

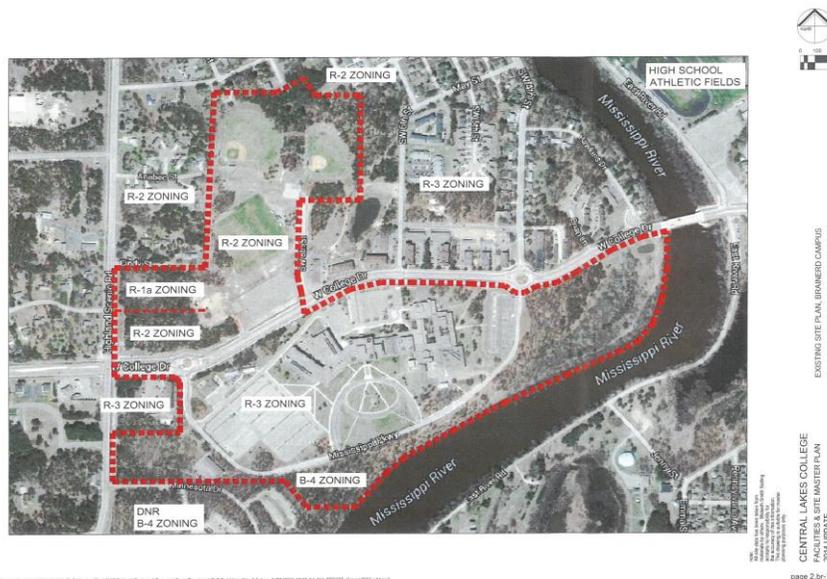
**1. Introduction**

Central Lakes College is committed to providing you with a quality education. The faculty, administration and staff are partners with students in this effort. There are many services and resources available to assist you. The following pages contain CLC's annual compliance and security report. This information is distributed to registered students annually in compliance with several federal and state laws including the Drug-Free Schools and Community Act, the Student Right to Know Act, the Campus Security Act, the Drug-Free Workplace Act, Violence Against Women Act, and the Family Educational Rights and Privacy Act. This document is available in alternate format upon request. All students and staff are encouraged to familiarize themselves with these compliance reports. This document contains additional information about topics that contribute to a positive campus environment. If you are interested in viewing CLC statistics, I encourage you to also refer to <http://www.ope.ed.gov/security> or at the CLC Security Department web site at <http://www.clcmn.edu/security>. If you have any questions about this document, feel free to contact the Director of Security at 218 855-8116.

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. Geography**

**Brainerd Campus**



In the above map the area outlined encompasses the reporting area for Central Lakes College, Brainerd Campus. This area includes Pines Apartments, the Mississippi River boundaries, and the streets and sidewalks running through and adjacent to the campus. These inclusions are separated out in the crime statistics and make up the On Campus Property, "Public Property" and "Non-Campus" Property categories.

On Campus Buildings:

Main Campus Building	501 West College Drive Brainerd, MN. 56401
Greenhouse	501 West College Drive Brainerd, MN. 56401
Annie's Day Care Facility	501 West College Drive Brainerd, MN. 56401

Non-Campus Property:

Pines Apartments	1205 West College Drive Brainerd, MN. 56401
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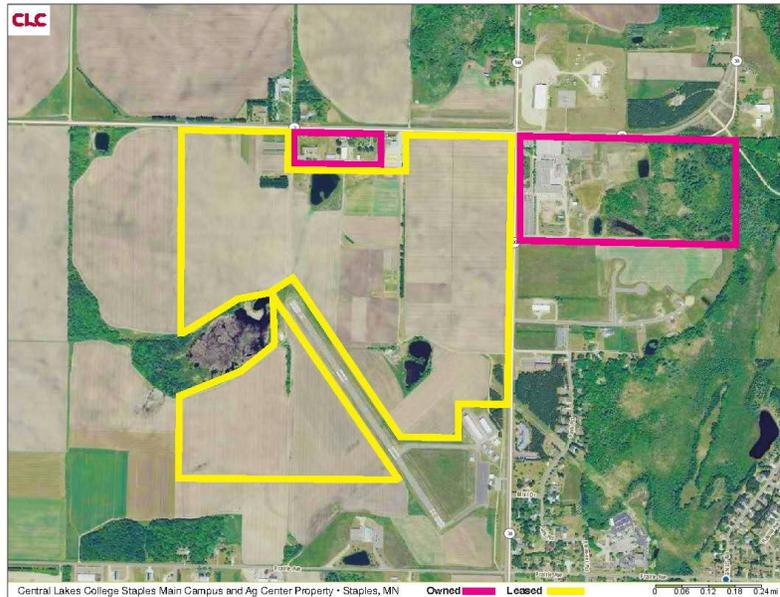
The Pines Apartments is considered non-campus property, however, is required to be reportable, due to land agreement between Central Lakes College and Pines Apartments. The agreement requires Pines Apartments to reserve a certain percentage of apartments for Central Lakes College students.

Public Property:

West College Drive	Highland Scenic Drive to Mississippi Bridge
Mississippi Parkway	U shaped drive on south side of campus
Boundaries and waterway of Mississippi River	
Highland Scenic Drive	Cora Street to Minnesota Drive

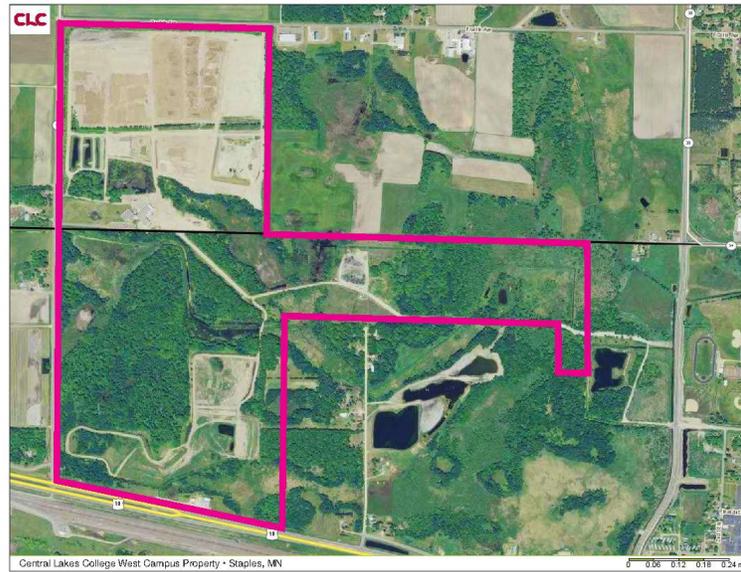
## Staples Campus

### Main Campus



In the above map the area outlined encompasses the reporting area for Central Lakes College, Staples Main Campus, Agriculture Center and leased property from the City of Staples and the Staples School District. This area includes agricultural land, and the streets and sidewalks running through and adjacent to the campus. These inclusions are separated out in the crime statistics and make up the On Campus Property, "Public Property" and "Non-Campus" Property categories.

## Staples West Campus



In the above map the area outlined encompasses the reporting area for the Central Lakes College Staples West Campus. The area includes heavy equipment operation areas. These areas are separated out as Campus and Public Property categories.

### On Campus Property

Main Campus	1830 Airport Road Staples, MN.56479
Agriculture Center	26505 County Road 2 Staples, MN. 56479
West Campus	10004 255 <sup>th</sup> Avenue Staples, MN. 56479

### Off Campus/Leased Property:

Central Lakes College Agriculture Center leases 427.5 acres of agricultural land from the City of Staples and Staples School District year round, which is outlined in the above map. The Agriculture Center also rotates through an additional approximately 1060 acres which have not been outlined as these change continually.

### Public Property:

#### West Campus

255 <sup>th</sup> Avenue	Hwy 10 to Prairie Avenue
Prairie Avenue	255 <sup>th</sup> Avenue to 46.375751, -94.819919
Hwy 10	255 <sup>th</sup> Avenue to 46.358339, -94.819276

#### Main Campus:

County Road 2	Airport Road to 12 <sup>th</sup> Street
Airport Road	County Road 2 to Spruce Drive
12 <sup>th</sup> Street	County Road 2 to 46.3876608, -94783785
Spruce Drive	Airport Road to end of Spruce Drive

#### Agriculture Center:

County Road 2	46.390260, -94.810510 to 46.390319, -94.805253
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### **3. Crime Reporting Policies**

#### **A. General Information**

##### **BRAINERD CAMPUS:**

**In emergency situations immediately dial 9-911 (on Campus), (218) 829-2805 (Brainerd Police Dept.)**

The Security Department on the Brainerd Campus is staffed Monday-Friday from 6:30 AM until 11:00 PM and Saturday-Sunday as college activities dictate. Building hours for the Brainerd Campus are from 7:00 AM to 10:30 PM Monday-Friday and Saturday – Sunday as college activities dictate. All requests for immediate assistance relating to issues of security should be made by calling **(218) 828-6050** by email at [security@clcmn.edu](mailto:security@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.

##### **STAPLES CAMPUS:**

**In emergency situations immediately dial 9-911 (On Campus), or 1-800-794-5733 (Staples Police Dept.)**

CLC contracts with the Staples Police Department to provide security services Monday-Friday, throughout the day. Building hours for the Staples Main and West Campuses 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 calling **(218) 894-5114** (Staples Information Center) or by visiting the facility at 1830 Airport Road, Staples, MN 56479. 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.

##### **SECURITY AUTHORITY:**

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 Director, Emergency Operations Team and Executive Leadership work closely with local, and state 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.

##### **CRIME LOG:**

CLC Security maintains a daily crime log that records by the date of the crime was reported, any crime that occurred within the designated Clery geography and that is reported to the CLC Security Department. CLC Security must make an entry or an addition to an entry to the log within two business days of the report of the information. CLC may withhold information required under 34-CFR-668.46(f)(1) and (2) 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, or result in the destruction of evidence. CLC must disclose any information withheld once the adverse effect no longer exists. CLC may only withhold information that would cause the adverse effect. The most recent 60 day period will be made available for public inspection during normal business hours. Any information past the 60 day period will be available within two business days. 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.

## B. Campus Security Authorities and Reporting

Campus Security Authorities (CSA) are required to notify the Security Director of reportable offenses. CSA Crime Report and Sexual Assault Report forms are available for CSAs by contacting the Director of Security at 218-855-8116. Central Lakes College is required under federal law to report specific criminal offenses to the United States Department of Education as detailed in the ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f))***. These criminal offenses are as follows:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter

Forcible Sex Offenses:

- Forcible Rape
- Forcible Sodomy
- Sexual Assault with an Object
- Forcible Fondling

Non-forcible Sex Offenses

- Incest
- Statutory Rape
  
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking

Hate Crimes including all of the above, with the addition of:

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Arrests and referrals for disciplinary action for the following violations:

- Alcohol Violations and Alcohol-related Fatalities,
- Drug Violations and Drug-related Fatalities and
- Illegal Weapons Violations; Carrying or Possessing

The Security Department coordinates this effort for the College by compiling relevant data for crimes occurring in the following places:

- On-campus buildings
- Non-campus buildings or non-campus property controlled by the College
- Public property immediately adjacent to and accessible from campus

The above noted crimes within these geographic locations are statistically counted if they are reported to local police agencies, the Security Department, or to a Campus Security Authority.

The Department of Education defines a Campus Security Authority as “any official of the [college] who has significant responsibility for students and campus activities.”

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 campus security:

- President
- Vice President
- Deans
- Campus Security
- Student Organization Advisors
- Student Life Director
- Human Resources Director
- Affirmative Action Officer
- Coaches
- Registrar
- Director of Diversity/Title IX and ADA Compliance Officer

There are two types of individuals who, although they have significant responsibility for student and campus activities, are not campus security authorities under Clery:

- Pastoral counselor
- Professional counselor

## CAMPUS SECURITY STATISTICS

The following is the statistical report for criminal activity reported to Campus Security, Brainerd and Staples Police Departments occurring on the campuses of Central Lakes College.

Crime Category	Brainerd Campus 2013	Staples Campus 2013	Non-Campus 2013	Public 2013	Brainerd Campus 2014	Staples Campus 2014	Non-Campus 2014	Public 2014	Brainerd Campus 2015	Staples Campus 2015	Non-Campus 2015	Public 2015
<b>Reported Crimes:</b>												
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	1	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate (Prejudice) Crimes	0	0	0	0	0	0	0	0	0	0	0	0
<b>Campus Arrests:</b>												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Campus Referrals:</b>												
Liquor Law Violations	0	0	0	0	0	0	0	0	2	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	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.*

### C. 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:

## 1. Criminal Homicide – Defined

**(a) 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).

**(b) 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).

## 2. Sex Offenses – Defined

**(a) 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).

Carnal knowledge is defined by Black's Law Dictionary, 6th ed. as "the act of a man having sexual bodily connections with a woman; sexual intercourse." There is carnal knowledge if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

"Against her will" includes instances in which the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity (or because of her youth). The ability of the victim to give consent must be a professional determination by the law enforcement agency. The age of the victim, of course, plays a critical role in this determination. Individuals do not mature mentally at the same rate. For example, no 4-year-old is capable of consenting; whereas victims aged 10 or 12 may need to be assessed within the specific circumstances regarding the giving of their 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.
- **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, it should be reported only if it is the sole forcible sex offense committed against the victim.

**(b) 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.

**(c) Domestic Violence – Defined**

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse (or intimate partner) of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse (or intimate partner), by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of the jurisdiction.

**(d) Dating Violence – Defined**

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; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

**(e) Stalking – Defined**

The term “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

**(f) Robbery – Defined**

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.

**(g) Aggravated Assault – Defined**

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).

**(h) Burglary – Defined**

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

**(i) Motor Vehicle Theft – Defined**

The theft or attempted theft of a motor vehicle.

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

**Automobiles** – sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people

- **Buses** – motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis
- **Recreational Vehicles** – motor vehicles that are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes
- **Trucks** – motor vehicles that are specifically designed (but not necessarily used) to transport cargo
- **Other Motor Vehicles** – any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, or golf carts.

**(j) Arson – Defined**

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.

**(k) Liquor Law Violations – Defined**

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

**(l) Drug Law Violations – Defined**

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.

**(m) Weapons Law Violations – Defined**

Arrests or referrals for the violation of laws or ordinances dealing with weapon offenses.

**3. The Director of Security**

The Directory 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 Emergency Notification System, campus-wide e-mail and voice-mail, College Public Information Office, College Television, Student Senate assistance, posted announcements (Security Alerts) and mailings.

**D. Hate Crime Statistics for 2013, 2014, and 2015**

The statistics below have been classified as “Hate Crimes” and are compliant in accordance with the definitions used in the Hate Crime Statistics Act. Hate crimes are defined as crimes in which the victim is intentionally selected because of their actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. Such statistics shall not identify victims of crimes or persons accused of crimes. The following are considered reportable Hate Crimes when the offense was motivated by bias:

- Criminal Homicide: Murder, Non-negligent Manslaughter, and Negligent Manslaughter
- Sex Offenses: Forcible, and Non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft,
- Simple Assault, Intimidation,
- Destruction/Damage/Vandalism of Property

The following were Hate Crimes Reported:

2015: No (0) Hate Crimes were reported.

2014: No (0) Hate Crimes were reported

2013: No (0) Hate Crimes were reported

## E. Sexual Violence Statistics

The statistics have been classified as “Sexual Violence” and are compliant in accordance with the definitions used in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)). Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence. The statistics exclude non- forcible and forcible sex offenses as they are listed in the Central Lakes College Crime Statistics” chart on the previous page. Such statistics shall not identify victims of crimes or persons accused of crimes. No (0) sexual violence crimes were reported for 2012, 2013 or 2014.

## F. 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 Security Department (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, the Title IX Officer, 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, Director of Diversity/Title IX Officer, and/or the Director of Human Resources: Financial Aid Director, Deans, Registrar, VP Administrative Services, META 5 Director, Director of Security, President, VP Academic and Student Affairs, Physical Plant Director, Director of Human Resources, Executive Administrative Assistant as well as any assistants and associates.

## 4. 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” are located in the northeast, northwest and southwest parking lots on the Staples Main Campus only. When properly activated, these phones directly dial the main CLC phone number or to the Staples area 911 call center.
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 calling **(218) 828-6050** or **(218) 894-5114** and an escort 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 **218-828-6050** and on the Staples Campus at **218-894-5114** 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 **218-828-6050** or Staples Police Department at **218-894-1841** or **911**. 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 security related repairs by submitting a work order to the Buildings & Grounds Maintenance Office <https://support.clcmn.edu/index.php?/Tickets/Submit> or by phone at 855-8154 for the Brainerd Campus or 894-5184 for the Staples Campus.
  
2. An annual Physical Security Survey is completed each year involving the Director of Security, Director of Facilities and a MNSCU Representative.
  
3. 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 Staples Police Department at **218-894-1841** or **911** 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 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 **911** immediately.

## 5. Policy/Reporting of Sexual Offenses and Harassment:

### A. Policy

1. Central Lakes College's policy on sexual assault is governed by the Minnesota State Colleges and Universities System's policy. (see links below) In support of the system policy, Central Lakes College reaffirms the policy that sexual harassment, including sexual violence, domestic abuse and stalking, 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 and sexual violence. To prevent sexual harassment and sexual violence, State of Minnesota Statute 135.A requires educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate sexual harassment or sexual violence and what steps can be taken if instances of sexual harassment or sexual violence are experienced. Per Minnesota Statute, CLC and local law enforcement agencies have signed memorandums of understanding, to better assist one another and collaborate with incidents of sexual assault. CLC Sexual Violence Policy and Procedure links:  
<http://www.mnscu.edu/board/policy/1b03.html>  
  
<http://www.mnscu.edu/board/procedure/1b03p1.html>  
  
<http://www.clcmn.edu/wp-content/uploads/2015/06/1B.3.2-Addendum-to-Reporting-Discrimination-Harassment-and-or-Sexual-Harassment-Procedures.pdf>
2. Per Minnesota Statute 135. A, 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 collaboration with community organizations to host events, posters, brochures, education on the CLC Sexual Violence Website, anonymous reporting on the CLC Sexual Violence Website, 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. CLC Sexual Violence Website link and anonymous reporting link:  
<http://www.clcmn.edu/sexualviolenceprevention/>
3. Sexual assault survivors may contact any one of several Central Lakes College departments or community services for assistance and/or reporting of sexual violence. The following resources provide immediate aid or ongoing consultation for survivors of sexual assault:

**EMERGENCY NUMBERS:**

**CLC Sexual Violence Prevention and Online reporting with optional anonymous:**

<http://www.clcmn.edu/sexualviolenceprevention/>

**Mary Sam, Campus Title IX Officer, 218-855-8159**

**CLC Security Office, 218-828-6050**

**Central Lakes College Counseling, 218-855-8015**

**Crow Wing County Sexual Assault Services, 218-828-0494**

**Brainerd Police Department, 218-829-2805**

**Hands of Hope Crisis Line, 800-682-4547**

**Staples Police Department, 218-894-1841**

### B. Procedure:

1. Every attempt is made to maintain the anonymity of the sexual assault complainant. Every attempt will be made not to release names to the media. Unless requested by the sexual assault complainant, names and addresses of sexual assault complainants are not released to the Brainerd or Staples Police Department. Title IX Officer and/or the Director of Security will attempt to provide support and resources for the sexual assault complainant. Each report of sexual assault will be investigated in order to provide better protection to the alleged victim of a sexual assault and all members of the campus community. Sexual assault complainants 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 the complainant and others. 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.

<http://www.mnscu.edu/board/policy/1b03.html> - Sexual Violence Policy

<http://www.mnscu.edu/board/procedure/1b03p1.html> - Sexual Violence Procedures

2. The Office of Equity & Inclusion/Title IX will be the office of official record for reports of sexual harassment and sexual violence.
3. Sexual assault complainants have the right to have reports made anonymously (third-party) to the Brainerd or Staples Police Department. Title IX and/or Campus Security may assist the complainant in making this report if they so wish. 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 campus Title IX and Director of Security and 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 Title IX Officer in collaboration with the Director of Security will inform the campus community of reported sexual assaults by posters, appropriate notices, radio station, and/or the local media. CLC will take appropriate action to safeguard the complainant.
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 victim. The college will create a safety plan in collaboration with the complainant; which might entail changing class schedules.
7. In addition to respecting the rights of the complainant, the college will protect the rights of the alleged perpetrator. Due process is required throughout the investigation and post investigation process for both parties.
8. When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator/respondent, the college's ability to respond to the complaint may be limited. The college will normally not take any disciplinary action unless it is determined that there is a clear danger to the victim or college community.

### **If You Are the Victim of a Sexual Assault**

First and foremost, go to a safe place.

Reporting options:

Online reporting: <http://www.clcmn.edu/sexualviolenceprevention/> Anonymous reporting is available.

CLC Title IX Officer: Mary Sam, Title IX Coordinator, 218-855-8159, room E132 located in The Bridge on the Brainerd Campus

Central Lakes College Security:

If you are on the Brainerd campus contact Security at 218 828-6050, or if you are on the Staples Campus, you are encouraged to contact the Director of Security at 218 855-8116 or 218 270-0166. Even if you do not want to file a report, the Security Department, or representative, will arrive on scene and ensure your safety. Your safety is our priority. The Security Office is located in room C125 on the Brainerd Campus. If you would like to file a report with the college, contact Security at 218 828-6050 (Brainerd Campus) or 218 855-8116 (Staples Campus) or stop by C125 (Brainerd Campus), even if the assault didn't occur recently. A member of the Security Office will interview you to gather your statement. Campuses must and will investigate reports of sexual violence. Your report must be forwarded to the campus Title IX Office. You may also report the incident to any college employee, however all college employees who are designated as campus security authorities have a duty to report knowledge of incidents of sexual violence to the Director of Security and Title IX Officer. You may still request confidentiality. Timely and prompt

reporting of a crime of sexual violence within 72 hours is critical in preserving evidence important in proving a criminal case against the assailant. If you have been the victim of a sexual assault do not bathe, brush your teeth, use the toilet, or change clothing. If you have been the victim of a sexual assault, you should seek medical attention immediately, even if you do not want to report the incident to the police. Two options for medical attention are:

Essentia Health St. Joseph Hospital Emergency Room  
523 N. 3<sup>rd</sup> Street 218-829-2861  
Brainerd, MN. 56401

Lakewood Health System Emergency Room  
49725 Cty. 83 218-894-1515  
Staples MN 56479

Essentia Health employs skilled and highly trained Sexual Assault Nurse Examiners. This service is available 24 hours a day 7 days a week. Forensic exams are paid for by the county in which the assault was committed. Sexual Assault Nurse Examiners will provide an exam to:

- Collect and save evidence that will be needed if you choose to report your sexual assault to law enforcement.
- Evaluate your risk for pregnancy and discuss safe prevention options
- Evaluate your risk of contracting a sexually transmitted infection and offering you medication to reduce that risk

Further evaluate and document any injuries (if you have injuries that require treatment, the nurse will ask the emergency department staff to evaluate and treat your injuries; this examination is separate from the one done to collect evidence), and provide you with resources to help during your recovery. This will include advocate services, agencies for medical follow-up, information about reporting this crime to law enforcement, information about the Crime Victims Reparations Fund and many other resources.

Crow Wing County Sexual Assault Services: 218-828-0494

Local Police Department:

Complainants may file a police report with the appropriate law enforcement agency. For on campus incidents contact the Brainerd or Staples Police Department by calling 911.

If complainants would like assistance in filing a police report the CLC Security Department and/or Title IX Office can assist you. Campus Security has information on additional local resources available to victims of sexual violence. In order to reduce contact between complainant and the alleged assailant, the College will, upon request, attempt to provide a change in classes if the accommodation is reasonably available. Requests to arrange for a change in class schedule can be made to the Title IX Officer, Mary Sam. The complainant has the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO). Public Safety has information available on how to file for and request an OFP or HRO. The Security Department will assist in the enforcement of all lawful OFPs and HROs. If an OFP or HRO is issued complainants are encouraged to file a copy with the CLC Security Department. Complainants may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violent crime. Additional community resources:

Central Lakes College Counseling, Brainerd, 218-855-8015  
Sexual Assault Services, 218-828-0494  
Brainerd Police Department, 218-829-2805  
Central Lakes College Counseling, Staples, 218-855-8015  
Hands of Hope Crisis Line, 800-682-4547  
Staples Police Department, 218-894-1841  
The Women's Shelter: 218-828-1216

Complainants may also visit <https://dps.mn.gov> for additional information. Requests for information and resources are welcome, regardless of where the sexual assault occurred and who was involved.

## C. Sexual Violence Prevention and Education

Under Minnesota Statute 135. A, all incoming college students taking one or more face-to-face classes must participate in sexual violence prevention training by the 10<sup>th</sup> day of class. All employees will be trained in sexual violence prevention. CLC Sexual Violence Committee in partnership with the Title IX Officer, Human Resources and Security Office will establish a campus Sexual Violence education and action plan to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents. CLC developed 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 they learn of such an incident. Each employee is required to complete a sexual harassment training module as part of their new employee training process and all employees are required to participate in annual sexual violence training. Training for individuals charged with decision making authority is provided by Minnesota State, providing appropriate training and other resources to individuals charged with decision making responsibilities under applicable procedures in order to facilitate a fair, respectful and confidential procedure on allegations of sexual violence in accordance with this and other applicable policies, procedures and laws. A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault complainant by forcing the person into any plan of action. Sexual assault complainants may contact any one of several college departments or community services for assistance. The following resources mentioned above provide immediate aid or on-going consultation for survivors of sexual assault:

## 6. Campus disciplinary action in alleged sex offenses:

### A. Procedure:

The college disciplinary process in alleged sexual offences will follow the 1B.3.1 Sexual Violence Procedures in conjunction with the 1B.1.1 Policy Procedures Student Conduct Policy 3.6. (links below). In order for the college to address behavior through the Student Conduct System, a complaint must be filed with the campus Title IX or Security Office (verbally or in writing). Any criminal complaint is reported to Campus Security and the local law enforcement center for investigation. Complaints of acts of sexual violence, assault or abuse, such as rape, acquaintance rape, or forms of non-consensual sexual activity are criminal behaviors and will be investigated by the campus. 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. See Victim's Rights, Minnesota State Statutes Section 135A.15 Rights of Accuser and the accused regarding witness/advisors. Both the complainant and the respondent have the right to have an advocate present at throughout the investigation process. However, the advocate cannot speak in their place.

<http://www.mnscu.edu/board/policy/1b03.html>

<http://www.mnscu.edu/board/procedure/1b03p1.html>

<http://www.clcmn.edu/wp-content/uploads/2015/06/1B.3.2-Addendum-to-Reporting-Discrimination-Harassment-and-or-Sexual-Harassment-Procedures.pdf>

<http://www.mnscu.edu/board/procedure/1b01p1.html>

<http://www.clcmn.edu/wp-content/uploads/2015/06/3.6.1-Student-Conduct-Procedure.pdf>

### B. Outcomes:

Both the complainant and respondent 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.

Link to the CLC 1B.3 Sexual Violence Policy and 1B.1 Policy and Procedures:

<http://www.mnscu.edu/board/policy/1b03.html>

<http://www.mnscu.edu/board/procedure/1b01p1.html>

### C. Sanctions:

Students found guilty of violations of serious cases, such as rape or other forcible or non-forcible sex offenses include, but are not limited to suspension or expulsion. Minnesota State Board Policy 1B.3, in accordance with System Procedure 1B.1.1 or Board Policy 3.6:

<http://www.mnscu.edu/board/policy/1b03.html>

<http://www.mnscu.edu/board/procedure/1b01p1.html>

<http://www.clcmn.edu/wp-content/uploads/2015/06/3.6-Student-Conduct-Policy.pdf>

## 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](http://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).

The Director of Security and Title IX Officer will meet at the beginning of each semester to meet with registered offenders and their probation or Department of Corrections agent annually and sign off on a student agreement based on the terms of their restrictions and campus policies. The Dean of Student Success and other campus employees designated as 'need to know' will be informed of a sex offender on campus who has significant restrictions.

## 7. 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 abuse and 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, Director of Equity & Inclusion/Title IX Officer, 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.
- C. Violations of these policies are subject to CLC student disciplinary action, and possible prosecution by state or federal law enforcement agencies. 3.6 Student Code of Conduct: <http://www.clcmn.edu/wp-content/uploads/2015/06/3.6-Student-Conduct-Policy.pdf> 3.6.1 Student Code of Conduct Procedures: <http://www.clcmn.edu/wp-content/uploads/2015/06/3.6.1-Student-Conduct-Procedure.pdf>
- D. Central Lakes College has the following policies in place to address events involving our students: Central Lakes College Addendum Uniform Amnesty Policy, Student Conduct, Drugs, Alcohol and Sexual Violence. As part of the recent Higher Education Bill, the Minnesota Legislature made substantial revisions to Minnesota Statute 135A.15 Sexual Harassment and Violence Policy. 2015 Minn. Laws, Ch. 69, Art. 4, Sec. 2. The Sexual harassment and violence policy must include a provision that a witness or victim of an incident of sexual assault who reports the incident in good faith shall not be sanctioned by the institution for admitting in the report to a violation of the institutions student conduct policy on the personal use of drugs or alcohol. Policy link:<http://www.clcmn.edu/wp-content/uploads/2015/04/3.6.2-AddendumUniformAmnestyPolicyStudentConductDrugsAlcoholandSexualViolence-CLCWebsite.pdf>
- E. The following are organizations/offices determined to assist students and faculty with recovering from drug and alcohol dependency:

### **Campus Resources:**

Alcohol/Drug Liaison/Title IX Officer:	218-855-8159
CLC Counselor:	218-855-8015
CLC Human Resources:	218-855-8054

### **Community Resources:**

- Central Minnesota Adult & Teen Challenge, *mntc.org*, 2424 Hwy. 371 Business, Brainerd, MN, (218) 833-8777
- Adapt of Minnesota, *holisticpsychological.com*, 324 S 5th St Brainerd, MN., (218) 829-1063
- Heartland Recovery Services Inc., *heartlandrecovery.org*, 13401 Birch Dr. S Baxter, MN., (218) 270-3001
- Destiny By Choice LLC 401 Laurel St # C Brainerd, MN (218) 824-0444
- Meridian Behavioral Health, *meridianprograms.com*, 15 Washington St #4 Brainerd, MN., (218) 828-1270
- Focus Unit 523 N 3rd St, Brainerd, MN
- Community Addiction Recovery 11600 MN-309 Brainerd, MN (218) 828-2393
- Avalon Brainerd - Meridian Behavioral Health, *meridianprograms.com*, 5 Washington St #4 Brainerd, MN, (877) 367-1715
- Alcoholics Anonymous, *aa.org*, 302 4th Ave NE Brainerd, MN (218) 828-4811
- Narcotics Anonymous, (952)-939-3939 or (1-877) 767-7676

- Brainerd Essentia Health St. Joseph's Hospital 523 N. 3<sup>rd</sup> Street, Brainerd, MN. 218 828-2880
- Center for Substance Abuse 1-800-662-HELP
- State Employees Assistance Program 651-259-3840
- United Way (24-hour Info & referral) 1-800-543-7709

The CLC Drug and Alcohol Committee shall establish an annual training program for students and employees to promote the awareness of drug and alcohol abuse prevention and intervention measures. This committee will design brochures, posters, and other means of information to decrease drug and alcohol abuse.

8. Emergency response, notification, and timely warning procedures

**PURPOSE:** This procedure establishes emergency response, notification and evacuation procedures for Central Lakes College campuses.

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

A. Emergency Notification:

Central Lakes College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the 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 a 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. The following media may be used to 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 or staff occurring on campus: campus-wide e-mail and voicemail, "Star Alert" text messaging services (students opt out), interior and exterior public address systems, the college website, and the college closed-circuit televisions.

The college may post updates on the CLC website during a critical incident. The larger community, parents, and other concerned citizens are not required to be notified of such emergencies by Central Lakes College. However, through the "Star Alert" program a student or employee may register contact information for additional people (e.g. parents, spouses, friends, siblings).

Regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluations of emergency plans and capabilities are completed throughout the year. The testing of the "Star Alert" text messaging system is conducted once each semester by the College Security Office. Any failures are identified and addressed immediately. Results of these tests are available by request to the College Security Office located in C125. Fire/evacuation drills are conducted each fall in all academic buildings. The Emergency Operations Team also meets regularly to review and create necessary emergency procedures and conduct table top exercises.

B. Emergency Procedures:

Upon notification of a campus disaster or campus emergency, the Central Lakes College Security Department, the Brainerd Campus Information Center, the Staples Main Campus Information Center, or the Staples West Campus Information Center 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, Director of Safety, 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.

### C. Method of Notification:

Central Lakes College-Brainerd Campus: In the event of an emergency involving fire, tornado, hazardous materials calling for immediate evacuation or an active-shooter scenario the "Star Alert" System and/or the Public Address System will be used to immediately notify people on the campus of the emergency. The appropriate message would be broadcast through this system, mandating appropriate actions be taken by people on the Brainerd Campus. All 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, 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.

Upon completion of the immediate, emergency on-campus notification the Central Lakes College Security Director, the Incident Commander 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:

- Any member of the Emergency Operations Team, who is tasked will send a Star Alert System voice and text message to all contacts.
- 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 Operations Team will send a campus-wide e-mail message to all Brainerd and Staples Faculty and Staff personnel.
- Administrative Support Personnel from the Emergency Operations Team will send emergency information to all members of the Central Lakes College Emergency Operations Team.
- As deemed appropriate by the Emergency Operations Team, the Public Information Officer will contact local radio stations and send out a public broadcast to the general public.

### D. 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.

### E. Notification Testing Procedures:

The Central Lakes College will test the notification systems at least annually. The Director of Security will monitor the effectiveness of the test, with assistance from monitors and the Emergency Operations Team, and conduct appropriate follow-through activities.

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 posted to the College's website at [www.clcmn.edu/security](http://www.clcmn.edu/security)
- Annually distribute to all employees and students via email.
- Information is already contained in the Central Lakes College Emergency Action Plan

## F. Procedures for Signing up for “Star Alert”:

New Students, Faculty and Staff are automatically enrolled in the Emergency Notification System. The Star Alert System is an “Opt Out” System. Students, Faculty, and Staff are strongly encouraged to update and add contact information into the Star Alert System: Procedures for students, faculty, and staff to change or add information into the Star Alert System is as follows:

### **Step 1: Visit the portal website <https://centrallakescollege.bbcportal.com>**

### **Step 2: Click on, “Sign Me Up!”**

Complete the registration page that opens.

You will need your student or employee email address.

Create a **password**. (Password must be 8 characters and includes 1 number and 1 capital letter (*spaces and special characters are not permitted*)).

You will receive a confirmation email to your CLC student or employee email account from [Noreply@blackboard.com](mailto:Noreply@blackboard.com).

Open the email and click/open the link included in this email.

### **Step 3: Answer Security Questions**

Once you have answered the security questions a login screen will open.

### **Step 4: Login into the Star Alert system**

Enter your Identification Code.

For CLC students and employees this is your “Star ID.”

For St. Scholastica students it is your “Student ID.”

Click on submit and enter one piece of your contact information; use your student or employee email address.

### **Step 5: Contact Record**

The Star Alert system will display your contact record. Select the “Associate” button below the results associated with your portal account and to your Star Alert Account.

### **Step 6: Portal Site Login**

The system will now require you to log into the Portal Site and follow the steps to complete the registration process.

Once you have completed the registration, you will be offered the option to confirm, add or edit your contact information. Confirm all information is correct and save.

**If you need assistance:** Students contact [www.askCLC.com](http://www.askCLC.com) or 218.855.8000.

Employees call phone ext.8200.