts reports of criminal activity occurring to or caused by persons involved in college sanctioned functions and groups off-campus locations. Such incidents are included in the college's annual report and may be addressed on and/or off-campus. The Security Department cannot hold reports of crime in confidence.

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

Call the Brainerd or Staples Police Department's **911** and/or CLC Security Department at **218-828-6050** for any emergency including medical emergencies, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities:

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

1. Gender
2. Approximate age
3. Height
4. Weight/build
5. Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.)
6. Dress/clothing
7. Distinguishing marks (scars, tattoos, etc.)
8. Voice.

- B. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to the Security Department and Brainerd or Staples Police Department's; Preserve the crime scene; do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Security Department and Brainerd or Staples Police Department Officers arrive.

3. When necessary to protect the victim's identity, in sexual assaults, the Security Department will accept third-party reports. Whenever possible, the Security Department prefers to receive reports from the victim, as the detail is often more accurate in such situations. Maintain all physical evidence; do not risk losing critical evidence. All employees who become aware of an allegation of violation of college policy, student code of conduct, civil or criminal law should report the allegation to their supervisor, the Security Department and/or the Brainerd or Staples Police Departments. The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to the Director of Security and/or the Director of Human Resources: the Financial Aid Director, VP Administrative Services, META 5 Director, Director of Security, President,

VP Academic and Student Affairs, Physical Plant Director, Executive Administrative Assistant as well as any assistants and associates.

C. **CLC Response to Reports**

1. All allegations will be investigated. These investigations may be made in conjunction with the Brainerd or Staples Police Departments or other law enforcement agencies.
2. The Director of Security will classify reports in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
3. When alleged perpetrators are identified as students, the case will be forwarded to the Dean of Enrollment and Student Services (Judicial Affairs) for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.
4. CLC will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity), or murder, forcible rape or aggravated assault, in cases where the Director of Security (or the Director's designee) determines there is a continuing threat to the college community. In such cases, warnings may be provided through campus bulletins (via e-mail), campus newspapers, and other significant means.
5. In cases where an alleged perpetrator is a student and taking the same classes as the complainant, the complainant may request the CLC Registrar to change his/her class section(s). Such a request will be granted, if possible, and if a complaint has been filed with the college and/or the Brainerd or Staples Police Departments. CLC will assist in completing the reports, if the individual desires.

3. **Personal Safety and Access to Campus Facilities**

A. **Personal Safety**

1. Security Officers and the Staples Police Department are available to assist you in protecting yourself by providing regular foot and vehicle patrol and various security communications; however, only you can protect yourself by being aware of your surroundings and take appropriate steps in preventing crime. Remember to:
 - Use the Security Departments "escort service" and "Emergency Call Boxes".
 - Walk in a group, stay in well-lighted areas and wear light-colored clothing when walking at night.
2. Emergency Call Boxes:
 - "Emergency Call Boxes" and elevator call box telephones are located throughout the campus. The Emergency Phones are made visible by a sign hanging above these phones which states "Security Phone". When properly activated, these phones directly dial the on-duty Security Officer or Staples Police Department. To operate these phones you must follow this "one-step" process:
 - Push the red button on the face of the box and present your communication to the Officer. (There is a location number on a sign at each location. If able provide this number to the Security Officer or Staples Police Department)
3. Escort Service:
 - An on-campus escort service is provided by Security Officers or other faculty and staff, for members of the college community. Escorts may be requested by phoning ext. **8888**, calling **(218) 828-6050** or **(218) 894-5100** and will be provided as other safety and security duties permit.
4. Protection of student residence or apartment:
 - Lock your door - even if you are only going out for a short time or only going a short distance. It only takes a matter of seconds to enter your open room and steal your valuables.
 - Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.
 - Do not prop open locked exterior building doors. These doors are locked for your protection and protection of others.
 - Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the main entrance doors.
 - 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 to your property.

- Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.
 - Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
5. Protect your property:
- Personal property (purses, backpacks, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom or your vehicle.
 - Lock your door whenever you leave your room or office. Always lock your door when sleeping. Always lock your car doors and remove all valuables from plain view.
 - Never open the exterior doors of the building to strangers or non-residents. Always escort your guests to and from the main entrance doors.
 - Protect all valuables in your room or office. Do not leave valuables in plain view.
 - Take valuables home with you during vacations.
 - Students are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in their room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
 - Park your bike where you can keep an eye on it if possible. Always lock your bike to the bike racks provided. There are several good anti-theft devices available. Case hardened heavy (U-Bolt) locks and chains afford the best protection for security of these items.
6. Protect your automobile:
- Always lock your car doors and never leave your keys in the vehicle.
 - Try to park your car in a well-lit area.
 - Avoid leaving personal property where it is visible inside your vehicle.
7. Protect YOURSELF
- Avoid walking alone at night.
 - Refrain from taking shortcuts; walk where there is plenty of light and traffic.
 - 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 residence or apartment and keep your personal or valuable items concealed and close to your body. If you must travel alone at night, use Central Lakes College's Escort Service on the Brainerd Campus at ext. **8888** or **218-828-6050** and on the Staples Campus at **218-270-0150** or **218-270-0307** to escort you to your destination.
8. Help us protect you:
- Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them. Call the Security Department or the Brainerd or Staples Police Departments immediately. Call Brainerd or Staples Police Departments if you should enter your room and find a stranger, regardless of the "cover story" supplied.
 - a. Suspicious Activity:
 - If you see any suspicious activity or people on or near campus, call the Security Department immediately at Ext. **8888 (Campus Phone) or 218- 828-6050** or Staples Police Department at **911** or **1-800-794-5733**. Do not assume that what you observe is an innocent activity or that it has already been reported.
 - Do not assume the person is a visitor or college staff member that you have not seen before.
 - b. Suspicious people may be:
 - Loitering about at unusual hours and locations; running, especially if something of value is being carried.
 - Exhibiting unusual mental or physical symptoms. Person(s) could be in distress and need medical or psychiatric assistance.
 - Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles. Violations of this rule should be reported immediately.

Report all thefts and property loss immediately to the Security Department and/or the Brainerd or Staples Police Department's.

c. Be safety and security conscious at all times.

B. **Campus Facilities Security**

1. Building access and maintenance:
 - The CLC campus is for the use of the students, faculty, staff, guests and those on official business with CLC.
 - Access to campus buildings is limited outside of normal business and class hours.
 - Students, faculty, staff and visitors are encouraged to report needed repairs by submitting a work order to the Buildings & Grounds Maintenance Office at <http://www.clc.mnscu.edu/maintenance/> or by phone at 218-855-8154 for the Brainerd Campus or 218-894-5184 for the Staples Campus.
2. Policies and procedures for safe access to academic buildings:
 - Keys are issued to authorized faculty, staff and students only.
 - Exterior building doors should not be propped open when the doors are locked.
 - Building evacuation is mandatory for all fire alarms.
 - Individual academic buildings are normally open from 7 AM until after evening classes or scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have a College Access Card in their possession and present an I.D. when requested.
 - Faculty or staff members who appear to be the last person in a building should ask unauthorized people to leave the premises. If the employee does not feel comfortable making this contact, that employee may call a Security Officer at **218-828-6050** or Ext. **8888 (Campus Phone)** or Staples Police Department at **1-800-794-5733** for assistance. The building should be secured when the last employee leaves. In buildings that have outside windows, employees should close and lock them before leaving the building.
 - On campus phones and pay phones are located in most buildings for emergency calls. Problems related to people in buildings after hours should be reported to Brainerd or Staples Police Departments by immediately calling **911**.

4. **Policy/Reporting of Sexual Offenses and Harassment:**

A. **Policy:**

1. Central Lakes College's policy on sexual harassment is governed by the Minnesota State Colleges and Universities System's policy. In support of the system policy, Central Lakes College reaffirms the policy that sexual harassment, including violence and abuse, will not be tolerated. Every effort will be made to assure that all members of the College community are provided an atmosphere free from sexual harassment. To prevent sexual harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate sexual harassment and what steps can be taken if instances of sexual harassment are experienced.
2. Central Lakes College conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include conducting nightly security patrols of the campus, providing escorts, inspecting the campus for potential dangerous areas and implementing programs to inspect campus lighting and shrubbery.
3. 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.
4. Sexual assault survivors may contact any one of several Central Lakes College departments or community services for assistance. The following resources provide immediate aid or ongoing consultation for survivors of sexual assault:

NON-EMERGENCY NUMBERS:

Central Lakes College Counseling, Brainerd, 218-855-8019
Sexual Assault Services, 218-828-0494
Brainerd Police Department, 218-829-2805
Central Lakes College Counseling, Staples, 218-894-5131

**Hands of Hope Crisis Line, 1-800-682-4547
Staples Police Department, 1-800-794-5733**

B. Procedure:

1. 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 Brainerd or Staples Police Department. Counseling staff 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 the college to release information regarding the fact that an assault has occurred for the protection and safety of others.
2. The Office of Human Resources 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 Director of Human Resources and the Vice President of Academic & Student Affairs to report any information regarding assaults.
3. Sexual assault survivors have the right to have reports made anonymously (third-party) to the Brainerd or Staples Police Department. Campus Security 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 the college and the Brainerd or Staples Police Department from actively investigating the criminal activity.
4. If the Vice President of Academic & Student Affairs or Director of Human Resources in conjunction with the Brainerd or Staples Police Department 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 Director of Human Resources will inform the campus community of reported sexual assaults by posters, appropriate notices, campus newspaper, radio station, and/or the local media.
5. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by the Brainerd or Staples Police Department personnel.
6. The 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 assaults requests, the college will attempt to change class schedules.
7. The college normally will not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the college determines that there is a clear danger to the victim or the college community.

5. Campus disciplinary action in alleged sex offenses:

- A. **PROCEDURE:** The college disciplinary process is an option for any person wishing to report a case of student misconduct. In order for the college to address behavior through the Student Conduct System, a written complaint must be filed with the Vice President of Academic & Student Affairs. Any criminal complaint is reported to Campus Security and the local law enforcement center for investigation. Acts of sexual violence, assault or abuse, such as rape, acquaintance rape, or forms of non-consensual sexual activity are criminal behaviors. These acts will be swiftly investigated and will subject an individual to complaints and disciplinary sanctions under the System's Nondiscrimination/Harassment/Violence Policies or the College's Student Conduct Code as well as referral to appropriate law enforcement agencies. Victims of sexual violence may report incidents to the appropriate college authorities including the Campus Information Center, the Director of Human Resources, or the Vice President of Academic & Student Affairs. See Victim's Rights, Minnesota State Statutes Section 135A.15 Rights of Accuser and the accused regarding witness/advisors. Both the accuser and the accused have the right to request in advance the names of witnesses and shall have the right to cross-examine these witnesses during the hearing. Both the accuser and the accused have the right to call a reasonable number of witnesses to testify on their behalf. These witnesses will be subject to cross-examination by both parties. Names of all witnesses must be submitted to the Director of Human Resources no later than twenty-four hours in advance of the hearing. Both the accuser and the accused have the right to have an advocate (or advisor) present at the hearing; however, the advocate/ advisor cannot speak in their place or cross-examine witnesses.
- B. **OUTCOMES:** Both the accuser and the accused will be informed of the outcomes of any campus disciplinary proceeding concerning the complaint of a sexual offense according to Minnesota Government Data Practices, Minn. Stat. Ch. 13. This information should not be disclosed to the public generally.
- C. **SANCTIONS:** Students found guilty of violations of serious cases, such as rape or other forcible or non-forcible sex offenses, are subject to suspension or expulsion.

Community Notification of Sexual Offenders

In 1996 the Minnesota Legislature passed the Community Notification Law (Minnesota Statutes 244.052) that permitted the release of information about certain offenders in Minnesota. The intent of the legislature was as follows: "If members of the public are provided adequate notice and information about an offender's release, the community can develop constructive plans to prepare themselves."

Prior to this law, most information regarding predatory offenders was known to law enforcement agencies and others in the criminal justice system, but beyond those agencies and individuals the information about offenders was classified as either private or confidential. Community notification allows some information about some offenders to be converted from private or confidential information to public information. In Minnesota the amount of information, and the scope of individuals to whom information is released, is indicated by the risk level assigned to the offender by an End of Confinement Review Committee (ECRC) established by the notification law, and operated by the Department of Corrections (DOC). The higher number risk level assigned to the offenders, the more information can be released, and the broader the audience that will receive that information. Law enforcement agencies where the offenders reside have the responsibility for the notification of their communities under this law.

*** Information regarding Level 3 sex offenders can be found at www.corr.state.mn.us/level3/level3.asp and information regarding Level 2 offenders is available at the Brainerd or Staples Police Departments.**

Level One

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

Level Two

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

Level Three

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

6. Comprehensive Drug and Alcohol Free Policy:

Purpose: The purpose of this policy is to set forth the 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). A copy of the Drug-Free Workplace information is in the Student Handbook and may be obtained from Student Services or the Department of Human Resources. The college recognizes the reality of chemical dependency and is aware of its occasional presence in the college community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the Central Lakes College community. The college encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. The Human Resource Department and the Counseling Department will provide information and prevention programs for those seeking help with substance abuse.

- A. Central Lakes College forbids the consumption, possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. This policy of prohibition encompasses all ages. There is one exception to this policy. The President may authorize alcoholic beverages for special functions.
- B. Central Lakes College forbids the use, growth, possession, manufacture and sale of illegal drugs on campus.

- Violations of these policies are subject to CLC student disciplinary action, and possible prosecution by state or federal law enforcement agencies.

EMERGENCY RESPONSE, NOTIFICATION AND EVACUATION PROCEDURES

7. PURPOSE: This procedure establishes emergency response, notification and evacuation procedures for all of the Central Lakes College Campuses.

SCOPE: This procedure applies to all faculty, staff, students and visitors to Central Lakes College campuses.

Reporting an on-campus emergency:

Individuals should report all on-campus emergencies, by calling **911** from any telephone, whether cellular or landline. If using a campus telephone call **9-911**, or by pushing the Red Button on the Security Emergency Phones (Emergency Call Boxes) which are available at various locations on the campus properties to contact the Central Lakes College Security Department, who will make sure **911** has been called to contact Brainerd or Staples Police Departments.

Confirmation Process:

The Central Lakes College Security Department or the Staples Police Department will confirm the nature of the significant emergency or dangerous situation by using their personnel's five senses to determine what emergency is happening, and respond accordingly.

Determining the appropriate segment(s) of the campus community to be notified:

The nature of the crime involved, the significance of the emergency and the dangerousness of the situation will determine how and what segment(s) of the campus community will be notified of the situation.

Notification Content:

Content of the notification will follow the procedures stated in the method of notification section of this policy.

Responsibility for Emergency Response and Notification

Upon notification of a campus disaster or campus emergency, the Central Lakes College Security Department, the Brainerd Information Center, the Staples Main Campus Information Center, the Staples West Campus Information Center or the Central Lakes College Agricultural Center Information Desk will immediately contact local emergency response agencies; such as law enforcement, fire department, EMS, etc. Upon completion of this emergency notification contact will also be made with the Director of Security and Safety Compliance, the Physical Plant Director, the Central Lakes College President, the Vice President of Administrative Services, and the Vice President of Academic and Student Affairs.

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

Method of Notification-Initiating the notification system:

Central Lakes College-Brainerd Campus: In the event of an emergency involving fire, tornado, hazardous materials calling for immediate evacuation, gas leak, or an active-shooter scenario, the MASS NOTIFICATION ALARM SYSTEM will be used to immediately notify people on the campus of the emergency. If a crime occurs on the Brainerd Campus that poses an immediate threat to the safety of faculty, staff and students, the public address system will be used to convey such a message. The appropriate message would be broadcast through this system, mandating appropriate actions be taken by people on the Brainerd Campus.

Central Lakes Staples Campuses-In the event of a fire emergency the fire alarm system would be activated, by a white flashing light being exhibited and the appropriate message indicating a fire emergency has occurred would be broadcast. If a tornado, gas leak, hazardous materials spill calling for immediate evacuation or an active-shooter emergency occurs, the respective Information Centers would broadcast, through a public address system or a mega-phone system, the appropriate message calling for whatever

action needs to be followed by people on the respective campus where this emergency is happening. If a crime occurs on the Staples campuses that may be an immediate threat to the safety of faculty, staff and students, the public address system will be used to convey such a message.

Upon completion of the immediate, emergency on-campus notification the Central Lakes College Security Department, the Brainerd and Staples Information Centers or their designees will continue the notification process as is deemed appropriate for the incident. This notification process may include any or all of the following actions:

- Administrative Support Personnel from the Emergency Management Team will send a Wireless Emergency Network System (WENS) voice and text message to all contacts registered with WENS.
- The Central Lakes College Public Information Officer will send a campus-wide e-mail message to all student e-mail addresses.
- Administrative Support Personnel from the Emergency Management Team will send a campus-wide e-mail message to all Brainerd and Staples Faculty and Staff personnel.
- Administrative Support Personnel from the Emergency Management Team will send emergency information to all members of the Central Lakes College Emergency Management Team.
- Administrative Support Personnel from the Emergency Management Team will send emergency information to the College of St. Scholastica Brainerd Campus Program Director.

Issuing Campus Crime Alerts:

A timely warning will be issued to the campus community regarding any crimes involving Aggravated Assault, Arson, Burglary, Criminal Homicide, Hate related crimes involving Damage to Property, Intimidation, Larceny-theft, Simple Assault, Motor Vehicle Theft, Robbery, Sex Offenses and any other crime involving bodily injury which are deemed to represent an ongoing threat to faculty, staff, students and visitors, which are reported to campus security authorities or to local police departments.

Upon notification of an incident involving any of the above listed crimes, a timely warning will be transmitted through any and all of the following actions:

- Personnel from the Central Lakes College Security Department will send a Wireless Emergency Network System (WENS) voice and text message to all contacts registered with WENS.
- The Central Lakes College Public Information Officer will send a campus-wide e-mail message to all student e-mail addresses.
- Administrative Support Personnel from the Emergency Management Team will send a campus-wide e-mail message to all Brainerd and Staples Faculty and Staff personnel.
- Personnel from the Central Lakes College Security Department will send emergency information to all members of the Central Lakes College Emergency Management Team.
- Personnel from the Central Lakes College Security Department will send emergency information to the College of St. Scholastica's Brainerd Campus Program Director.
- Additional warnings may be provided through campus bulletins, campus newspapers, and other significant means.

Additional Notification and Updates from an on-campus emergency scene

It is anticipated that initial notifications to the general public will be the responsibility of the Brainerd or Staples Police Departments, upon their receipt of this type of emergency situation occurring on Central Lakes College Property. However, it is recognized that any number of circumstances may cause this responsibility to fall to the President's Office or his or her designee, or the Central Lakes College Public Relations Officer or his or her designee, or another designated office. Additional messages may be released as the incident or situation dictates and as time permits.

Notification Testing Procedures

The Central Lakes College will test the notification systems at least annually. The Director of Security and Safety Compliance will monitor the effectiveness of the test, with assistance from monitors and the emergency management team, and conduct appropriate follow-through activities.

Responsible Compliance Personnel:

Director of Security and Safety Compliance
Director of Physical Plant Operations
Central Lakes College President
Vice President of Administrative Services
Vice President of Academic and Student Affairs
Director of Human Resources
Central Lakes College Public Information Specialist
Dean of Enrollment and Student Services

Emergency Response and Evacuation Policy and Procedure Campus Publication Process

Central Lakes College, at a minimum, will publicize this policy in the following manner:

- Annually in the Campus Crime and Security Report;
- At www.clcmn.edu/security website;
- On Student Success Day and any New Student Orientation;
- Information is already contained in the Central Lakes College Emergency Action Plan.