



***Annual Safety and Fire Report  
for 2022, 2023, and 2024  
Brainerd, Staples Main, Staples West Campus, and  
Brainerd EMT Campus***

***Academic Year 2024-2025***



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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 provides additional information on topics that contribute 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 website 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 Director of Security and Emergency Management 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
Diversity & Global Connections Club	Tracey Kloeckl-Jimenez	Tracey.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 Dirks	Jeff.Dirks@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	Kathleen.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	Megan Bistodeau	Megan.Bistodeau@clcmn.edu	Both campuses
Robotics Club	Nate Peterson	Nathan.Peterson@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 AD	E455	8210
Football Coaches	Toby Thurman, Head Coach, and Assistant Coaches: Kent Janicke, Auqueith Bradshaw, Connor O'Neal, Cornelius McNeil	E456	8212
Women's Basketball Coaches	Krystal Brodeen, Head Coach, and Mark Lindquist, Assistant Coach		8251
Men's Baseball Coaches	Blaine Hardy, Head Coach, and Assistant Coach Ian Wilson	E357	8251
Softball Coaches	Ray Austin, Head Coach, Sydnee Johnson, Carly Sweet, Assistant Coaches	E454	8211
Men's Basketball Coaches	James Russell, Head Coach, Assistant Coaches: George Washington II, Ben	E147B	8213

	Aeilts, Darsean Woodson		
Women's Volleyball Coaches	Michaela Laudenbach, Head Coach, Leola Blake, Ben Bestland	E144	8210
Behavior Intervention Team	Kellee Rossina-Chair Mary Sam-Co-Chair Team members: Jill Albie, Megan Bistodeau, Julie Jo Larson, Kellee Rossina, LaToya Ross-Sullivan, Jody Kramer, Randy Tuper	E204 E204A	
Director of Security and Emergency Management	Josh Carter	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	Nick Heisserer	C167	8067
Dean of Staples Campus, Nursing and Workforce Solutions	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
Associate Vice President of Advancement/CLC Foundation Executive Director	Jon Aga	E204	8129
TRIO/SSS	Charles Blacklance	E128	8119
TRIO/SSS	Jenni Brose	E127	8005
Director of Admissions	Ryan Wright	C147	8123
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 the 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. Additionally, they are 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. The report is distributed to all prospective students via the college application form and to prospective employees via the job announcement, both of which include a direct link to the information. All current students, faculty, and staff are sent an email briefly describing the report, which contains 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, which contains a three-year statistical history of select crimes and incidents that have occurred. 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.

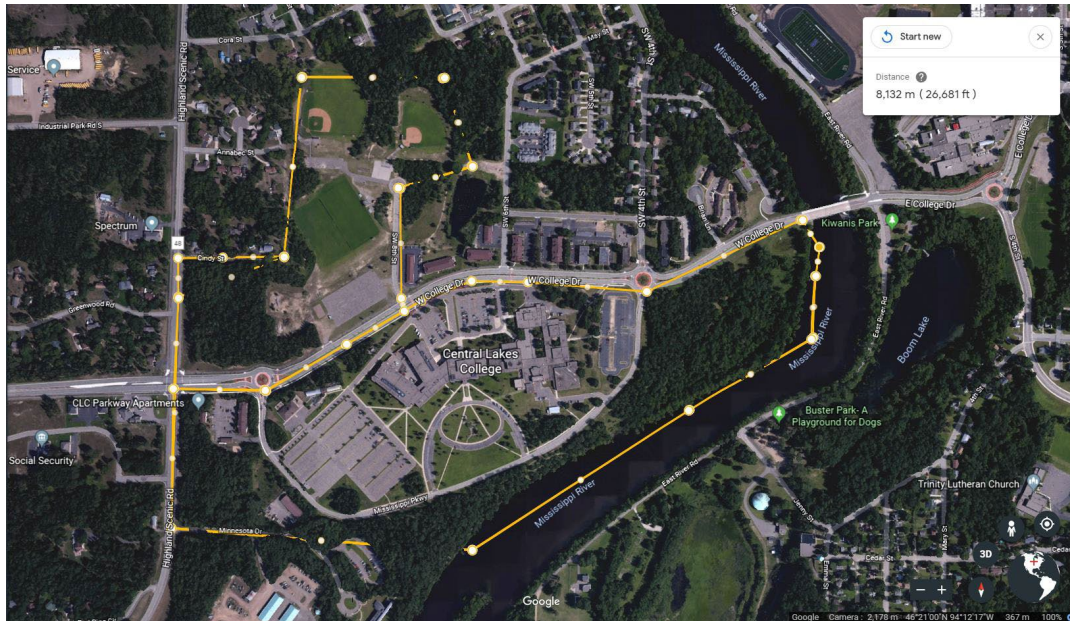
**Campus:** The term "campus" means 1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational 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 covers Parkway Apartments, the Mississippi River boundaries, and the streets and sidewalks that run through and adjacent to the campus. These inclusions are categorized in the crime statistics and comprise 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

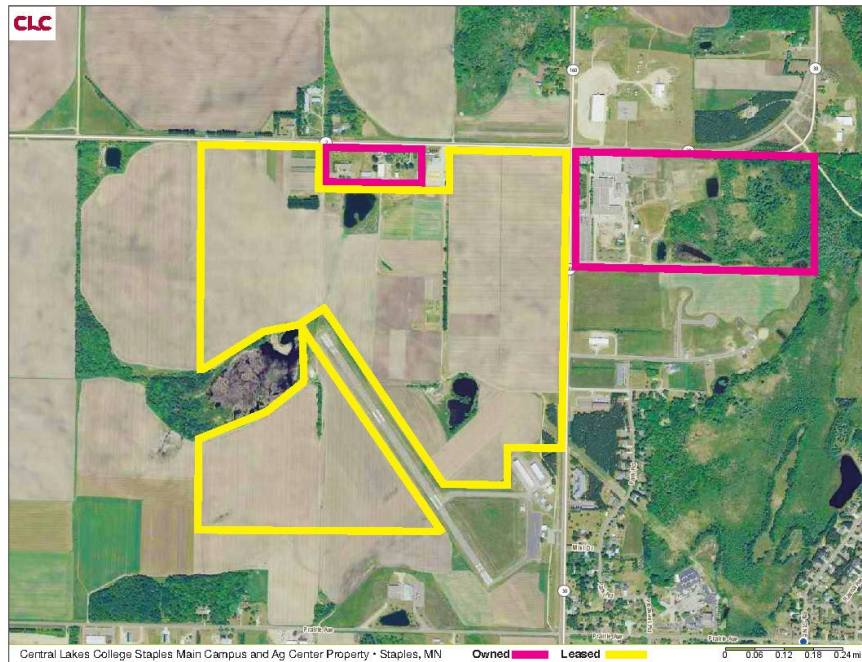
### On-Campus Residential:

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

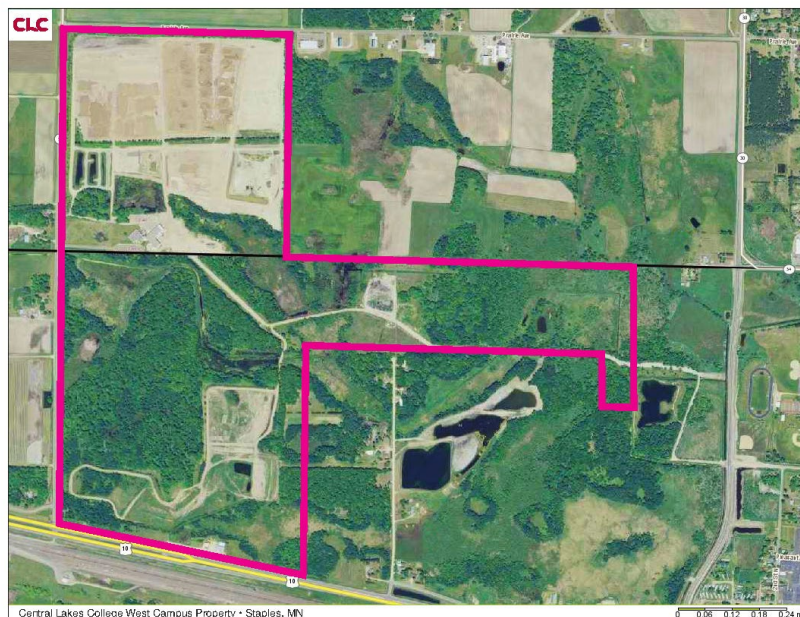
West College Drive	Highland Scenic Drive to Mississippi Bridge
Mississippi Parkway	U-shaped drive on the south side of campus
Boundaries and waterways of the Mississippi River	
Highland Scenic Drive	Cora Street to Minnesota Drive

## 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 encompasses agricultural land, streets, and sidewalks that run through and are adjacent to the campus. These inclusions are categorized in the crime statistics and comprise 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 features areas designated for the operation of heavy equipment. These areas are separated into Campus and Public Property categories.

### On-Campus Property

Main Campus	1830 Airport Road, Staples, MN 56479
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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 spans approximately 1,662 acres, which are not outlined as they 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

  - Hazing

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

### **Director of Security and Emergency Management**

The Director of Security and Emergency Management serves as the primary liaison with all law enforcement agencies for security issues that occur on campus. When such incidents occur, the Director of Security and Emergency Management 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, the Parkway Apartments, Campus Security Authorities, the Brainerd and Staples Police Departments, the Crow Wing, Todd, and Wadena County Sheriff Departments, occurring on the campuses of Central Lakes College.

CRIME CATEGORY	BRainerd CAMPUS 2022	STAPLES CAMPUS 2022	ON CAMPUS RESIDENTIAL 2022	PUBLIC 2022	BRainerd CAMPUS 2023	STAPLES CAMPUS 2023	ON CAMPUS RESIDENTIAL 2023	PUBLIC 2023	BRainerd CAMPUS 2024	STAPLES CAMPUS 2024	ON CAMPUS RESIDENTIAL 2024	PUBLIC 2024
<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	1	0	1	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	1	0	0	0	0	1	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	2	0	0	0	0	0	0	1	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
<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	1	0	1	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	1	0	0	0	0	0	0	0	1	0	0	0
HAZING	0	0	0	0	0	0	0	0	0	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	1	0	1	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS:</b>												
LIQUOR LAW VIOLATIONS	1	0	1	0	0	0	0	0	0	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	2	0	0
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	0	0	0	1	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
UNFOUNDED CRIMES	0	0	0	0	0	0	0	0	0	0	0	0
FIRE STATISTICS	0	0	1	0	0	0	0	0	0	0	0	0

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

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

*Reasonable accommodations and support are available for students with disabilities.*

## Hate Crime Statistics for 2022, 2023, and 2024

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
- Hazing

The following were Hate Crimes Reported:

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

2023: One (1) gender

2024 One (1) Intimidation due to gender identity

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

## 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 follow-up activities are conducted throughout the year to assess and evaluate emergency plans and capabilities. 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 and evacuation drills are conducted each fall in all academic buildings. The Emergency Operations Team also meets regularly to review and develop necessary emergency procedures, as well as conduct tabletop exercises to ensure preparedness.

**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. Additionally, logged-in computer monitors display visual warnings through the Alertus Messaging system.

**Passive messaging:** Central Lakes College will provide emergency information on its 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 will also be used as social media platforms to communicate emergency notifications, either 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 notifications through SMS text, direct phone calls, and email at the recipient's selection. This is an opt-out system.

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

For additional access information, concerns regarding individual accounts, or other questions, please get in touch with the Director of Security and Emergency Management at (218) 270-0166 or email [Joshua.Carter@clcmn.edu](mailto:Joshua.Carter@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 unknown or unavailable.
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 the accurate and prompt reporting of all crimes to the security department and the appropriate police agencies when the victim is unable to do so due to physical or mental incapacitation.

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.

At all Central Lakes Staples Campuses, in the event of a fire emergency, the fire alarm system would be activated by the display of a white flashing light, and an appropriate message indicating a fire emergency has occurred would be broadcast. Suppose a tornado, a 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 megaphone, the appropriate message calling for the necessary action to be taken by people on the respective campus where the emergency is occurring.

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 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 students' 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 notification of an emergency occurring on Central Lakes College Property. However, it is recognized that any 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 its emergency response and evacuation procedures annually, following 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, including a description of the exercise, the date, time, and whether it was announced or unannounced. The Director of Security and Emergency Management is responsible for maintaining documentation of each training session and keeping a record of the outcomes of each event. Records for all Clery-related requirements are retained for a period of 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 itself. It will include all information that promotes safety and aids in preventing similar crimes or protecting against 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 notification of an emergency occurring on Central Lakes College Property. However, it is recognized that circumstances may cause this responsibility to fall to the President's Office, designee, Central Lakes College Director of Marketing and Public Relations, 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 Director of Security and Emergency Management will monitor the effectiveness of the test, with assistance from monitors and the Emergency Operations Team, and conduct any necessary follow-up activities as needed.

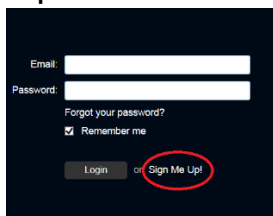
Emergency Response and Evacuation Policy and Procedure Campus Publication Process:

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** that is 8 characters long, includes 1 number and 1 capital letter, and does not contain spaces or special characters.
- You will receive a confirmation email to your student or employee email account from [noreply@blackboard.com](mailto: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 in to 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** can contact [askclc@clcmn.edu](mailto:askclc@clcmn.edu) or call 218.855.8200.
- Employees can call the CLC Help Desk at extension 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 Director of Security and Emergency Management, Joshua Carter (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 open and secured by maintenance staff.

### **BRAINERD CAMPUS:**

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

The Security Department on the Brainerd Campus is staffed Monday through Friday from 6:30 AM to 10:30 PM and Saturday through Sunday, as college activities dictate. Building hours for the Brainerd Campus are from 7:00 AM to 10:00 PM, Monday through Friday, and 8:00 AM to 10:00 PM, Saturday through 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, dial 911 or 1-800-794-5733 (Staples Police Department).**

CLC contracts with the Staples Police Department to provide daily security services. In addition, Director of Security and Emergency Management Joshua Carter 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 through 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 the 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. The 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 ensure the safety of the campus community. The Security Department will assist the Police Department(s) with crime reports in confidence. It may be required by law to release information based on the nature of the crime or the events surrounding it. Central Lakes College will attempt to protect the identity of crime victims whenever possible.

Additionally, crimes can be reported to any of the Campus Security Authorities 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 utilized Kellee Rossina as a licensed social worker, filling 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 a confidential employee of Staples.

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 it appropriate, are encouraged to inform the individuals they are counseling of any procedures for reporting 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 in accordance with Minnesota State Statute 629.37.

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

Central Lakes College, in partnership with these agencies, monitors and records criminal activity and student conduct violations by students at non-campus locations of officially recognized student organizations, including those 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 collaborates closely and routinely with the System Emergency Preparedness and Security Specialist and the Facilities and Safety departments to assess campus physical security and vulnerability, and to allocate resources to address potential threats, vulnerabilities, 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 patrols, as well as 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, faculty, 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 doors and windows when you are awake.
- Do not prop open locked exterior building doors. The doors are closed 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, which could give the wrong person access.
- Do not put your name and address on key rings, as they may be used to steal your property if they fall into the wrong hands.
- 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 in a location 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 and wallets, in plain sight or on the vehicle's seats.

- 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, cross to the other side of the street, and yell for help. Alternatively, head quickly for a well-lit 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 crimes by the date they were reported, including any crime that occurred within the institution's designated Clery geography, as well as those reported to the Security Department. The information in the crime log includes the nature, date, time, and general location of each crime, as well as the disposition of the complaint if known. Central Lakes College must make an entry or an addition to an entry in the log within two business days of receiving 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 impact.

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 available any portion

of the crime log that is older than 60 days upon receipt of a request for inspection within two business days. All requests must be made through the Security and Emergency Management Coordinator, located in the Security Department at 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 that 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 accessible only 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 determining that a student is missing, unless the law enforcement agency is the one that made the determination.

## Sexual Assault and Related Offenses

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. 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 that emphasizes 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 to 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 whether consent was given.

**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 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, 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. A reasonable person refers to a person who would behave reasonably under similar circumstances and with similar characteristics to those of the victim.

Any incident meeting this definition is considered a crime for the purposes of 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, and assessed for value, effectiveness, and outcomes. Environmental risk and protective factors are considered at the individual, relationship, institutional, community, and societal levels.

Name of Program	Date Held	Location Held	Prohibited Behavior Covered
Sexual Violence Prevention for Students	8/15/23 - Fall Sports Presentation 8/18/23 - New Student Orientation day, Brainerd and Staples (6 sections total) 8/23/23 - Automotive Program 1/4/24- Spring Sports camp 1/9/24 Heavy Equipment	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	Offered year-round-ELM	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, and 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 assist with making this report, if desired. In these situations, the complainant's name will not be disclosed. 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 Director of Security and Emergency Management, shall maintain the current Memoranda of Understanding specific to addressing sexual violence with the Brainerd, Baxter, and Staples Police Departments.
5. If the Vice President of Academic & Student Affairs or Vice President of Human Resources & Culture, in conjunction with the CLC Title IX and Director of Security and Emergency Management 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 for both parties throughout the investigation and post-investigation process.
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 typically will not take disciplinary action unless it is determined that there is a clear violation and that its policies and procedures have been followed. There is a clear and imminent danger to the victim or the 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 Kellee Rossina, the campus social worker, located in Room E204 on the Brainerd Campus, and Amanda Mithun, located in Room F121 on the Staples Campus.

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

Central Lakes College Campus Security Department:

If you are on the Brainerd campus, please get in touch with Security at 218-828-6050. If you are on the Staples Campus, please get in touch with the Director of Security and Emergency Management at 218-855-8143 or 218-270-0166. Even if you do not want to file a report, a representative from the Security Department will arrive on the scene to 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, please get in touch with Security at 218-828-6050 (Brainerd Campus) or 218-855-8143 (Staples Campus), or visit C125 (Brainerd Campus), even if the assault occurred recently. A member of the Security Office will interview you to gather your statement. The 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 Director of Security and Emergency Management and the 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 report the incident 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 by your insurance company 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 by notifying local police if they so desire. The Brainerd Police Department can also be reached directly by calling 218-829-2805 or visiting 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 who are 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 advocacy services,

agencies for medical follow-up, information on reporting this crime to law enforcement, details 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 an office on the Brainerd campus, located near The Hub in E204.

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 at 911.

If complainants want assistance filing a police report, the CLC Security Department and/or the 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 the 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, regardless of where or when the assault happened.
2. Assess the immediate safety needs of the complainant.
3. Assist the complainant in contacting the local police, if requested, and provide them with the contact information for the local police department.
4. Provide the 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 adjustments, changes in class schedules, or "No Contact" directives between the parties.
6. If deemed appropriate, provide a "No Trespass" directive to the accused party.
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 result of the hearing.

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 who take a reasonable amount of time off to attend an 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 the 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 the Security Department to develop a Safety Action Plan for campus officials and victims, aimed at reducing the risk of harm while on or traveling to and 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 must 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 request of the victim or the accused. To the extent that the victim's cooperation and consent allow, Central Lakes College offices will work cooperatively to ensure that the complainant's health, physical safety, employment, and academic status are protected pending the outcome of a formal investigation into the complaint. If reasonably available, a complainant may be offered changes to their educational, living, or working situation, counseling, health services, visa and immigration assistance, and assistance in notifying the 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).) Furthermore, Central Lakes College will maintain the confidentiality of any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality does not impair the institution's ability to provide the accommodations or protective measures.

TYPE OF ORDER	• WHO CAN FILE FOR ONE	WHERE TO GO FOR ASSISTANCE	CRITERIA FOR ORDER
<b>ORDER FOR PROTECTION (OFP)</b>  <b>DOMESTIC ABUSE</b>	<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>
<b>HARASSMENT RESTRAINING ORDER (HRO)</b>	Anyone who does not meet 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 reflect 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 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 they can intervene, speak up, or take action. We aim to foster a culture of community accountability, where bystanders actively intervene to 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 ways to be an active bystander. If you or someone else is in immediate danger,

call 911. This could be when a person is yelling at or being physically abusive towards another, and it is not safe for you to interrupt.

1. Watch out for your friends, fellow students, and employees. If you see someone who appears to be in trouble or needs help, ask if they are okay.
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 your surroundings and who is nearby can 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 don't know where you're going, act as if 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. Avoid overloading yourself with packages or bags, as this can make you appear more vulnerable to theft.
6. Make sure your cell phone is with you and charged, and that you have cash money.
7. Avoid being alone with someone you don't trust or don't know.
8. Avoid wearing music headphones in both ears so you can be more aware of your surroundings, especially when walking alone.
9. When attending a social gathering, consider going with friends. Arrive together, check in throughout the evening, and leave together. Knowing who and where you are around you may help you find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, trust your instincts. 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 receive 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 nothing wrong; the person making you uncomfortable 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 don't feel comfortable, you can call them and communicate your discomfort without the person you're 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 include needing to take care of a friend or family member, not feeling well, or having somewhere else you need to be.
16. Try to think of an escape route. How would you attempt to exit 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 has 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's 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 and respect at all times. 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, provided written notice is given to both the complainant and the respondent regarding the delay and the reason for it. 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. There are no limits to the number of advisors or support that can assist the complainant or the respondent. Employees have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan. All procedures will be conducted in accordance with applicable due process standards and privacy laws. The complainant and respondent will be informed, in writing, simultaneously of the investigation to be undertaken and the outcome or determination of findings, as permitted by applicable privacy law, on a timely basis. 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 the 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 policy violation is made.

## Campus disciplinary action in alleged sex offenses

### A. Procedure:

The college's disciplinary process for alleged sexual offenses will follow the 1B.3.1 Sexual Violence Procedures in conjunction with the 1B.1.1 Student Conduct Policy, specifically Section 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 may result in complaints and disciplinary sanctions under the System's Nondiscrimination/Harassment/Violence Policies or the College's Student Conduct Code, as well as referral to the appropriate law enforcement agencies. See Victim's Rights, Minnesota State Statutes Section 135A.15 Rights of the Accuser and the Accused Regarding Witnesses and 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, as required by 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 of 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 prior disciplinary history, and other relevant factors as applicable. 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 may result in 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 the 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 on 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/). **Information regarding Level 2 offenders is available at the Brainerd and Staples Police Departments.**

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 on an annual basis. They will then 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, even if 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, any disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in 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 are required to 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 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 onboarding process, and all employees are required to participate in annual sexual violence training. Training for individuals charged with decision-making authority is provided by Minnesota State, which offers appropriate training and other resources to individuals responsible for decision-making under applicable procedures. This training facilitates a fair, respectful, and confidential process for allegations of sexual violence, following 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 and liquor laws and policies on campus, including Federal law, Minnesota State law, Brainerd or Staples Ordinances, and institutional policy.

The possession or consumption of alcohol is prohibited in all Central Lakes College campus buildings, regardless of age. Consuming alcohol and loitering with an open container of alcohol violate 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 when participating in school-sponsored activities at off-campus locations. Any violations of the Student Code of Conduct during these 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** suspected of being under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative, may be referred to the Brainerd or Staples Police Department for assistance. 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 under 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 and non-employees who violate the law while on campus may be asked to leave and will be** prohibited from returning for a period of one year. If uncooperative, the Brainerd or Staples Police Department may be contacted for assistance. 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 may result in 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 in place to address events involving our students: Central Lakes College Addendum Uniform Amnesty Policy, Student Conduct, Drugs, Alcohol, and Sexual Violence. As part of the recent Higher Education Bill, the Minnesota Legislature made substantial revisions to Minnesota Statutes 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](http://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](http://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 carrying of firearms applicable to the Minnesota State Colleges and Universities System, following 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 loaded or unloaded gun that discharges a shot or a projectile using 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 owns or carries a firearm in violation of this policy is responsible for promptly notifying law enforcement of the suspected act, 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 they have 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 parking areas or facilities.

**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 the 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 under 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 considered misconduct and are 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 key components related to campus safety. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision requires 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 their 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)
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<b>PARKWAY APARTMENTS</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>3 per calendar year</b>
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#### Statistics and Related Information Regarding Fires in Residential Facilities

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

One (1) fire was reported in 2022, none in 2023 or 2024

#### Parkway Apartments Fire Safety Policies

##### Parkway Apartments Fire Evacuation Procedures

As part of our housing rules and preventive measures, we have a formal procedure in place to follow in the event of a fire at our facility. Please review this information and take 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 two 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 possible, please 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 members will inform the fire department of who is and is not in 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 where 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 and 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 Management at the 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 key components related to campus safety. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision requires 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 their 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 for exiting or entering the building, except in the event of a fire or other emergency. Fire exit doors are equipped with an alarm that sounds 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 designated fire exit and should only be used in the event of an emergency to exit or enter the building.

### 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 the 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 may need to be replaced more frequently. It is the Tenant's responsibility to notify the Landlord or property staff immediately 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 features an alarm system that is connected to various safety equipment, including smoke detectors, carbon monoxide detectors, and heat detectors. If these alarms sound, leave the building immediately, contact 911 Emergency Services, and notify 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 are not allowed and constitute a violation of the Lease, for which the Tenant's Lease may be terminated and the Tenant may be evicted. Tenant will be held responsible for the cost of damages or expenses caused by the 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. Due to various household differences, no single method has been devised for the construction. If tenants would like help preparing a household plan, they are encouraged to contact their 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, be responsible for any expenses, and be 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 cost of repairing or replacing the equipment, cleaning the facility, and any resulting damage to other property. We will also contact local law enforcement officials, and you may be subject to disciplinary action under their 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 in place to follow in the event of a fire at our facility. Please review this information and take 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 three 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 members will inform the fire department of who is and is not in the housing units. **YOUR KNOWLEDGE OF 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 different 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 the use of 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 the 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 close fully and remain self-closing. 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. Multiple 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 tampering with the fire extinguisher's glass, will result in disciplinary action by Parkway Apartments or referral to the appropriate authorities. State law requires Parkway Apartments to provide smoke detectors and alarms in each residence hall room *and* apartment. It is a misdemeanor punishable by up to 90 days in jail or a fine of \$300 to remove the batteries or alarm from its location. Most rooms also have a sprinkler system that automatically activates in the event of a fire. The system will continue to operate until turned off by campus personnel or the fire department. This system can be accidentally activated when struck by an object; therefore, take proper precautions to prevent accidental activation. There must be an 18-inch radius around the three sprinklers, with no objects placed on or near them. 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 whether consent was given.

## **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 includes 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 of property from another person's possession.

## **Liquor law violations**

Arrests or referrals for violating laws or ordinances prohibiting the manufacture, sale, transportation, furnishing, or possession 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 particularly vicious type of theft, as 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 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 the 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, a bottle, a handgun, or a 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 to 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



# **Central Lakes College Biennial Review**

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

**May 2023-May 2025  
(FY2024 Data)**

**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 Mental Health and Wellness Committee co-chair, Dean of Students, Wellness & Equity, Mary Sam

President Hara Charlier: \_\_\_\_\_

Date: September 8, 2025

## **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 are receiving appropriate resources and education. This review will report on prevention activities in place and the Committee's FY2024 work plan.

## **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 is distributed to:

- Newly enrolled students
- New employees

This plan will address the gaps in educating current students and employees on an annual basis.

All of 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>.

In the spring of 2025, Central Lakes College expanded its partnership with the WeARE Clinic, which provides annual health services, including sexual and reproductive health services, as well as prevention/education activities.

Programs that require alcohol and drug testing include Heavy Equipment and Diesel Mechanics. Lakewood Health System, out of Staples, Minnesota, 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 they are accepted into the program.

### Incident Report:

The following table outlines student violations of the Central Lakes College Alcohol and Drug Policy from academic years 2016-2024.

**Central Lakes College Alcohol and Drug Report for Students 2016-2024**

Crime Category:	2016	2017	2018	2019	2020	2021	2022	2023	2024
Liquor Law Violations/Arrests	3	1	0	1	10	0	2	0	0
Drug-related Violations/Arrests	0	0	0	0	1	0	0	0	0
Liquor Referrals	0	0	0	0	0	0	0	0	0
Drug-Related Referrals	0	0	0	0	0	0	0	0	0
Referrals to Student Conduct	0	0	0	0	0	0	0	0	0
Sexual Assaults	0	1	2	1	0	0	2	0	0
Assaults	0	0	0	0	0	0	0	0	0

In 2024, there were no alcohol or drug violations with employees.

### 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 who are in recovery 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 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 awareness and prevention activities on both campuses aim to provide a safe and drug-free environment.
- A letter is emailed to students each semester, providing an overview of 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. Given the small size of our college, we added drug and alcohol compliance as a standing agenda item to the Mental Health Wellness Committee. We strengthened and expanded the Mental Health Wellness Committee to include employees and students from both Brainerd and Staples Campuses, committed to drug and alcohol prevention efforts and those in recovery. One meeting per year will be dedicated to exploring activities to support prevention efforts. Members of the Committee include:
  - Dean of Students, Wellness & Equity
  - Social Worker
  - Campus Security
  - Director of Student Life
  - Athletic Director/Coach
  - Accessibility Services Director
  - MAPE representation
  - Faculty representing Criminal Justice, Nursing, Psychology, Human Services, and others
  - AFSCME representation
  - Two students. We hope to invite students who are recovering from addiction and/or have a passion for addressing use and abuse concerns.
2. Recommend including links to drug and alcohol, conduct, and sexual violence prevention information and resources in course syllabi.
3. Each semester, email students the alcohol and drug policies, student code of conduct, and links to campus and community resources
4. Annually, email employees reminders about alcohol and drug policies and resources for support to ensure easier access.
5. Gather more precise data from CLC Social Worker, Lakewood Clinical Therapist, and WeARE Clinic regarding referrals to chemical health services, students in crisis, etc.
6. Posters on campus encourage safe and healthy behavior among the college community.
7. Provide additional information to students at New Student Orientation and Athletic Orientation.
8. Host a session on chemical use and abuse at Student Success Day/Raider Con.
9. Provide a safe space for students in recovery to hold weekly gatherings/meetings.
10. Increase prevention efforts aimed at marijuana and opiate use.
11. Student Life hosts awareness and prevention events for National Collegiate Alcohol Awareness Week and before spring break.
12. Dean of Students, Wellness & Equity will meet twice a year with the CLC Recovery Club to better understand the needs of the recovery community on campus and support Club efforts.

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 recognizing signs and symptoms of chemical use and strategies for effective intervention. Led by the 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.