



***Annual Safety and Fire Report  
for 2020, 2021 and 2022  
Brainerd, Staples Main and Staples West Campus, and  
Brainerd EMT Campus***

**2023**



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## Introduction

Central Lakes College is committed to providing you with a quality education. The faculty, administration, and staff partner 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, the Violence Against Women Act, and the Family Educational Rights and Privacy Act. This document is available in an alternate format upon request. All students and staff are encouraged to familiarize themselves with these compliance reports. This document contains additional information about topics contributing to a positive campus environment. If you are interested in viewing CLC statistics, I encourage you to also refer to <https://ope.ed.gov/campusafety/#/> or the CLC Security Department web site at <http://www.clcmn.edu/security-safety/>. If you have any questions about this document, contact the Campus Security and Emergency Management Coordinator at 218-270-0166.

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.

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965* (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000, and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally called the *Clery Act* in section 485(f) of the HEA.

On March 7, 2013, the *Violence Against Women Reauthorization Act of 2013* (VAWA) (Public Law 113-14) was signed into law. VAWA includes amendments to the *Clery Act*. These changes require institutions to disclose statistics, policies, and programs related to dating violence, domestic violence, sexual assault, and stalking, among other changes.

The Central Lakes College Security Department compiles all required information and statistics for this report. Statistics are collected using incident reports and from other reporting authorities, including, but not limited to, local law enforcement agencies and officials of Central Lakes College who have significant responsibility for student and campus activities.

## Campus Security Authorities and Reporting

Campus Security Authorities (CSA) are required to notify the Security and Emergency Management Coordinator of reportable offenses. CSA Crime Report and Sexual Assault Report forms are available for CSAs by contacting the Security and Emergency Management Coordinator at 218-855-8143 or 218-270-0166. 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))***.

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

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

Crimes within these locations are statistically counted if reported to local police agencies, the Security Department, or 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, and includes but is not limited to individuals in

departments such as College Administrators, Campus Security, Registrar, Student Organization/Club Advisors, Student Life Director, and Coaches.

## Campus Security Authorities

Club Name	Club Advisor	Club Email	Campus
Associate Degree Nursing Club	Jill Lechner	Jill.Lechner@clcmn.edu	Brainerd
Bent Pine Journal Club	Brandy Lindquist	Brandy.Lindquist@clcmn.edu	Brainerd
Business Club	Nick Heisserer	Nick.Heisserer@clcmn.edu	Brainerd
CLC Cares Club	Erich Heppner	Erich.Heppner@clcmn.edu	Both Campuses
Dental Club	Katie Thalberg	Katie.Thalberg@clcmn.edu	Brainerd
Diesel Technicians Club	Jeff Klehr	Jeff.Klehr@clcmn.edu	Staples
E-Sports Club	Dane Seelen	Dane.Seelen@clcmn.edu	Both Campuses
Equity Coalition	David Thompson	David.Thompson@clcmn.edu	Brainerd
Global Connections Club	Tracy Kloeckl-Jimenez	Tracy.Kloeckl-Jimenez@clcmn.edu	Brainerd
Heavy Equipment Club	John Maleski	John.Maleski@clcmn.edu	Staples
Horticulture Club	Theri Wasniewski	Theri.Wasniewski@clcmn.edu	Brainerd
Humanities Common Ground Club	James Rutledge	James.rutledge@clcmn.edu	Brainerd
Intervarsity Club	Jeff Johnson	Jeff.Johnson@clcmn.edu	Brainerd
Machine Trades Club	Jim Tyrrell	James.Tyrrell@clcmn.edu	Staples
Marine & Powersports Club	Paul Hofmann	Paul.Hofmann@clcmn.edu	Brainerd
Natural Resources Club	Dr. William Faber	William.Faber@clcmn.edu	Brainerd
Phi Theta Kappa	Kathleen Porter	Kate.Porter@clcmn.edu	Brainerd
PAH Club (American Sign Language Club)	Tanya Hoting-Mrazek	Tanya.Hotingmrazek@clcmn.edu	Brainerd
PN Nursing Club	Sarah Jennissen	Sarah.Jennissen@clcmn.edu	Staples
PSEO Club	Jeff Johnson	Jeffrey.Johnson@clcmn.edu	Brainerd
Psychology Club	Alita Reque-Peterson	Alita.Reque-Peterson@clcmn.edu	Brainerd
Recovery Club	Troy Schreifels	Troy.Schreifels@clcmn.edu	Brainerd
Robotics Club	Robert Lange	Robert.Lange@clcmn.edu	Staples
Snowmobile Club	Jordan Getty	Jordan.Getty@clcmn.edu	Brainerd
Trap Shooting Club	Robb Kolodziej	Robb.Kolodziej@clcmn.edu	Brainerd
Department/Title	Name	Location	Number
Athletic Director/Coach	Greg Medeck	E147B	8213
Athletic Director/Coach	Krystal Brodeen Assistant:	E455	8210
Football Coaches	Greg Medeck, Head Coach, and Assistant Coaches: Shane Jordan, Riley Atkinson, Troy Schreifels, Kent Janicke	E456	8212
Women's Basketball Coaches	Krystal Brodeen, Head Coach, and Assistant Coaches: Mark Lindquist, Tanisha Beetso		8251
Men's Baseball Coaches	Blaine Hardy, Head Coach, and Assistant Coach, Ian Wilson	E357	8251
Softball Coaches	Ray Austin, Head Coach: Assistant Coach: Ashley Erickson, Carly Sweet	E454	8211

Men's Basketball Coaches	James Russell, Head Coach, Assistant Coaches, George Washington II, Ben Aeilts, Malik Kelly	E147B	8213
Women's Volleyball Coaches	Jane Peterson, Head Coach, Assistant Coach: Krystal Brodeen, Alexandra Swanson	E144	8210
I Care Team	Anji Mousseau	W128	5136
I Care Team	Michael Barnaby	C114	8039
I Care Team	Jill Albie	B113	5138
I Care Team	Kimberly Pilgrim	E133	8010
I Care Team/BIT team	Mary Sam, Charles Black Lance, Jill Albie, Megan Bistodeau, Erich Heppner, Julie Jo Larson, Jenni Brose, Jennifer Perez Krueger, Kellee Rossina, Troy Schreifels, Megan Kath		
Security and Emergency Management Coordinator	Troy Schreifels	C124	8143
Dean of Students, Equity, and Inclusion	Mary Sam	E132	8159
Dean of Liberal Arts	Anne Nelson Fisher	E225	8221
Dean of Brainerd Career and Technical Programs and Grants	Rebekah Kent Ehlebracht	C167	8067
Dean of Staples Campus, Nursing and Customized Training	Sheila Hoehn	B212	5172
V.P. of Academic & Student Affairs	Cheryl Norman	C213	8058
V.P. of Administrative Services	Kari Christiansen	C212	8060
V.P. of Human Resources & Culture	Nancy Paulson	C211	8054
Physical Plant Director	James McArdell	E210	8136
Executive Assistant	Jody Longbella	C208	8051
Dean of Enrollment Management and Student Success	Paul Preimesberger	C122	8163
President of CLC	Hara Charlier	C210	8053
Executive Director, AgCentric & Agricultural Partnerships	Keith Olander	C109	5163
Student Life Director	Erich Heppner	C226	8260
Foundation and Resource Development Director	Kate Adornetto	E204	8129
TRIO/SSS	Charles Blacklance	E128	8119
TRIO/SSS	Jenni Brose	E127	8005
Director of Admissions	Tambera Garza	C147	8123
Recruiter	Ryan Wright	C148	8013
Raider Check and Connect Coach	Toy-Ross Sullivan		
Raider Check and Connect Coach	Megan Kath		8019
Veterans Services Certifying Officer	Randy Tuper	C161	8279

Central Lakes College's policy is to report all criminal activity to the Brainerd or Staples Police Department by reporting incidents directly to their office or the Security Department. All crimes or potential crimes reported to the campus Security Department will be forwarded to the Brainerd or Staples Police Department. It is also Central Lakes College's position that all campus community members are responsible for reporting any criminal activity they become aware of to Security Department (Brainerd Campus C125 (218) 828-6050) or the Brainerd Police Department (218) 829-2805 or Staples Police Department (218) 894-1841, or emergency 911 (on-campus phone).

Central Lakes College urges all campus entities that are excluded from mandatory reporting, such as professional mental health counselors and pastoral counselors, to advise clients who are victims of crime to report those incidents to campus or local law enforcement authorities and to report confidential information used strictly for statistical purposes to the Security Department.

Central Lakes College publishes the Annual Security Report each year by October 1. Given the ongoing COVID-19 pandemic, the Department of Education (DOE) extended the deadline for institutions to distribute their Annual Security Report (ASR) to January 14, 2021. The report is distributed to all potential students on the college application form and prospective employees on the job announcement via a direct link to the information. All current students, faculty, and staff are sent an email briefly describing the report and containing the exact Internet address where it can be found. Printed copies of the information are available, at no cost, upon request from the Director of Security and Emergency Management.

## Geography

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

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

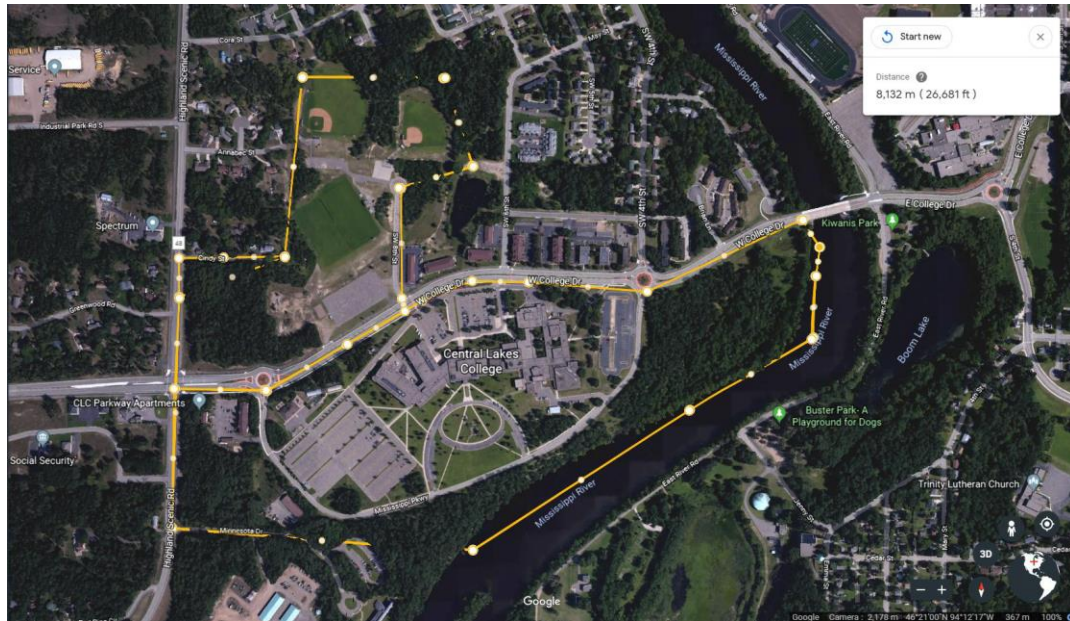
**Campus:** The term "campus" means 1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational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

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

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

**On-Campus Residential:** Central Lakes College Foundation owns the Parkway Apartments at 1203 and 1204 W. Campus Drive. Bluffstone manages the property.

## Brainerd Campus



In the above map, the area outlined encompasses the reporting area for Central Lakes College, Brainerd Campus. This area includes Parkway Apartments, the Mississippi River boundaries, and the streets and sidewalks running through and adjacent to the campus. These inclusions are separated in the crime statistics and make up the “On Campus Property,” “Public Property,” “On Campus Residential,” 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 Child Care and Learning Center	501 West College Drive, Brainerd, MN 56401

### On Campus Residential:

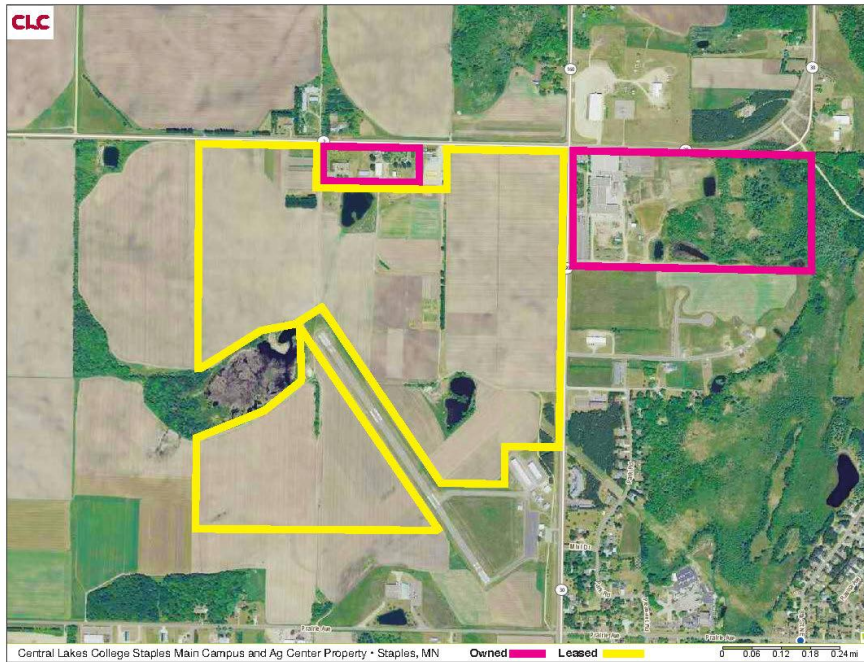
Parkway Apartments	1203/1204 W. Campus Drive, Brainerd, MN 56401
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### Public Property:

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

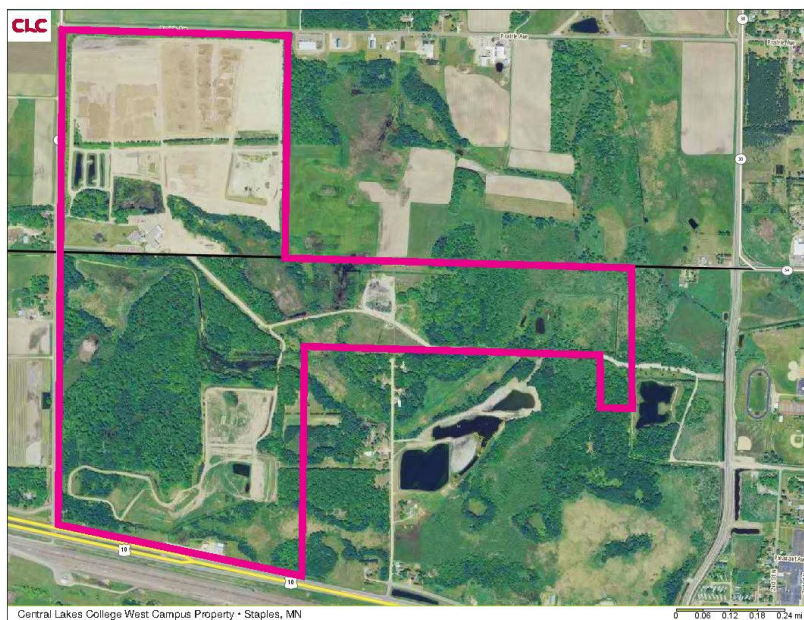


## Staples Campus Main Campus and Agriculture Center



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, streets, and sidewalks running through and adjacent to the campus. These inclusions are separated 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 site includes heavy equipment operation areas. These areas are separated into 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

Central Lakes College Agriculture Center leases 427.5 acres of agricultural land from the City of Staples and Staples School District year-round, as outlined in the above map. The Agriculture Center also rotates through approximately 1662 acres, which have not been outlined as these continually change.

#### 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:

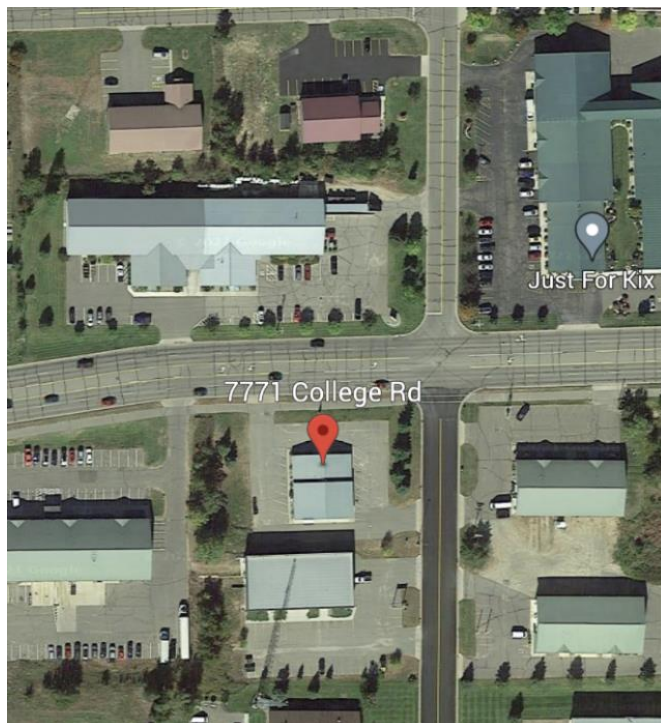
County Road 2	Airport Road to 12 <sup>th</sup> Street
Airport Road	County Road 2 to Spruce Drive
12 <sup>th</sup> Street	County Road 2 to 46.3876608, -94.783785
Spruce Drive	Airport Road to the end of Spruce Drive

##### Agriculture Center:

County Road 2	46.390260, -94.810510 to 46.390319, -94.805253
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#### Off-Campus/Leased Property:

Central Lakes College leases a building to house the Emergency Medical Response Services program at 7771 College Road, Baxter, MN 56425. This leased property is 2.5 miles west of the Brainerd campus on the south side of College Road in Baxter. College Drive's name changes to College Road when it crosses the Baxter city limits.



## **Types of Crimes Required under the Clery Act (For definitions, see Appendix 1)**

Criminal homicide:

- Murder and non-negligent manslaughter
- Manslaughter by Negligence

Sex Offenses:

- Rape
- Fondling
- Incest
- Statutory rape

Robbery

Aggravated assault

Burglary

Motor vehicle theft

Arson

Arrests and referrals for disciplinary actions, including:

- Arrests for liquor law violations, drug law violations, and illegal weapons possession.
- Persons referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Hate crimes, including:

The number of the following crimes that are determined to be hate crimes:

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

For each hate crime recorded, an institution must identify the category of bias that motivated the crime.

For the purposes of this, the categories of bias include the victim's actual or perceived:

- Race
- Gender
- Gender identity
- Religion
- Sexual orientation
- Ethnicity
- National origin
- Disability

Dating violence

Domestic violence

Stalking

Unfounded Crimes

Fire Statistics

## **Security and Emergency Management Coordinator**

The Security and Emergency Management Coordinator is the primary liaison with all law enforcement agencies for security issues occurring on campus. When such incidents occur, the Security and Emergency Management Coordinator or designee will determine how to communicate 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, Alertus Notification System for all logged-in computer monitors, campus-wide e-mail, social media, college digital monitors, and/or posted announcements.

# Campus Security Statistics

The following is the statistical report for criminal activity reported to Campus Security, Parkway Apartments, Campus Security Authorities, Brainerd and Staples Police Departments, Crow Wing, Todd, and Wadena County Sheriff Departments occurring on the campuses of Central Lakes College.

CRIME CATEGORY	BRainerd CAMPUS 2020	STAPLES CAMPUS 2020	ON CAMPUS RESIDENTIAL 2020	PUBLIC 2020	BRainerd CAMPUS 2021	STAPLES CAMPUS 2021	ON CAMPUS RESIDENTIAL 2021	PUBLIC 2021	BRainerd CAMPUS 2022	STAPLES CAMPUS 2022	ON CAMPUS RESIDENTIAL 2022	PUBLIC 2022
<b>CRIMINAL OFFENSES:</b>												
MURDER & NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	1	0	1	0
FONDLING	0	0	0	0	0	0	0	0	0	0	0	1
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	2	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	1	0	0	0	1	0	0	0	0	0	0	0
<b>HATE CRIMES</b>												
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0	0	0	0
FONDLING	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
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	1	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES:</b>												
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
STALKING	1	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS:</b>												
LIQUOR LAW VIOLATIONS	10	0	10	0	0	0	0	0	1	0	1	0
DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTIONS:</b>												
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	0	0	0	0	0	0	0	0
<b>UNFOUNDED CRIMES</b>												
UNFOUNDED CRIMES	0	0	0	0	0	0	0	0	0	0	0	0
<b>FIRE STATISTICS</b>												
FIRE STATISTICS	0	0	0	0	0	0	0	0	0	0	1	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.*

## Hate Crime Statistics for 2020, 2021, and 2022

The statistics below have been classified as “Hate Crimes” and are compliant with the definitions used in the Hate Crime Statistics Act. Hate crimes are 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. 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 Manslaughter by Negligence
- Sex Offenses: Rape, Fondling, Incest, Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Intimidation
- Larceny-Theft
- Simple Assault, Intimidation,
- Destruction/Damage/Vandalism of Property

The following were Hate Crimes Reported:

2020: No (0) Hate Crimes were reported

2021: No (0) Hate Crimes were reported

2022: One (1) **Instance of Intimidation due to Race bias**

**Unfounded Crimes** There were no unfounded crimes.

## Sexual Violence Statistics

The statistics have been classified as “Sexual Violence” and are compliant 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, and aiding acts of sexual violence. Such statistics shall not identify victims of crimes or persons accused of crimes.

The following were Sexual Violence Crimes Reported:

2020: (0) Sexual Violence Crime was reported

2021: (0) Sexual Violence Crime was reported

2022: (2) Sexual Violence Crimes was reported

## Emergency Response and Timely Warning

Central Lakes College is required by policy and fire code to have evacuation and emergency operations plans in place. Evacuation plans and emergency procedures are in every classroom and strategically posted throughout all CLC campuses. Central Lakes College also has a current Emergency Operations Plan based on the all-hazards concept, incorporating the National Incident Management System and coordinating with the system office and local emergency response agencies. This plan is used to respond to any emergency impacting Central Lakes College and outlines the responsibilities and actions necessary to protect life, property, and the environment. Some of the processes and procedures are included in this report.

Regularly scheduled drills, exercises, and appropriate follow-through activities designed for assessing and evaluating emergency plans and capabilities are completed throughout the year. The “Star Alert” text messaging system is tested

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 perform tabletop exercises.

**Emergency Response:** 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 and safety of students, faculty, or staff on campus. Central Lakes College has numerous systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat. These methods of communication include but are not limited to:

**Active messaging:** Central Lakes College can address the campus through a public address system that covers all interior campus offices, classrooms, and public spaces. In addition, logged-in computer monitors display visual warnings via the Alertus Messaging system.

**Passive messaging:** Central Lakes College will provide emergency information via the main web page. The administration will use campus-wide mass email **and** any other available media, such as digital signs, to disseminate emergency notifications to students, faculty, and staff. Twitter, Instagram, Snapchat, and Facebook social media platforms will also be used to communicate emergency notifications individually or through the Star Alert system.

**Individual messaging:** Central Lakes College utilizes an emergency notification system branded Star Alert, provided by Blackboard Connect, which disseminates emergency notification through SMS text, direct phone calls, and email at the selection of the recipient. This is an opt-out system.

Upon enrollment or hiring, students/faculty/staff are automatically enrolled in the system using their Star ID to associate them with Central Lakes College. Students, faculty, and staff are sent an email, activating their accounts, encouraging them to enter additional phone and/or cell numbers and email addresses, and selecting other delivery options for receiving emergency notifications.

For additional access information, issues concerning individual accounts, or other questions, contact the Security and Emergency Management Coordinator at (218) 270-0166 or email [Troy.Schreifels@clcmn.edu](mailto:Troy.Schreifels@clcmn.edu).

Central Lakes College, upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus:

1. A Central Lakes College official will verify that a legitimate emergency or dangerous situation exists, even if all the pertinent details are not known or are available at the time.
2. In coordination with and at the advice of local first responders, Central Lakes College officials will determine the appropriate segment(s) of the campus community to receive notification.
3. Central Lakes College will, without delay, and taking into account the safety of the community, determine the content of the notification, unless issuing a statement will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
4. Central Lakes College encourages accurate and prompt reporting of all crimes to the security department and the appropriate police agencies when the victim cannot do so due to physical or mental incapacitation to make such a report.

**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" and Alertus System and/or the Public Address System will be used to notify people on the campus of the emergency immediately. This system would broadcast the appropriate message, mandating appropriate actions by people on the Brainerd Campus.

In 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. Suppose a tornado, hazardous materials spill calling for immediate evacuation, or an active shooter emergency occurs. In that case, the respective Information Centers will 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 and Emergency Management Coordinator, 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 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 to all student e-mail addresses.
- Administrative Support Personnel from the Emergency Operations Team will send a campus-wide e-mail to all Brainerd and Staples Faculty and Staff personnel.
- Administrative Support Personnel from the Emergency Operations Team will send emergency information to all Central Lakes College Emergency Operations Team members.
- 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.

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 receiving this type of emergency 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, designee, Central Lakes College Public Relations Officer, designee, or another designated office. Additional messages may be released as the incident or situation dictates and time permits.

After ensuring that local first responders are notified, Central Lakes College will activate the active messaging system to inform the campus community. An immediate Star Alert containing pertinent emergency notification and information will be disseminated. Other passive and individual messaging will provide redundant and detailed emergency information immediately.

Central Lakes College will test the emergency response and evacuation procedures annually under this policy and applicable state and federal regulations. Tests may be announced or unannounced, and emergency response and evacuation procedures will be publicized with at least one test per calendar year. Central Lakes College also conducts Tornado Drills annually under the National Weather Service Severe Weather Awareness Week. Results of each test will be documented and include a description of the exercise, the date, time, and whether it was announced or unannounced. The Security and Emergency Management Coordinator is responsible for maintaining documentation of each training and keeping a record of each event's outcomes. Records for all Clery-related requirements are retained for seven years and are available upon request.

### **Timely Warning**

Central Lakes College will issue a timely warning for all Clery Act crimes reported to Campus Security Authorities or local police agencies and considered by Central Lakes College officials to represent a serious or continuing threat to students, faculty, and staff. Timely warnings will not be limited to violent crimes or crimes against persons and may include crimes against property or other severe or continuing threats.

Issuance of a Timely Warning is determined on a case-by-case basis. Factors included are the nature of the crime or threat, the continuing danger to the campus community, and the risk of compromising law enforcement efforts. Central Lakes College will consult with local law enforcement and other officials when determining the need and content of any Timely Warning.

A Timely Warning intends to enable the campus community to protect themselves. It will include all information that would promote safety and aid in preventing similar crimes or protection from specific threats. Timely Warnings will be disseminated to students, faculty, and staff using the Star Alert text and email features, campus email system, or any other passive or individual notification method.



### 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 receiving this type of emergency 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, designee, Central Lakes College Director of Marketing and Public Relations, or their designee, or another designated office. Additional messages may be released as the incident or situation dictates and time permits.

### Notification Testing Procedures:

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

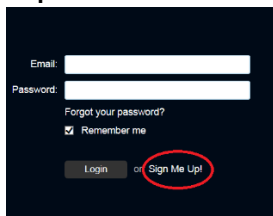
Emergency Response and Evacuation Policy and Procedure Campus Publication Process:

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 <http://www.clcmn.edu/security-safety/>

### Procedures for Signing up for "Star Alert":

**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 long, contain 1 number, 1 capital letter, and have no spaces or special characters.
- You will receive a confirmation email to your student or employee email account from noreply@blackboard.com. Open the link in this email, and a login screen will open.

**Step 3:** **Security Questions & Identification Code**

- Answer three (3) security questions.
- Log in using your student or employee email address and the password you created.
- **Enter your Identification Code:**
  - CLC students and employees use your "Star ID."
  - St. Scholastica students use your "Student ID."
- Enter one piece of **contact information** - enter your student or employee email address and click **"submit."**

**Step 4:** **Contact Record** – Your contact record will be displayed. Select the **"Associate"** button below the results.

**Step 5:** **Login & Complete Registration**

- Log into the CLC BbC Portal Site
- Follow the steps to complete the registration process.
- **Add, edit, and confirm** your contact information.
- **Confirm** all contact information is correct **and save** before exiting the portal.

**If you need assistance:**

- **Students** contact askclc@clcmn.edu or call 218.855.8200.
- Employees call the CLC Help Desk at ext.8200.

#### Campus Security Policies

Any Central Lakes College student, faculty, or staff member should call 911 to report an emergency or crime. Please notify the Security and Emergency Management Coordinator, Troy Schreifels (218-270-0166), anytime 911 services are requested (fire, law enforcement, or medical) on campus.

Campus facilities, offices, classrooms, and other spaces use a combination of keyless entry, keys issued to authorized personnel, and manually operated locks. The Brainerd Campus is opened and secured by the Security Department. The Staples Campuses are opened and secured by maintenance staff.

#### **BRAINERD CAMPUS:**

##### **In emergencies, immediately dial 911 or (218) 829-2805 (Brainerd Police Dept.)**

The Security Department on the Brainerd Campus is staffed Monday-Friday from 6:30 AM until 10:30 PM and Saturday-Sunday as college activities dictate. Building hours for the Brainerd Campus are from 7:00 AM to 10:00 PM Monday-Friday and Saturday – Sunday as college activities dictate. All requests for immediate assistance relating to security issues should be made by calling **(218) 828-6050** or visiting our facility at 501 W. College Drive, Brainerd, MN 56401. Security Officers respond to all requests for service and assistance. These officers are college student employees and are not licensed police officers. In any life-threatening emergency, persons are strongly encouraged to immediately and directly contact appropriate police, fire, or medical assistance by calling 911.

#### **STAPLES CAMPUS:**

##### **In emergencies, immediately dial 911 or 1-800-794-5733 (Staples Police Dept.)**

CLC contracts with the Staples Police Department to provide security services daily. In addition, Security and Emergency Management Coordinator Troy Schreifels provides on-site security on Wednesdays from 1:00 p.m. to 5:00 p.m. Building hours for the Staples Main and West Campuses are from 7:00 AM to 9:00 PM Monday-Thursday and 7:00 AM to 5:30 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 security issues should be made by calling **(218) 894-5114** (Staples Information Center) or 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 any life-threatening emergency, persons are strongly encouraged to immediately and directly contact appropriate police, fire, or medical assistance by calling 911.

All criminal activity on campus should be reported immediately to the Central Lakes College Security Department in Room C125 or by telephone at 218-828-6050. If the victim chooses, an additional report can be filed with the appropriate law enforcement agency. Central Lakes College Security Department can assist the complainant in completing a report. Internal reports may be shared with other departments on campus as necessary to conduct an investigation and to ensure the campus community's safety. The Security Department will assist Police Department (s) with crime reports in confidence and may be required by law to release information based on the events or nature of the crime. Central Lakes College will attempt to protect the identity of crime victims whenever possible.

In addition, crimes can be reported to any of the Campus Security Authority listed previously in this report.

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

During the fall Semester of 2021, Central Lakes College employed Jennifer Perez Krueger as a counselor on the Brainerd campus, replacing our previous counselor, Suzie Karsnia. Effective December 2021, CLC used Kellee Rossina as a licensed social worker who filled the college's confidential employee role. In addition, effective

November 2, 2021, Central Lakes College contracted onsite behavioral and mental health services at the Staples Campus through Amanda Mithun, LMFT, from Lakewood Health System. She serves as the Staples Confidential employee.

Social Worker/BIT Member	Kellee Rossina	218-855-8024	E204
Licensed Marriage and Family Therapist	Amanda Mithun	218-894-5114	F121 Staples Campus

Central Lakes College is not required to report statistics for crimes reported to a pastoral or professional counselor. Pastoral and professional counselors, if and when they deem appropriate, are encouraged to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Central Lakes College security personnel and officials ARE NOT certified or sworn peace officers and do not possess law enforcement (arrest) authority. Central Lakes College personnel may utilize private person arrest authority according to Minnesota State Statute 629.37.

Central Lakes College works closely with the Brainerd Police Department, Baxter Police Department, Staples Police Department, Crow Wing County Sheriff's Department, Todd County Sheriff's Department and Wadena County Sheriff Department, State Patrol, Bureau of Criminal Apprehension, and other state and federal law enforcement agencies as required.

Central Lakes College, in partnership with these agencies, monitors and records criminal activity and student conduct violations by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities.

Central Lakes College encourages students, faculty, and staff to accurately and promptly report all crimes to one of the above-listed agencies and offices when the victim of a crime elects to, or is unable to, make such a report.

Central Lakes College annually reviews the physical security infrastructure to ensure appropriate steps are taken to maintain and enhance the safety and security of the campus. Landscaping and lighting are checked periodically by the Security and Emergency Management Coordinator, and discrepancies are addressed immediately. The campus works closely and routinely with the system Emergency Preparedness and Security Specialist and the Facilities and Safety departments to evaluate campus physical security and vulnerability, programming resources to address any potential threat, vulnerability, or contingencies.

Central Lakes College encourages students, faculty, and staff to be responsible for their security and the security of others by following the tips provided:

#### **Personal Safety**

- 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 taking appropriate steps to prevent crime. Remember to:
  - Use the Security Department's "escort service."
  - Walk in a group, stay in well-lit areas, and wear light-colored clothing when walking at night.
- Escort Service: Security Officers, other faculty and staff, or community members provide an on-campus escort service. Escorts may be requested by calling (218) 828-6050, and an attendant will be provided as other safety and security duties permit.

#### **Protect your room or apartment:**

- Lock your door—even if you are only going out for a short time. It only takes 8 seconds to walk into an open room and steal your valuables.
- Always lock your door and windows when you are asleep. You are also encouraged to lock your door and windows when you are awake.
- Do not prop open locked exterior building doors. The doors are locked for your protection and the protection of other residents.

- Never open the 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 or Student ID card swipe to anyone—even a classmate or friend. They may not be careful with them or misplace them, giving the wrong person access.
- Do not put your name and address on key rings, as they may be used to steal your property if found by the wrong person.
- Smoke detectors are provided in each housing unit for your safety. AT NO TIME SHOULD THEY BE DISCONNECTED OR MOVED.

**Protect your property:**

- Personal property (purses, backpacks, calculators, cell phones, etc.) should never be left unattended. If you leave the office, classroom, or residence, take such items with you.
- Take valuables home with you during vacations and school breaks.
- Park your bike where you can keep an eye on it if possible. Always lock your bike.

**Protect your automobile:**

- Always lock your car doors and never leave your keys or valuable items, such as cameras, wallets, etc., in plain sight or on the seats in the vehicle.
- Try to park your car in a well-lit area.

**Protect yourself at night:**

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Call for an escort in advance.

**Protect yourself when walking and jogging:**

- Avoid walking and jogging alone after dark. If you must travel independently at night, call for someone to escort you to your on-campus destination.
- Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence or apartment, and keep your personal or valuable items concealed and close to your body.

**Help us protect you:**

- Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them. Call 911 first and then:
  1. Suspicious activity:
    - (a) Call law enforcement if you see suspicious activity or people on or near campus. Please do not assume that what you observe is an innocent activity or has already been reported.
    - (b) Do not assume the person is a visitor or college staff member you have not seen before.
  2. Suspicious people may be:
    - (a) Loitering about at unusual hours and locations; running, especially if something of value is being carried.
    - (b) Exhibiting unusual mental or physical symptoms. The person (s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
    - (c) Carrying property that might be suspicious, depending on the circumstances, going from room to room, trying door handles.
- Report all thefts and property loss immediately to campus security.
- Be safety conscious at all times.

## Daily Crime Log

Central Lakes College has a Security Department and maintains a written daily crime log. The crime log records by the date the crime was reported, any crime that occurred within the institutions designated Clery geography, and that is reported to the Security Department. The information in the crime log contains the nature, date, time, and general location of each crime and the disposition of the complaint if known. Central Lakes College MUST make an entry or an addition to an entry to the log within two business days of the report of the information to the Security Department unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

The institution may withhold information required under 34-CFR-668.46 (f) (1) if there is clear and convincing information that the release of the information would:

- 1) Jeopardize an ongoing criminal investigation or the safety of an individual,
- 2) Cause a suspect to flee or evade detection or
- 3) Result in the destruction of evidence.

Central Lakes College must disclose any information withheld once the adverse effect described above is no longer likely to occur. The institution can withhold only that information that would cause a negative effect.

The Security Department makes the crime log for the most recent 60-day period open to public inspection during regular business hours, 7 a.m. to 10 p.m. weekdays. Central Lakes College must also make any portion of the crime log, older than 60 days, available within two business days or a request for inspection. All requests must be made through the Security and Emergency Management Coordinator, Security Department 501 W. College Drive, Brainerd, MN 56401. The Daily Crime log for the Staples Campus is available at the front desk between 8:00 a.m. and 4:30 p.m., Monday through Friday.

## Missing Student Policy

If a student, faculty, or staff member becomes aware or suspects a student is missing for 24 hours, report immediately to the Central Lakes College Security Department or Dean of Students, Equity, & Inclusion. Any missing student report by any other Campus Security Authority must be referred immediately to the Security Department and the Brainerd or Staples Police Department(s) having jurisdiction over the campus.

Students can identify and designate a contact person or persons Central Lakes College shall notify within 24 hours of determining that the student is missing, as determined by the Central Lakes College Security Department or local law enforcement agency. Students are advised that their contact information will be registered confidentially and will only be accessible to authorized campus officials. Information may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. Suppose students are under 18 years of age and not emancipated. In that case, Central Lakes College MUST notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to telling any additional contact person designated by the student. Central Lakes College will notify local law enforcement within 24 hours of the determination that the student is missing unless law enforcement is the agency that determined that the student is missing.

## Sexual Assault and Related Offenses

Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relations violence, stalking, and aiding acts of sexual violence. As a result, (Central Lakes College) issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a (Central Lakes College) official. In this context, Central Lakes College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. It reaffirms its commitment to maintaining a campus environment, emphasizing the dignity and worth of all college community members.

For a complete copy of (Central Lakes College's) policy governing sexual misconduct, visit

<http://minnstate.edu/board/policy/1b03.html> and <http://minnstate.edu/board/procedure/1b03p1.html>

**Definitions:** The following definitions apply:

**Consent:** is informed, freely given, and mutually understood. There is no consent if coercion, intimidation, threats, and/or physical force are used. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

**Sexual Assault:** an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any actual, attempted, or threatened sexual act directed against another person without the victim's consent, including instances where the victim cannot consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law and form the basis for discipline under Minnesota State student conduct codes and employee disciplinary standards.

Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching, coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as the primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior directed at another, such as indecent exposure or voyeurism.

**Rape:** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim.

**Fondling:** is defined as the touching of the private parts of another person for sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

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

**Statutory Rape:** is defined as sexual intercourse with a person under the statutory age of consent.

**Domestic Violence:** The term "domestic violence" means felony or misdemeanor crimes of violence committed—

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

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

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



safety or the safety of others or suffer substantial emotional distress.

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

1. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
2. Reasonable persons mean a reasonable person under similar circumstances and with similar identities to the victim.

Any incident meeting this definition is considered a crime for Clery Act reporting.

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

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Prohibited Behavior Covered</b>
Sexual Violence Prevention for Students	8/11/22 - Cafeteria Brainerd - Fall sport athletes 8/22/22 - OSP Program 8/24/22 - Chalberg Brainerd - Open to all 8/24/22 - Brainerd Auto program 8/30/22 - Staples Commons - Open to all 8/30/22 - Heavy Equipment Program 9/1/22 - Chalberg Brainerd - Open to all 9/1/22 - Daytime Welding class 10/29/22 - Staples West Campus	Welding Classroom Chalberg Theatre  OSP Classroom  Chalberg Theatre  Welding Classroom  Staples-West Campus	Continuum of sexual harassment/violence, ending and responding to violence, bystander intervention, resources, reporting processes, campus confidential employee
Sexual Violence Prevention Training for New Employees		All CLC new employees	Continuum of sexual harassment/violence, ending and responding to violence, bystander intervention, resources, reporting processes, campus confidential employee
Online D2L Sexual Violence Training for students unable to attend face-to-face training. Personal Empowerment Through Self-Awareness (PETSA)	Offered year-round	Online- D2L	Continuum of sexual violence, bystander intervention, resources, laws. Minnesota State colleges and universities developed this training. Affirmative Action/Title IX Department

**Procedures for Reporting a Complaint:** Central Lakes College has systems in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Central Lakes College will make such accommodations if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to the Central Lakes College Security Department or local law enforcement. The following is the procedure students, faculty, staff, or guests of Central Lakes College should follow:

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. The Title IX Officer and the Security and Emergency Management Coordinator will attempt to provide support and resources for the sexual assault complainant. Each report of sexual assault will be investigated to provide better protection to the alleged victim of a sexual assault and all campus community members. Sexual assault complainants should be aware of the need for 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.
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 Central Lakes College via the anonymous option in the Campus Eye Reporting Software, via the campus Sexual Violence webpage noted above, or through the Brainerd or Staples Police Department. Title IX and/or Campus Security may provide resources to the complainant to make this report if they 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. The CLC Title IX Office, in collaboration with the Security and Emergency Management Coordinator, shall maintain the current Memorandum of Understandings specific to addressing sexual violence with Brainerd, Baxter, and Staples Police Departments.
5. If the Vice President of Academic & Student Affairs or Director of Human Resources, in conjunction with the CLC Title IX and Security and Emergency Management Coordinator 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 the location, date, and time of the assault and any information that might help identify the assailant will be reported. In collaboration with the Security and Emergency Management Coordinator, the Title IX Officer will inform the campus community of reported sexual assaults through appropriate notices, radio stations, and the local media. CLC will take appropriate action to safeguard the complainant.
6. 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 (if the complainant chooses to file a report with the police.)
7. The college will take appropriate action to safeguard the alleged victim. The college will create a safety plan with the complainant, which might entail changing class schedules and addressing housing concerns if the incident occurred at the CLC Foundation-owned apartments.
8. In addition to respecting the complainant's rights, the college will protect the rights of the alleged perpetrator. Due process is required throughout the investigation and post-investigation process for both parties.

9. When a complainant does not consent to disclose their 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 typically not take any disciplinary action unless it is determined that there is a clear violation, policies and procedures have been followed, and 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: <https://mycampuseye.com/web/D7C6> Anonymous reporting is available.

Central Lakes College's designated 'Confidential Employee is the campus social worker Kellee Rossina, Room E204, located on the Brainerd Campus, and Amanda Midthun, on the Staples Campus, Room F121.

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 Campus Security Department:

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 Security and Emergency Management Coordinator at 218 855-8143 or 218 270-0166. Even if you do not want to file a report, the Security Department or representative will arrive on the scene and ensure your safety. Your safety is our priority. The Security Office is 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 218 855-8143 (Staples Campus) or stop by C125 (Brainerd Campus), even if the assault did not occur recently. A member of the Security Office will interview you to gather your statement. CLC Title IX Office must and will investigate reports of sexual violence. Your information must be forwarded to the campus Title IX Office by Campus Security. You may also report the incident to any college employee. However, all college employees designated as campus security authorities have to report knowledge of incidents of sexual violence to the Security and Emergency Management Coordinator 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 substantial evidence 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.

In Minnesota, evidence may be collected even if you choose not to make a report to law enforcement.

Evidence collected during a medical forensic exam will only be tested if a report is made to law enforcement.

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

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, and other communications and keeping pictures, logs, or additional copies of documents if they have any, that would be useful to Central Lakes College investigators or police. Although Central Lakes College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. Central Lakes College will assist victims with notifying local police if they desire. Brainerd Police Department may also be reached directly by calling 218 829-2805 or at 225 E River Rd, Brainerd, MN 56401. Staples Police may also be contacted by calling (218) 894-1841 or at 301 2nd Ave

NE, Staples, MN 56479.

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 County Road 83 218-894-1515  
Staples MN 56479

Essentia Health and Lakewood Health employ skilled Emergency Department personnel available to perform a sexual examination. This service is available 24 hours a day, 7 days a week. Forensic exams are paid for by the county where the assault was committed.

Further evaluate and document any injuries (if you have injuries that require treatment, the nurse will ask the emergency department staff to assess 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

WeAre-The Clinic 218-454-1546 WeAre the Clinic also maintains two offices on the Brainerd campus, C101 and C103.

Local Police Department:

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

If complainants want assistance 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. To reduce contact between the complainant and the alleged assailant, the College will, upon request, attempt to change classes if the accommodation is reasonably available. Requests to arrange for a change in class schedule can be made to the Title IX Officer. Changes in campus housing requests can be made to the Title IX Officer. The complainant has the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO). Campus Security has information on how to file for and request an OFP or HRO. The Security Department will assist in enforcing all lawful OFPs and HROs. If an OFP or HRO is issued, complainants are encouraged to file a copy with the CLC Security Department and Title IX Officer. 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 by a violent crime.

Additional community resources:

Brainerd Police Department, 218-829-2805  
Central Lakes College Social Worker, Brainerd, 218-855-8024  
Central Lakes College Counseling, Staples, 218- 894-5114  
Hands of Hope Crisis Line, 800-682-4547  
Sexual Assault Services, 218-828-0494  
Staples Police Department, 218-894-1841  
The Women's Shelter: 218-828-1216  
WeAre, 615 Oak Street, Brainerd 218-454-1546/Central Lakes College-Student Hub E204

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.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the institution, below are the procedures that the institution will follow, as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Central Lakes College Security Department, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested. Central Lakes College will:

1. Provide the complainant with written information to access medical care, depending on when reported (immediate vs. delayed report).
2. Assess the immediate safety needs of the complainant.
3. Assist complainant with contacting local police if complainant requests and provide contact information for the local police department.
4. Provide complainant with referrals to on and off-campus mental health providers.
5. Assess the need to implement interim or long-term protective measures, such as housing changes, changes in class schedule, or "No Contact" directives between both parties.
6. Provide a "No Trespass" directive to the accused party if deemed appropriate.
7. Provide written instructions on how to apply for an Order of Protection.
8. Provide a copy of the Sexual Violence Policy to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.
9. Inform the complainant of the outcome of the investigation, whether the accused will be administratively charged, and the hearing outcome.
10. Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

When appropriate, Central Lakes College may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.

**Assistance for Victims - Rights and Options:** Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Central Lakes College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Minnesota, a victim of domestic violence, dating violence, sexual assault, or stalking has the following rights:

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

Further, Central Lakes College complies with Minnesota law in recognizing Orders of Protection and Harassment Restraining Orders. To reduce contact between the complainant and the alleged assailant, the College will, upon request, attempt to change classes if the accommodation is reasonably available. Requests to arrange for a change in class schedule can be made to the Title IX Officer. The complainant has the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO). Any person who obtains an order of protection from Minnesota or any reciprocal state (Under VAWA's full faith and credit provision, every state must recognize and enforce protection orders issued in other states, as if issued in the enforcing state) should provide a copy to Central Lakes College Security Department and the Office of the Title IX Coordinator. A complainant may then meet with the Central Lakes College Title IX Officer and Security Department to develop a Safety Action Plan for campus officials and victims to reduce the risk of harm while on or coming and going from campus. This plan may include, but is not limited to,

escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) Central Lakes College cannot apply for a legal order of protection, no-contact order, or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. Protection from abuse orders may be available through the local county court at no cost. Central Lakes College may issue an institutional no-contact order if deemed appropriate or at the victim's or accused's request. To the extent of the victim's cooperation and consent, Central Lakes College offices will work cooperatively to ensure that the complainant's health, physical safety, work, and academic status are protected, pending the outcome of a formal investigation of the complaint. If reasonably available, a complainant may be offered changes to academic, living, or working situations, counseling, health services, visa and immigration assistance, and assistance notifying appropriate local law enforcement. Additionally, personally identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who is investigating/ adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, Central Lakes College will maintain, as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.



TYPE OF ORDER	• WHO CAN FILE FOR ONE	WHERE TO GO FOR ASSISTANCE	CRITERIA FOR ORDER
ORDER FOR PROTECTION (OFP)  DOMESTIC ABUSE	<ul style="list-style-type: none"> <li>• Spouses</li> <li>• Former Spouses</li> <li>• Parents and Children</li> <li>• Persons related by blood</li> <li>• Persons who live together or who have lived together in the past</li> <li>• Persons who have a child in common, even if they have not been married or lived together</li> <li>• Persons who have an unborn child in common</li> <li>• Persons involved in a significant romantic or sexual relationship</li> </ul>	Visit the County Courthouse. District Court staff will help you complete the paperwork (Affidavit and Petition) needed to ask for a temporary "ex parte" Order for Protection. You are called the "Petitioner," and the person you are filing against is called the "Respondent." The County District Court Staff can assist students in completing and filing OFPs and harassment orders.	<ul style="list-style-type: none"> <li>• physical harm, bodily injury, or assault;</li> <li>• the infliction of fear of imminent physical harm, bodily injury, or assault; or</li> <li>• Terroristic threats, within the meaning of section 609.713, Subdivision 1: criminal sexual conduct within the meaning of sections 609.342, 609.343, 609.344, 609.345, or 609.3451; or interference with an emergency call within the meaning of Section 609.78, subdivision 2.</li> </ul>
HARASSMENT RESTRAINING ORDER (HRO)	Anybody who does not fall under the criteria for the Order for Protection.	To file a Harassment Restraining Order, you must complete a Court Administration form titled "Petitioner's Affidavit and Petition for Harassment Restraining Order." You may pick up a copy of this form from the County Service Center or download it from the Minnesota Court System's website. Please provide as many details as possible on the form and return it to Court Administration.	A single incident of physical or sexual assault or repeated incidents of intrusive or unwanted acts, words, or gestures that have a substantial adverse effect or are intended to have a significant negative impact on the safety, security, or privacy of another, regardless of the relationship between the actor and the intended target.

\*Criteria for Order reflects Minnesota Statutes

The institution does not publish the names of crime victims. Victims may request that directory information on file be removed from public sources by request by contacting the CLC Registrar at 218-855-8038.

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

<http://www.rainn.org> – Rape, Abuse, and Incest National Network

<https://www.justice.gov/ovw/sexual-assault> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> - Department of Education, Office of Civil Rights

**Bystanders:** Bystanders play a critical role in preventing sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but can intervene, speak up, or do something about it. We want to promote a community accountability culture where bystanders actively prevent violence without causing further harm. We may not always know what to do, even if we want to help. Below is

a list of some ways to be active bystanders. If you or someone else is in immediate danger, call 911. This could be when a person is yelling at or being physically abusive towards another, and it is not safe for you to interrupt.

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

**Reducing the Risk of Sexual Assault:** You can reduce the chances of sexual assault by doing the following:

1. Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to escape a bad situation.
2. Try to avoid isolated areas. It is more challenging to get help if no one is around.
3. Walk with purpose. Even if you do not know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
5. Do not load yourself with packages or bags, which can appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Do not allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so you can be more aware of your surroundings, especially if you walk alone.
9. When you go to a social gathering, go with friends. Arrive together, check in throughout the evening, and leave together. Knowing where and who is around you may help you find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. Contact law enforcement immediately if you see something suspicious (call 911).
11. Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, get a new one.
12. Do not accept drinks from people you do not know or trust. If you accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. Do not drink from the punch bowls or other large, common open containers at parties.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get them to a safe place immediately.
14. Contact law enforcement immediately if you suspect you or a friend has been drugged. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - b. Be true to yourself. Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. Have a code word with your friends or family so that if you do not feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come and get you or make up an excuse for you to leave.
  - d. Lie. If you do not want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**Complainants' rights:** are as follows:

1. Complainants can file criminal charges with local law enforcement officials in any sexual assault case.
2. They have all the rights under the crime victims bill of rights, Minn. Stat. §§

611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.

3. Complainants are afforded the availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident.
4. Campus Security Authorities/Title IX Office will assist in preserving a sexual violence complainant material relating to a campus disciplinary proceeding.
5. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved.
6. Upon a sexual assault complainant's request, Central Lakes College will act to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant or the respondent to alternative classes, or a work site or alternative college-owned housing, if such alternatives are available and feasible. Any accommodations or protective measures provided to the victim will be maintained in confidence to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
7. Upon the complainant's request, students who report sexual assaults to Central Lakes College and subsequently choose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring.

## Investigation and Disciplinary Procedures

Investigations and disciplinary procedures will be conducted by Central Lakes College officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Central Lakes College officials who conduct investigations and disciplinary procedures will not have any bias or conflict of interest toward either the accuser or the accused.

Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any action plan to prevent the possibility of re-victimization. The process will respect the needs and rights of all individuals involved, and they will be treated with dignity. It is never assumed or suggested that the complainant was at fault for the sexual assault or should have behaved differently to prevent the assault. All proceedings will be acted on promptly and conducted within reasonable timeframes. The process will allow for extensions of those timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. The process will be consistent with these policies and transparent to the complainant and the respondent. Student complainants and respondents will have the same opportunity to have an appropriate support person or advisor present at any interview or hearing in a manner consistent with the governing procedures and applicable data practices law. Employees have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan. All procedures will be conducted following applicable due process standards and privacy laws. The complainant and respondent will simultaneously be informed, in writing, of the investigation to be undertaken, the outcome or determination of findings on time, as permitted by applicable privacy law. Results will be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated. The past sexual history of the complainant and respondent is deemed irrelevant except as that history may directly relate to the incident being considered. A respondent's use of any drug, including alcohol, judged to be related to an offense may be an exacerbating rather than mitigating circumstance.

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

Suppose a complainant no longer desires to pursue a complaint through Central Lakes College proceedings. In that case, Central Lakes College reserves the right to investigate and resolve the complaint as it deems appropriate.

Central Lakes College reserves discretion whether to pursue alleged policy violations under proper circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time or because the respondent is no longer a student or employee of Central Lakes College.

Investigation, determination, and disciplinary steps include:

- Interview complainant
- Establish safety measures if needed
- Provide campus and community resources to the complainant
- Provide the complainant with a copy of the 1B.3 Policy and Procedures
- Provide the complainant with a copy of the letter alerting them to the investigation process moving forward
- Provide respondents with a copy of the letter alerting them to the investigation process, available resources, and a copy of the 1B.3 Policy and Procedures.
- Investigate on time.
- Notify all parties of the findings of the investigation and provide all parties with a copy of the campus appeals procedures.
- Implement sanctions if a determination of findings of a policy violation occurred.

## **Campus disciplinary action in alleged sex offenses**

### **A. Procedure:**

The college disciplinary process in alleged sexual offenses 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). 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. The complainant and the respondent have the right to have an advocate present throughout the investigation. However, the advocate cannot speak in their place.

<http://www.clcmn.edu/college-policies/3-6-1-student-conduct-procedure-2/>

### **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.

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

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

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

### **C. Sanctions:**

Students found guilty of violations of serious cases, such as rape and other sexual offenses are subject to disciplinary action including, but not limited to, suspension or expulsion. Minnesota State Board Policy 1B.3, following System Procedure 1B.1.1 or Board Policy 3.6:

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

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

<http://www.clcmn.edu/college-policies/3-6-student-conduct-policy-2/>

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

Central Lakes College may summarily suspend or take other temporary measures against a student alleged to have violated Board Policy 1B.3 following System Procedure 1B.1.1 or Board Policy 3.6.

Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students, or termination from employee employment. The appropriate sanction will be determined on a case-by-case basis, considering the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate. Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by Central Lakes College for admitting in the report a violation of the student conduct policy on the use of alcohol or drugs.

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

Under the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, section 121 of the Adam Walsh Child Protection and Safety Act of 2006, and the Family Education Rights and Privacy Act of 1975, the Central Lakes College Security Department is providing a link to the Minnesota Sex Offender Registry. POR Public Home ([state.mn.us](http://state.mn.us)) This act requires higher education institutions to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to write in a State to provide notice of each institution of higher education in the State at which the person is employed, carries a vocation, or is a student.

The Minnesota Level 3 Sex Offender registry is available via the Internet. Information regarding Level 3 sex offenders can be found at [coms.doc.state.mn.us/Level3/](http://coms.doc.state.mn.us/Level3/), and information regarding Level 2 offenders is available at the Brainerd and Staples Police Department.

The Security and Emergency Management Coordinator 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 Students, Inclusion and Wellness and other campus employees designated as 'need to know' will be informed of a sex offender with significant campus restrictions.

**Filing an Appeal:** The complainant or the respondent may appeal the decision maker's decision. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The request must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, the chancellor may consider an appeal whether the chancellor serves as the decision maker.

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

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

## 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 information means 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 it. Employees must complete a sexual harassment training module as part of their new employee training process, and all employees must 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 to facilitate a fair, respectful, and confidential process on allegations of sexual violence following this and other relevant 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.

## Drug and Alcohol Policies

Central Lakes College prohibits the unlawful possession, consumption (use), sale, or distribution of alcohol by all students and employees. It enforces all applicable drinking/liquor laws and policies on campus, including Federal law, Minnesota State law, Brainerd or Staples Ordinances, and institution policy.

The possession or consumption of alcohol is prohibited in all Central Lakes College campus buildings and applies regardless of age. Consuming alcohol and loitering with an open container of alcohol violates the law. The only exception is for special events authorized by the Minnesota State Colleges and Universities Board of Trustees.

Students are subject to the Student Code of Conduct while participating in school-sponsored activities at off-campus locations—any violations of the Student Code of Conduct while participating in such activities will be investigated by the Central Lakes College Security Department and the Dean of Students/Title IX Coordinator. Please see <http://www.clcmn.edu/college-policies/3-6-student-conduct-policy-2/> 3.6.1 Student Code of Conduct Procedures: <http://www.clcmn.edu/college-policies/3-6-1-student-conduct-procedure-2/>

Students found to possess an open container or consume alcohol while on campus will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative, the Brainerd or Staples Police Department may be called to assist, and the student may be subject to citation or arrest. Employees found to possess an open container or consume alcohol while on campus will be subject to disciplinary action. Non-students/non-employees found to possess an open container or consume alcohol while on campus may be asked to leave campus and may be prohibited from returning for one year. If uncooperative, the Brainerd or Staples Police Department may be called to assist, and the individual may be subject to citation or arrest.

**Students** believed to be under the influence of alcohol may be subject to disciplinary action for violating the Student Code of Conduct. **Employees** believed to be under the influence of alcohol may be subject to disciplinary action.

**Non-students/non-employees** who are believed to be under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative, the Brainerd or Staples Police Department may be called to assist, and the individual may be subject to citation or arrest.

**Illegality of Drugs on Campus and the Enforcement of Federal and State Drug Laws:** Central Lakes College enforces Federal, State, and local drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia. Central Lakes College forbids possessing, using, or distributing illicit drugs on campus. This includes but is not limited to the possession, sale, use, growing, manufacturing, and making of narcotic drugs. Exceptions would be drugs prescribed by a doctor's order.



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

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

**For petty misdemeanor crimes, such as possession of marijuana, the following actions will be taken:**

**Students** found to be violating the law may be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative, the Brainerd or Staples Police Department may be called to assist, and the student may be subject to citation or arrest. **Employees** found to violate the law while on campus may be subject to disciplinary action. **Non-students/ non-employees** found to violate the law while on campus may be asked to leave campus and may be prohibited from returning for one year. If uncooperative, the Brainerd or Staples Police Department may be called to assist. The individual may be subject to citation or arrest for misdemeanor and felony-level drug crimes, and the Brainerd or Staples Police Department will be contacted.

**Drug and Alcohol Abuse Education Programs:** Central Lakes College recognizes the reality of chemical dependency and is aware of its occasional presence in the higher education community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the campus community. Central Lakes College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various offices, including Counseling and Human Resources, provide information and referrals to prevention programs for those seeking help with substance abuse.

- A. 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/college-policies/3-6-student-conduct-policy-2/> 3.6.1 Student Code of Conduct Procedures: <http://www.clcmn.edu/college-policies/3-6-1-student-conduct-procedure-2/>
- B. Central Lakes College has the following policies 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/college-policies/3-6-2-addendum-uniform-amnesty-policy-student-conduct-drugs-alcohol-and-sexual-violence/>
- C. 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 Social Worker: 218-855-8024  
CLC Human Resources: 218-855-8054

**Community Resources:**

- Adapt of Minnesota, *holisticpsychological.com*, 324 S 5th St Brainerd, MN. 1-(877) 226-7163
- Alcoholics Anonymous, *aa.org*, 302 4th Ave NE Brainerd, MN (218) 828-4811
- Avalon Brainerd - Meridian Behavioral Health, *meridianprograms.com*, 5 Washington St #4 Brainerd, MN, (877) 367-1715
- 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
- Central Minnesota Adult & Teen Challenge, *mntc.org*, 2424 Hwy. 371 Business, Brainerd, MN, (218) 833-8777
- Community Addiction Recovery, 617 Oak Street, Brainerd, MN (218) 829-7140
- Destiny by Choice LLC 401 Laurel St # C Brainerd, MN (218) 824-0444
- Focus Unit 523 N 3rd St, Brainerd, MN
- Heartland Recovery Services Inc., *heartlandrecovery.org*, 13401 Birch Dr. S Baxter, MN., (218) 270-3001
- Lakewood Health-Staples 49725 County Road 83, Staples MN 56479 (218) 894-1515
- Meridian Behavioral Health, *meridianprograms.com*, 15 Washington St #4 Brainerd, MN., (218) 828-1270
- Narcotics Anonymous, (952) 939-3939 or (1 (877) 767-7676
- 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 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.

## **Firearms Policy Board Policy 5.21 Possession or Carry of Firearms**

**Purpose and Scope.** This policy establishes restrictions on the possession or carry of firearms applicable to the Minnesota State Colleges and Universities System, per the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714, and other applicable laws.

### **Definitions:**

**Employee.** "Employee" means any individual employed by Minnesota State Colleges and Universities, its colleges and universities, and the system office, including student employees.

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

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

**Student.** "Student" means an individual who is:

1. Registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any system college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic assignments or
3. expelled or suspended from enrollment as a student at the college or university during the pendency of any adjudication of the student's disciplinary action.

**Campus property.** "Campus property" means the facilities and land owned, leased, or under the primary control of Minnesota State, Minnesota State Colleges and Universities, its Board of Trustees, and system office.

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

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

### **Employees.**

1. **Prohibition.** Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off campus property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.
2. **Employee reporting responsibility.** An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm violating this policy is responsible for notifying the suspected act promptly unless doing so would subject the employee or others to physical harm. Reports should be made to the official designated in the applicable policy included in this report. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when there is an immediate threat to personal safety. Employees shall not make reports of a suspected violation, knowing they are false or in reckless disregard of the truth.

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

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

**Exceptions: Parking areas.** This policy does not prohibit the lawful possession or carrying of firearms in a parking area or parking facility.

**Authorized uses.** This policy does not prohibit:

1. Lawful possession or carry related to an academic use or use at a campus shooting range, such as law enforcement programs, approved in writing by the college or university president or
2. Transport an unloaded firearm directly between a parking area or parking facility and the location authorized for its use, or transportation of an unloaded gun directly between a parking area or parking facility and a storage facility provided by the college or university.
3. Possession or carrying of a pistol by a visitor with a lawful permit to carry a gun pursuant to Minnesota Statutes section 624.714, subd. 1a ([see related documents](#)).
4. Possession or carrying of a firearm by a licensed peace officer under Minnesota Statutes section 626.84, subd.1(c) or by a qualified law enforcement officer according to 18 United States Code section 926B ([see related documents](#)), when possession or carry is otherwise authorized by law.

Nothing in this policy requires a college or university to provide storage facilities for employees' or students' weapons.

**Storage in State Vehicles Prohibited.** No vehicle owned, leased, or otherwise under the system's control shall be used to store or carry a firearm except as authorized for purposes under part 4.B.1.

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

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

**Effect.** If any other system, college, university, or system office policy or procedure conflicts with this policy, the terms of this policy shall govern.

## Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions participating in Title IV programs and maintaining on-campus student housing facilities to publish an annual fire safety report outlining fire safety systems, policies, practices, and statistics. The following notice discloses all information required by HEOA as it relates to Central Lakes College.

### Description of On-Campus Student Housing Fire Safety Systems

RESIDENTIAL FACILITY	FIRE ALARM MONITORING	FULL SPRINKLER SYSTEM	SMOKE DETECTION	FIRE EXTINGUISHERS	EVACUATION PLANS AND PLACARDS	NUMBER OF EVACUATION DRILLS (CALENDAR YEAR/SEMESTER)
PARKWAY APARTMENTS	Yes	No	Yes	Yes	Yes	3 per calendar year

### Statistics and Related Information Regarding Fires in Residential Facilities

RESIDENTIAL FACILITY	TOTAL FIRES	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED
PARKWAY APARTMENTS	1	N/A	0	0	0

There were no fires reported in 2020, 2021 or 2022.

### Parkway Apartments Fire Safety Policies

#### 2022-2023 Academic Year Parkway Apartments Fire Evacuation Procedures

As part of our housing rules and preventive measures, we have a formal procedure to follow in the event of a fire at our facility. Please read through this information and make a note of your role in such a situation. It is essential to safely evacuate and account for everyone living in the housing units,

1. In case of fire, evacuate your apartment/bedroom immediately. Assess your situation. **KNOW WHERE YOUR EXITS ARE** & practice your exit routes. The 2 exits for each apartment are the door and the window. Use whichever avenue is safest and furthest from the fire itself. If there is time, REMEMBER to close **ALL DOORS BEHIND YOU**. This will prevent the spread of smoke and fire within the unit.
2. If you can, try to notify your roommates. Do your best to account for everyone in your apartment. Do not put yourself in harm's way, but if you can ensure all your roommates are safe, it will significantly help the fire department.
3. Pull the nearest fire alarm in the hallway.
4. Call "911" from a safe, alternative area. **DO NOT CALL FROM THE APARTMENT THAT HAS A FIRE**. Go to a separate building or apartment and notify the fire department immediately. Call Nicole LaBorde, the Community Manager. **DO NOT ASSUME THAT SOMEONE ELSE HAS ALREADY CALLED THE FIRE DEPARTMENT**.

Proceed to the designated "safe" area. This is very important because we need to account for everybody. At this time, one of the housing staff will inform the fire department who is and is not out of the housing units. **YOUR KNOWLEDGE OF WHO IS HOME AND WHO IS GONE IS CRUCIAL**. Everyone must assemble at the designated spot. If shelter is necessary, you will be escorted to an area next to the front entrance of the college's gymnasium.

You would only evacuate the building in which the fire was taking place. The more people at the safe spot, the harder it will be to account for those in immediate danger. If the fire department deems it necessary, they will call to evacuate the other buildings.

**The same rules/procedures apply in the event of a fire drill. Failure to comply with fire drill or evacuation procedures will result in a lease violation.** If you have any questions, please get in touch with the Parkway Site Staff or the Management Brainerd Site Office. (218) 866-2305

### Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions participating in Title IV programs and maintaining on-campus student housing facilities to publish an annual fire safety report outlining fire safety systems, policies, practices, and

statistics. The following report discloses all information required by HEOA regarding Central Lakes College.

### **Description of On-Campus Student Housing Fire Safety Systems**

Residential Fire Alarm System

Smoke Detectors

Fire Extinguishers Plans

Evacuation System

3 Drills 1 per Calendar year (1)/ 1 per Semester (2)

### **Fire Exits:**

Emergency fire exit doors are not to be used to exit or enter the building except in the case of an emergency. Fire exit doors are armed with an alarm that will sound when the door is opened. Tenant will be responsible for any fines, fees, repairs, or other expenses because of a false alarm or damage to the fire exit doors caused by Tenant or Guests. The back stairwell is a fire exit and is not to be used to exit or enter the building except in the case of an emergency.

### **Fire or Carbon Monoxide Detection/Alarm Systems**

The property has various safety equipment such as smoke, carbon monoxide, or heat detectors ("safety equipment").

**UNDER NO CIRCUMSTANCES MAY THE SAFETY EQUIPMENT BE TAMPERED WITH OR RENDERED INOPERABLE. SUCH ACTIVITY IS A SERIOUS SAFETY THREAT TO THE TENANTS ON THE PROPERTY AND CONSTITUTES GROUNDS FOR IMMEDIATE EVICTION.** Missing or damaged equipment due to tampering will be replaced at Tenant's expense.

The Landlord or property staff will replace the batteries annually at no cost to the Tenants. From time to time, the batteries will need to be replaced more often, and it is the responsibility of the Tenant to immediately notify the Landlord or property staff when a replacement is necessary. Removal of or tampering with the battery by the Tenant will result in a minimum replacement charge of \$25.00 per battery.

The apartment building has an alarm system connected to various safety equipment such as smoke detectors, carbon monoxide detectors, or heat detectors. If these alarms go off, leave the building immediately, contact 911 Emergency Services and the Landlord or property staff.

The alarm system may include pull stations, smoke detectors, heat detectors, and other devices throughout the building. False alarms or damage caused by tampering or horseplay is not allowed and is a violation of the Lease for which Tenant's Lease may be terminated and for which Tenant may be evicted. Tenant will be held responsible for the cost of damages or expenses caused by a Tenant or Guests. In some communities, emergency response organizations such as the local Fire Department or Emergency Medical Services may hold Tenants responsible for false alarms.

Each Tenant should devise and discuss with all household members a plan to deal with emergencies such as fire or dangerous weather. Because of various household differences, no single method has been devised for the building. If tenants would like help to prepare a plan for their households, they are encouraged to contact the local fire department.

### **False Alarms**

Every effort will be made to identify individuals who cause a false alarm. When such persons are identified, they will be referred to the Fire Department and Police Department for disciplinary action. In addition to legal proceedings, everyone involved will be charged a fine of \$500, responsible for any expense, and subject to eviction.

### **Misuse of Safety Equipment**

Any individual who misuses or tampers with fire safety equipment may be subject to eviction, a fine of \$500 plus the repair or replacement of the equipment, cleaning of the facility, and damage to other property. We will also contact local law enforcement officials, and you may be subject to disciplinary action under the jurisdiction.

Fire equipment consists of, but is not limited to, fire extinguishers, fire valves, smoke and heat detectors, sprinkler systems, emergency lighting, emergency exit signs, and pull stations.

### **Fire Drills & Evacuation**

As part of our rules and preventive measures, we have a formal procedure to follow in the event of a fire at our facility.

Please read through this information and make a note of your role in such a situation. It is essential to evacuate safely and account for everyone in the housing units.

MANDATORY FIRE DRILLS will be scheduled 3 times a year.

1. In case of fire, evacuate your apartment/bedroom immediately. Assess your situation. **KNOW WHERE YOUR EXITS ARE** & practice your exit routes. The two (2) exits for each apartment are the door and the window. Use whichever avenue is safest and furthest from the fire itself. **REMEMBER** to close **ALL DOORS BEHIND YOU**. This will prevent the spread of smoke and fire within the unit.
2. If you can, try to get everyone out of the unit. Do your best to account for everyone in your apartment. Do not put yourself in harm's way, but if you can ensure all your roommates are safe, it will be helpful to the fire department.
3. Call "911" from a safe, alternative area. **DO NOT CALL FROM THE APARTMENT THAT HAS A FIRE.**
4. Go to a separate building or apartment and notify the fire department immediately. **DO NOT ASSUME THAT SOMEONE ELSE HAS ALREADY CALLED THE FIRE DEPARTMENT.**
5. If the fire department deems it necessary, they will make the call to evacuate the other buildings.
6. Evacuated Tenants are to immediately proceed to the designated "safe" area in the **CENTRAL LAKES COLLEGE WEST** parking lot located directly across Mississippi Parkway. This is very important because we need to account for everybody. At this time, one of the housing staff will inform the fire department who is and is not out of the housing units. **YOUR KNOWLEDGE ON WHO IS HOME AND WHO IS GONE IS CRUCIAL.** Everyone must assemble at the designated spot.
7. Only the Tenant under evacuation should proceed to the safe area. Extra people at the safe spot who are not under evacuation will make it harder to account for those in immediate danger.

### **Portable Oxygen Tanks**

Smoking or using any other product that produces a flame is prohibited anywhere inside any unit where an oxygen tank or concentrator is present. Use of other devices that may create a fire hazard in such circumstances is also prohibited. The tenant agrees to become familiar with and comply with all safety precautions associated with using portable oxygen.

### **Charcoal or Gas Grills**

Charcoal grills, gas grills, and fire pits are prohibited on the premises. A community grill is provided in the picnic area. Regardless of 911 reports, all fires that occur on Parkway Apartments property should be reported to the Central Lakes College Security Department.

### **Fire Safety Policies:**

For your safety and the safety of others, residents are always expected to maintain their rooms in an orderly manner in compliance with the following fire regulations:

1. Unattended cooking is not allowed in rooms or kitchens.
2. Open-flame cooking devices or hot plates are prohibited in rooms.
3. Microwave ovens, popcorn poppers, toasters, coffee pots, or other devices should not be used under lofts or near flammable materials.
4. Light bulbs should be used in approved lamps or holders and have proper wattage for the device; excessive wattage may result in a fire.
5. Light fixtures and items that might serve as conductors of electricity must not be tampered with. Nothing should be hung from them.
6. Room doors must be able to open and be self-closing fully. Room doors must be closed when the room is left unattended, or the residents are sleeping. Closet doors may not be removed.
7. An emergency aisle of at least 22 inches must be maintained within the room.
8. When arranging furniture, consideration must be taken so that items do not block the door if tipped over.

9. Kitchen doors must not be propped open.
10. Use power strips/surge protectors with breakers instead of octopus plugs or extension cords. Multi plugs of extension cords are not allowed.
11. Power strips/surge protectors must be unplugged after use and should not be placed under carpet or attached to, woven through, or touching metal in any manner.
12. Students are responsible for notifying Residential Staff immediately after identifying problems with smoke detectors.
13. Anyone caught tampering with smoke detectors or alarms may face criminal charges.
14. Portable heaters are prohibited in student rooms/apartments.
15. Motorbikes or other motorized vehicles may not be stored in students' rooms or any residential community.
16. Excessive use of paper on walls is not permitted.
17. Highly combustible materials such as propane, gas, lighter fluid, helium, grills, charcoal, and firewood are prohibited.
18. Candles may not be burned in any residential areas, including student rooms, due to potential fire hazards. New/unburned candles are permitted for decorative purposes only.

Burning of Incense, Sage, Sweet Grass, or Cedar: Incense, sage, sweet grass, cedar, hookahs, and similar items cannot be burned in residential communities. An exception for the sole purpose of a religious ceremony may be granted with prior approval from your Residence Hall Director within three working days. All requests must be in writing, and students should expect a written response within one business day.

**Fire Drills:**

As state law requires, a fire drill is scheduled for each semester on campus and once a semester in student housing. These fire drills are unannounced to provide a realistic practice situation. Failure to evacuate during a fire drill or false alarm could result in prosecution. Failure to evacuate will also subject a student to residential life disciplinary procedures.

**Fire Safety Equipment:**

Fire extinguishers are located throughout each building for the protection of the residents. Misuse of fire extinguishers, including breaking or smashing the fire extinguisher glass, will result in disciplinary action by Parkway Apartments or referral to appropriate authorities. State law requires Parkway Apartments to provide smoke detectors and alarms in each residence hall room/apartment. It is a misdemeanor punishable by 90. days in jail or \$300 to remove the batteries or alarm from its location. Most rooms also have a sprinkler system that will automatically turn on in case of fire. The system will continue to operate until turned off by campus personnel or the fire department. This system can be accidentally activated when hit by an object; therefore, take proper precautions not to bump the system accidentally. There must be at least an 18-inch radius around the 3 sprinklers, with no objects placed on or near it. Students will be held financially responsible for costs associated with damage to the sprinkler system. Vandalism/damages may result in disciplinary action, including possible suspension or removal from the Residential Life program (as well as restitution).

## **Appendix 1: Terms and Definitions**

### **Aggravated Assault**

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

### **Arson**

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

### **Burglary**

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

### **Affirmative Consent**

Consent is an informed, freely given, and mutually understood willingness to participate in sexual activity expressed by clear, unambiguous, affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked. There is no consent if coercion, intimidation, threats, and/or physical force are used. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

### **Criminal Homicide – Manslaughter by Negligence**

The killing of another person through gross negligence.

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

### **Dating and Relationship Violence**

Dating and relationship violence include physical harm or abuse and threats of physical harm or abuse arising from a personal, intimate relationship. This violence may also be called domestic or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

### **Destruction/Damage/Vandalism of Property –**

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

### **Drug law violations**

Arrests or referrals for violating state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

### **Intimidation –**

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

**Larceny-theft** – The unlawful taking, carrying, leading, or riding away property from another person's or constructive possession.

### **Liquor law violations**



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

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

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

- **Automobiles** - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people
- **Buses** - motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis
- **Recreational Vehicles** - motor vehicles that are specifically designed (but not necessarily used) to transport people and provide them with 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, scooters, trail bikes, mopeds, snowmobiles, or golf carts.

### **Murder and Non-negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

Generally, 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).

### **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 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 victim's presence. 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 theft or larceny but is aggravated by the element of force or threat of force.

### **Sexual Assault**

"Sexual assault" means an actual, attempted, or threatened sexual act with another person without consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law and form the basis for discipline under student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another, such as indecent exposure or voyeurism.

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

### **Sex Offenses – Defined**

#### **Forcible Sex Offenses.**

Any sexual act directed against another person, forcibly or against that person's will or not, or against the person's choice 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 choice in instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity (or because of their youth).
- **Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's choice in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object** - To use an object or instrument to penetrate unlawfully, 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 their youth or because of their temporary or permanent mental or physical incapacity. Note: An object or instrument is anything the offender uses other than the offender's genitalia. Examples include but are not limited to a finger, bottle, handgun, or stick.
- **Forcible Fondling** - The touching of the private body parts of another person for 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 their youth or because of their 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 a victim.

#### **Sex Offenses, Non-forcible.**

Unlawful, non-forcible sexual intercourse.

Reported offenses may include:

- **Incest** - non-forcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - non-forcible sexual intercourse with a person under the statutory age of consent. Note: If force was used or threatened, or if the victim was incapable of giving consent because of their youth or temporary or permanent mental incapacity, the offense should be classified as forcible rape, not statutory rape.

#### **Sexual Violence**

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

#### **Stalking**

Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated. It would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

#### **Weapons law violations**

Arrests or referrals for violating laws or ordinances dealing with weapon offenses.

**Resources:** 2016 Handbook for Campus Safety and Security Reporting  
 Title 34: Education [PART 668—STUDENT ASSISTANCE GENERAL PROVISIONS](#)  
[Subpart D—Institutional and Financial Assistance Information for Students](#)  
 Bystander Intervention Strategies Stanford University's Office of Sexual Assault & Relationship Abuse

## **Appendix 2: College Drug-Free Schools and Communities Act**

Central Lakes College

# **Biennial Review**

For compliance with the Safe and Drug-Free Schools and Communities Act

**July 2021-June 2023**

### **Certification of the Biennial Review:**

As the President of Central Lakes College, I have read this report and support the Alcohol and Drug Policy and Work Plan presented by committee chair, Dean of Students, Equity & Inclusion, Mary Sam

President Hara Charlier:



Date: September 21, 2023

### *Introduction:*

The Alcohol and Drug Committee at Central Lakes College has, over the past several years, strived to promote a safe and drug-free environment for the college community. Although there have been a limited number of policy violations, the committee recommends providing additional resources to address alcohol and drug use and abuse. Stronger and more consistent leadership will support these efforts. The Committee reconvened in the spring of 2017 has established a work plan provided below to ensure students and employees receive appropriate resources and education. This review will report prevention activities from the 2019/2020 and 2020/2021 academic years and provide a work plan for the 2021/2022 and 2022/2023 academic school years.

### *Notice of Safe and Drug-Free Schools Information:*

As required by federal law, information about alcohol and other drugs shall be distributed annually to all students, faculty, and staff at Central Lakes College. This information includes:

- Central Lakes College Drug and Alcohol Policy
  - Staff development day training
  - Faculty development day training
- Health risks of alcohol and drug use
- Campus and community resources for help with alcohol and other drug issues.

The information above was distributed during the 2021-2023 academic years to:

- Newly enrolled students
- New employees

This plan will address the gaps in educating current students and employees annually.

All the information required under federal law is available to employees and students throughout the year in printed form, handbooks, and the online college website at [www.clcmn.edu](http://www.clcmn.edu).

College policies are located on our website: <http://www.clcmn.edu/college-policies>.

We no longer have health services at Central Lakes College.

Programs that require alcohol and drug testing include Heavy Equipment and Diesel Mechanics. Out of Staples, Minnesota, Lakewood Health System provides alcohol and drug testing for the Heavy Equipment and Diesel Mechanic students. Students are required to view a video with information about drug/alcohol awareness before registering for the courses in the program. In addition, students are given a copy of the drug/alcohol policy when accepted into the program.

#### *Incident Report:*

The following table outlines student violations of the Central Lakes College Alcohol and Drug Policy from academic years 2017-2021.

*Central Lakes College Alcohol and Drug Report for Students 2017-2021*

<b>Crime Category:</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Liquor Law Violations/Arrest</b>	1	0	1	10	<b>0</b>
<b>Drug-related Violations/Arrest</b>	0	0	0	1	<b>0</b>
<b>Liquor Referrals</b>	0	0	0	0	<b>0</b>
<b>Drug-Related</b>	0	0	0	0	<b>0</b>
<b>Referrals to Student</b>	0	0	0	0	<b>0</b>
<b>Sexual Assaults</b>	1	2	1	0	<b>0</b>
<b>Assaults</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### **Policy Interventions:**

The data suggest that the interventions and educational resources used at Central Lakes College are working, yet the Committee is concerned about marijuana, prescription medication, and opiate use. Central Lakes College has a large population of students recovering from addiction who often share their concerns about their peers' use of chemicals.

Some recent campus and community prevention efforts include:

- Annual presentation to the Occupational Skills Program students (safety, chemical use, sexual violence prevention)
- New Student Orientation for incoming first-year students and their families. Parent session speaks to signs of chemical abuse and how parents can support their students.
- The Welding Program has a contract that students sign off on, alerting them to the CLC student conduct policy, chemical use policy, and sexual violence policy.
- CLC Criminal Justice Program objectives call for providing education on drug use and abuse, taught in multiple settings within the program
- Student Life Program provides awareness and prevention activities on both campuses to provide a safe and drug-free environment.
- Letter emailed to students each semester overviewing drug and alcohol, conduct, and sexual violence prevention policies and resources.

### *Work Plan Recommendations:*

As we look to the next biennium, the following recommendations have been identified as priority action steps:

1. Strengthen and expand the Alcohol and Drug Committee to include employees and students from Brainerd and Staples Campuses and explore community organization representation. Committee representation should consist of the following:
  - Human Resources
  - Dean of Staples
  - Director of Security
  - Counselor
  - Director of Student Life
  - Athletic Director/Coach
  - Accessibility Services Coordinator
  - TRIO Advisor
  - Meta 5 Program Director
  - Faculty representing Criminal Justice, Diesel Mechanic, and Heavy Equipment, and one Liberal Arts faculty
  - MAPE representation
  - AFSCME representation
  - Two students (We hope to invite students recovering from addiction and passionate about addressing use and abuse concerns).
2. Through the Office of Student Conduct, students may be directed to utilize 'Learn to Live Substance Use and Abuse' software to self-reflect as part of a student conduct sanction related to drug or alcohol use. (A self-study program that identifies issues related to misuse of alcohol/drugs and helps students learn to make responsible decisions).
3. Recommend to faculty, including links to drug and alcohol, conduct, and sexual violence prevention information and resources in course syllabi.
4. Each semester, email students the alcohol and drug policies, student code of conduct, and links to campus and community resources
5. Annually, email employees reminders about alcohol and drug policies and resources for support to ensure easier access
6. Gather more precise data from CLC Counselors around referrals to chemical health services, students in crisis, etc.
7. Posters on campus to encourage safe and healthy behavior among the college community
8. Provide additional information to students at New Student Orientation and Athletic Orientation.
9. Host a session on chemical use and abuse at Student Success Day
10. Provide a safe space for students in recovery to hold weekly gatherings/meetings
11. Increase prevention efforts aimed at marijuana and opiate use
12. Student Life Program, in collaboration with Equity Staff, hosts awareness and prevention events for National Collegiate Alcohol Awareness Week and before spring break
13. Increase evening and weekend Student Life programming to support chemical-free activities.
14. Host an awareness and prevention event at Staples Campus
15. Train security staff on chemical use signs and symptoms and intervention strategies. Led by Director of Security
16. Explore options to address medical marijuana and synthetic drugs across the campus and impact CTE programs and those that have current drug testing policies
17. Increase drug and alcohol awareness training opportunities in career and technical programs