



CLERY ACT COMPLIANCE

Annual Campus Security Report
Containing Information for 2023-2024 Academic Year

Fall 2024



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Alexandria Technical and Community College Campus Compliance and Security Report 2023

Introduction to Alexandria Technical and Community College

Alexandria Technical and Community College (ATCC) is a comprehensive public two-year college that is part of the Minnesota State Colleges and Universities (Minnesota State) system. The college, located 140 miles north of Minneapolis in West-Central Minnesota, functions as an integral part of Alexandria and surrounding communities by providing education and support for students and businesses. This relationship is the cornerstone of quality for ATCC.

The college has emerged as a national leader in teaching the highly skilled requirements of occupations supporting industry, health, and government. Responding to emerging technologies across all occupational areas, college curriculum has evolved from focusing on repetitive tasks to integrated technologies that function and communicate across flexible and changing systems. The shift has required the adoption of higher-level math, science, and language arts as an integral part of the learning experience for success in all technical occupations from health to transportation. Linking technology with transferrable general education provides increased options for students and the community. To accommodate this student need, in 2010, the college was approved by the Minnesota State Board of Trustees and the Higher Learning Commission to award the Associate in Arts degree. While the college has offered its own general education since 1990 and has offered the AA degree through a joint agreement with Bemidji State University, the college had been limited by Board policy to the AAS and AS degrees prior to the mission change. The mission change also required a name change to reflect the status of a “technical and community college.” The College’s mission, vision, and statement of values are listed below.

Mission

The mission of Alexandria Technical and Community College is to create opportunity for individuals and businesses through education, innovation, and leadership. The college's high-quality technical and transfer programs and services meet their needs, interests, and abilities and strengthen the economic, social, and cultural life of Minnesota's communities.

Vision

The vision of Alexandria Technical and Community College is to be the premier institution of career preparation and comprehensive lifelong learning.

Statement of Values

Alexandria Technical and Community College is committed to the following values.

We are...

...passionate about creating a culture of excellence, innovation, and learning that challenges and empowers students and employees to achieve their highest potential.

...a learning community built on a proud legacy of career and technical education.

...committed to the social, intellectual, cultural, professional, and personal growth of all members of our community.

...partners with business, economic, governmental, and educational entities.

...providers of relevant career preparation, transfer pathways, and lifelong learning.

...proud of our stewardship.

Report Introduction

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

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.

Campus Security

Alexandria Technical and Community College encourages all students and college community members to be fully aware of the safety issues on campus. The College encourages all students and staff to act to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Alexandria Technical and Community College's Safety and Security Department is recognized as the primary campus department responsible for providing security services for students, faculty, staff and campus visitors. The department is comprised of fulltime professional and part-time student officers. The department's employees are not licensed police officers and do not possess the power of arrest or enforcement authority as defined by the Minnesota State Statute. The security officers have jurisdiction to operate on Alexandria Technical & Community College's owned or controlled property. Alexandria Technical & Community College does not have any noncampus student organizations.

The Alexandria Police Department provides fully licensed police protection for Alexandria Technical and Community College. ATCC's Safety and Security Department has developed a working relationship with the Alexandria Police Department that allows for immediate response to all crimes, emergencies, or requests for service generated by the campus. ATCC maintains a written Memorandum of Understanding with the Alexandria Police Department for the investigation of alleged criminal incidents.

Pursuant to the ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*** (20 USC 1092 (f)), Alexandria Technical and Community College's Safety and Security Department monitors criminal activity, compiles all required information and statistics for and publishes this report, maintaining a three-year statistical history of select crimes and incidents that occur. The statistics are gathered from four specific geographic areas; 1) campus, 2) residence halls (subset of campus if applicable), 3) non-campus property or

institution sanctioned buildings or property and 4) public property that is adjacent to campus, and are submitted on an annual basis to the U.S. Department of Education.

Statistics are collected using incident reports and from other reporting authorities including, but not limited to, local law enforcement agencies and officials of ATCC who have significant responsibility for student and campus activities. These college officials are known as Campus Security Authorities.

Alexandria Technical and Community College publishes the Annual Security Report by October 1st of each year. This report is distributed to all potential students on the college application form and prospective employees on the job announcement via direct link to the report. All current students, faculty and staff are sent an email that briefly describes the report and also contains the exact Internet address where the report can be found. Printed copies of this report are available, at no cost, upon request from the Safety and Security Department. This report is available on Alexandria Technical and Community College's website at <https://www.alextech.edu/about-atcc/safety-security/campus-crime-security-statistics>.

Alexandria Technical and Community College reports all criminal activity to the Alexandria Police Department by reporting incidents directly to their office. All crimes or potential crimes that are reported to the campus Security Department are forwarded to the Alexandria Police Department. It is ATCC's position that all campus community members are responsible for reporting any criminal activity they become aware of to the Security Department in Office 108 of the Main Building or by calling 320.762.4415.

Alexandria Technical and Community College has policies and procedures relating to campus security, and it 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.

Overview of the Safety and Security Department

The Safety and Security Department is open during the regular business hours of the College to assist Alexandria Technical and Community College community by providing services for the following:

- Coordination of the protection of the College and its community from all manner of significant danger, injury, harm, or property damage.
- Crime prevention programs, suppression, and investigation.
- Fire, rescue services, emergency medical services, and hazardous materials response.
- Emergency communications, including interfacing with public emergency communications telephone systems (internal phones: press 8, then 9-1-1; cell phones: 9-1-1).
- Emergency management services and crisis response during emergencies, disasters, and special events.
- Security services, including incident investigations, requests for video surveillance review, coordination of orders for protection, securing access to buildings, and providing escort services on campus.
- Inspections, including building and fire safety, lighting site security surveys, etc.
- Unified command and liaison services with public agency counterparts, including the Federal Bureau of Investigations, United State Department of Homeland Security, Federal Emergency Management Agency of the United States, Minnesota Safety and Security Department and Bureau of Criminal Apprehension, Alexandria Police Department, Douglas County Sheriff's Office, and Alexandria Fire Department.

College Security Policies and Crime Statistics

Additional Definitions that Apply to this Report

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 ATCC’s Crime Statistics.

Business Day

Monday through Friday, excluding any day when the institution is closed.

Campus Security Authority (CSA)

(1) A campus security department of an institution.

(2) Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring the entrance of individuals onto institutional property.

(3) Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

(4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to the particular issues on behalf of the institution. If such an official is a professional counselor as defined below, the official is not considered a campus security authority when acting as a professional counselor.

Professional Counselor

A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Referred for Campus Disciplinary Action

The referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Crime Reporting Policies

Alexandria Technical and Community College is required under federal law to report specific criminal offenses to the United States Department of Education as detailed in the ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f))***. These criminal offenses are as follows:

- Criminal Homicide
 - Murder and Non-negligent Manslaughter
 - Manslaughter by Negligence
- Sexual Assault (Sex Offenses)
 - Rape
 - Fondling
 - Incest
 - Statutory Rape

- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests and referrals for campus disciplinary action for the following violations:
 - Liquor Law Violations and Alcohol-related Fatalities,
 - Drug Law Violations and Drug-related Fatalities,
 - Illegal Weapons Violations; Carrying or Possessing
- Hate Crimes including all of the criminal offenses listed above, with the addition of:
 - Larceny-Theft
 - Simple Assault
 - Intimidation
 - Destruction/Damage/Vandalism of Property
 - For each Hate Crime recorded under 34 CFR 668.46(c)(1)(iii), ATCC identifies the category of bias that motivated the crime. The categories of bias include the victim’s actual or perceived:
 - Race
 - Gender
 - Gender Identity
 - Religion
 - Sexual Orientation
 - Ethnicity
 - Disability
 - National Origin
- Domestic Violence
- Dating Violence
- Stalking

Definitions for the above crimes and categories may be found in the “Crimes Statistics” section of this report.

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

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

- On-campus buildings
- Non-campus buildings or non-campus property controlled by the College
- Public property immediately adjacent to and accessible from campus
- Student organizations recognized by the College, including student organizations with non-campus housing facilities are also subject to College discipline and or sanctions.

A map of the crime reporting geography for Alexandria Technical and Community College is provided in Appendix A of this report.

Any ATCC student, faculty or staff member should call 911 from any campus phone or 911 from a cell phone to report an emergency situation or crime.

Crime can also be reported to the Safety and Security Department, located in Room 108 in the campus’s Main

Building, (phone number: 320.762.4415). All faculty, staff, students, and visitors of Alexandria Technical and Community College are encouraged to immediately report any and all potential criminal or suspicious activity and other emergencies to the Safety and Security Department and or the Alexandria Police Department.

Emergency Numbers:

- Safety and Security 320.762.4415
- City of Alexandria Police Department 320.763.6631
- ATCC’s Affirmative Action Officer 320.762.4476
- ATCC’s Counseling Office 320.762.4487
- Alomere Hospital Emergency Room 320.762.6000
- Someplace Safe 24-Hour Hotline 800.974.3359

Criminal or suspicious activity committed on and near Alexandria Technical and Community College property that is reported to the Safety and Security Department will be investigated by Safety and Security personnel. Any information regarding these incidents, including investigatory follow-up, will also be shared with the local police department, as Federal law permits. Other emergencies reported to the Safety and Security Department will be investigated by Safety and Security personnel and/or referred to the proper department or agency for follow-up. Internal reports may be shared with other departments on campus as necessary to complete an investigation and/or to ensure the safety of the campus community.

The reporting of criminal or suspicious activity and campus emergencies to the Safety and Security Department allows the department to continually reassess services and develop better methods of crime prevention.

Individuals reporting incidents to the College who wish to file a complaint with the City of Alexandria Police Department will be provided with assistance from the Alexandria Technical and Community College Safety and Security Department upon request.

Alexandria Technical and Community College normally requires a written complaint from someone to begin the investigation process. Alexandria Technical and Community College usually needs the assistance of the complainant in any disciplinary process against the accused. Alexandria Technical and Community College will make exceptions when necessary, including cases presenting clear danger to the victim and/or the college community.

Alexandria Technical and Community College will issue an annual report of criminal reports made to the Safety and Security Department and other law enforcement agencies for crimes occurring on College property or adjunct facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by Alexandria Technical and Community College and/or recognized student organizations.

The Safety Coordinator serves as the primary liaison for criminal or suspicious activity and other emergencies with all law enforcement agencies. When reports are made to Safety and Security personnel, the Safety Coordinator will decide if a threat continues to exist to the campus community. If a threat continues to exist, a timely warning will be sent out informing the campus community.

The Safety Coordinator, or others listed above, will assist law enforcement with investigations as required. Depending on many factors ATCC may or may not hold reports of crime in confidence and may be required by law to release information based on the events or nature of the crime. Whenever possible ATCC will attempt to protect the identity of crime victims. However, absolute confidentiality of reports made to ATCC officials cannot be promised.

In addition, crimes can be reported to any of the Campus Security Authority below who have significant responsibility for student and campus activities (not including counselors).

Campus Security Authorities and Reporting

Campus Security Authorities (CSA) are required to notify the Safety and Security Department of reportable offenses. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. CSA Crime Report and Sexual Assault Report forms are available for CSAs on ATCC's website in MyATCC under "Employee Forms," "Employee Documents (PDF Forms)."

<https://www.alextech.edu/myatcc/employee-documents> .

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

The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to campus security:

- President
- Vice President
- Deans
- Campus Public Safety and Security
- Student Organization Advisors
- Support Services Director
- Foundation Chief Operating Officer
- Chief Human Resources Officer
- Affirmative Action Officer
- Registrar
- Enrollment and Transfer Specialists
- Success Coaches
- Intercultural Specialist
- Student Life Director
- Athletic Directors, Coaches, and Assistants
- Residential Hall Assistants and Managers

Campus Security Authorities are required to complete annual CSA Training online through Brightspace where their training records are retained. The Safety and Security Department at ATCC is the contact for this training and is responsible for coordinating this annual training and maintaining the training records.

These individuals should not attempt to investigate; instead, they should report the potential criminal activity and allow the Safety and Security Department to investigate.

All persons in the college community are encouraged to assist anyone in reporting alleged criminal activity by contacting the Safety and Security Department and/or the City of Alexandria Police Department, as well as providing assistance in making the report.

Student Organizations with control of any facility are encouraged to report safety and security concerns to the Safety and Security Department.

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

The following positions have been identified as Campus Security Authorities for Alexandria Technical and Community College include individuals in departments such as:

Group 1 CSAs (Those with campus security and disciplinary responsibilities)		
Job Title	Location	Phone Number
Safety Coordinator	Main Building	4415
Group 2 CSAs (Others responsible for security, including students and employees)		
Job Title	Location	Phone Number
Facilities and Security Director	Main Building	4635
Facilities Maintenance Lead	Main Building	4619
Evening Security Worker - 700 & LEC Buildings	700 Building	320.304.1458
Evening Security Worker - Main Building	Main Building	320.304.1451
Group 3 CSAs (Those with significant responsibility for student and campus activities or disciplinary or judicial proceedings.)		
Job Title	Location	Phone Number
Athletic Dean	Main Building	4477
Athletic Director	Main Building	4972
Athletic Director	Main Building	4471
Baseball Coach	Main Building	4952
BPA Advisor	700 Building	4515
BPA Advisor	700 Building	4516
Clay Target Coach	Main Building	320.491.1437
Dean of Educational Services	Main Building	4413
Associate Dean of Law Enforcement	Law Enforcement Building	4495
Dean of Technology and Student Financial Services	Main Building	4692
Dean of Nursing and Health	Main Building	4447
Dean of Manufacturing and Transportation	Main Building	4477
DECA Advisor	700 Building	4921
DECA Advisor	700 Building	4443
Director of K-12 Initiative/PSEOs	Main Building	4648
Director of Student Activities	Main Building	4926
Director of Support Services	Main Building	4684
Early Childhood Ed Advisor	Main Building	4527
Early Childhood Ed Advisor	Main Building	4679
EDI Student Success Coordinator	700 Building	4629
Skills Advisor/Enrollment Specialist	Main Building	4521
E-Sports Coach	700 Building	4446
Executive VP of Academic and Student Affairs	Main Building	4475
VP of Advancement & Outreach/Executive Director of Foundation	Foundation Hall	4594
Fishing Team Coach	Main Building	4607

Foundation Hall Manager	Foundation Hall	4660
Foundation Hall Residence Assistants	Foundation Hall	4670
Foundation Operations Manager	Foundation Hall	4663
Gamers Advisor	Main Building	4481
Golf Team Coach, Men's and Women's	Main Building	320.815.227
Health Occupation Students of America Advisor	Main Building	4524
Intercultural Program Management Specialist	Main Building	4629
Law Enforcement Club Advisor	LEC Building	4479
Law Enforcement Club Advisor	LEC Building	4451
PTK Advisor	Main Building	4436
PTK Advisor	Main Building	4436
Registrar	Main Building	4483
Skills USA Advisor	Main Building	4641
Skills USA Advisor	Main Building	4427
Soccer, Men's	700 Building	320.766.2211
Soccer, Women's	700 Building	320.766.2211
Student Senate Advisor	Main Building	4514
Student Success Coach	700 Building	4972
Student Success Coach	Main Building	4597
Trap Shooting Club Advisor	Main Building	4657
Volleyball Coach, Women's	Main Building	320.260.6533

Voluntary Confidential Reporting

What if I want to make a report, but I don't want the college to take action or file a police report?

If you are the victim of a crime and do not want to pursue action through the college disciplinary process or the criminal justice system you may still wish to file a report to ensure that the crime is included in the annual crime statistics. You may file this report with the Safety Coordinator, or anonymously on the ATCC website using Alexandria Technical and Community College's Sexual Misconduct Reporting Form at <https://www.alextech.edu/about-atcc/safety-security/sexual-violence>, or with any of the persons listed under the heading "Campus Security Authorities." Campus Security Authorities will forward any crime report to the Safety and Security Department for inclusion in the campus crime statistics. Reports made in this manner can be made anonymously and do not have to include the reporting party's information. While we cannot guarantee confidentiality, we will make every effort possible to maintain it to the extent allowable by law. The purpose of reports made in this manner help the Safety and Security Department to more accurately assess and track the nature of crime in the area of the campus. If a crime is determined to pose a serious or ongoing threat to the campus community the college reserves the right to investigate the report to the extent possible with the information available. Internal Public Safety reports may be shared with other departments on campus as necessary to complete an investigation and/ or to ensure the safety of the campus community. Depending on many factors of crime reporting ATCC may or may not hold reports of crime in confidence and may be required by law to release information based on the events or nature of the crime. Additionally, ATCC is obligated to notify the campus community of any crimes that pose a serious or ongoing threat to the campus community. The campus is notified of these events via timely warnings, or "Crime Alerts." Any crime alert made will not

identify the reporting person or victim. Voluntary confidential reporters will never be required to file a police report.

Alexandria Technical & Community College encourages pastoral and professional counselors on our campus to inform the individuals that they are counseling, if and when they deem necessary, of this procedure to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Daily Crime Log

Alexandria Technical and Community College has a Security Department and therefore maintains a written daily crime log. The crime log records by the date the crime was reported, any crime that occurred within ATCC's designated Clery geography, and that is reported to the Security Department. The crime log discloses specific information about criminal incidents, not crime statistics. The information in the crime log contains the nature, date, time, and general location of each crime and the disposition of the complaint if known. The log has a more specific location focus than the statistical disclosure and is designated to disclose crime information on a more timely basis. ATCC MUST make an entry or an addition to an entry to the log within two business days of the report of the information to the Security Department unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

ATCC may withhold information required 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.

ATCC may disclose any information withheld once the adverse effect described above is no longer likely to occur. ATCC can withhold only that information that would cause the adverse effect.

ATCC makes the crime log for the most recent 60-day period open to public inspection during normal business hours. ATCC must also make any portion of the crime log, older than 60 days available within two business days or a request for inspection. The request must be made to the Safety Coordinator at 320-762-4415.

Missing Student Policy

Foundation Hall - Missing Student Policy and Procedures

The purpose of this policy is to establish procedures for the Foundation Hall's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This Foundation Hall policy applies to students who reside in Foundation Hall.

For purposes of this policy, a student may be considered to be a "missing student" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

If at any time a student, faculty or staff member becomes aware or suspects a student is missing for 24 hours, report immediately to Alexandria Technical & Community College's Safety and Security Department and the Alexandria Police Department, unless law enforcement was the agency that made the determination that the

student was missing. Any missing student report by any other Campus Security Authority will be referred immediately to the Safety and Security Department and the Alexandria Police Department. The Alexandria Police Department can be reached at the following phone numbers:

Alexandria Police Department

Emergency – 911

Non-Emergency – 320.763.6631

I. Procedures for designation of emergency contact information

- a. Students age 18 and above and emancipated minors.

Residential students will be given the opportunity, upon check-in to Foundation Hall, to designate an individual or individuals to be contacted by the Foundation Hall no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. The student's contact can, but does not need to, be their general emergency contact. This contact information will be registered confidentially. It will be accessible only to authorized campus officials and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. A designation will remain in effect until changed or revoked by the student. They have an annual option to change their contact person for the missing student contact.

- b. Students under the age of 18.

In the event a student who is not emancipated, not legally independent of their parents, is determined to be missing pursuant to the procedures set forth below, Foundation Hall is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

II. Official notification procedures for missing students

This missing notification procedure must go into effect within 24 hours of the determination that a student who resides in Foundation Hall has been missing for 24 hours.

- a. Any individual who has information that a student may be missing must notify the Foundation Hall Foundation Hall Manager or Resident Assistant as soon as possible. Note: In order to avoid jurisdictional conflicts, the Foundation Hall Manager or Resident Assistant will immediately notify Alexandria Technical and Community College's Safety and Security Department and local law enforcement authorities. The Foundation Hall Manager or Resident Assistant will assist external authorities with these investigations as requested.
- b. The Foundation Hall Manager or Resident Assistant will work with the reporting person(s) and the student's acquaintances to gather all essential information about the student (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the student's physical and mental well-being, an up-to-date photograph, class schedule, etc.). Appropriate Foundation Hall staff will be notified to aid in the search for the student.
- c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered (e.g., witnessed abduction), the Foundation Hall Manager or Resident Assistant will contact Alexandria Technical and Community College's Safety and Security Department and the appropriate local law enforcement agency within 24 hours of the determination that the student is

missing to report the student as a missing person, unless the local law enforcement agency was the entity that made the determination that the student was missing. The local law enforcement agency will take charge of the investigation.

- d. No later than 24 hours after determining that a student is missing, the Foundation Hall Manager, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
- e. For missing students who are 18 years of age or older, and did not designate an individual to be contacted, the Executive Vice President of Academic and Student Affairs will act in accordance with FERPA and Minnesota Government Data Privacy guidelines with regard to contacting a parent/guardian.

III. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the Vice President of Advancement and Outreach at Alexandria Technical and Community College. All inquiries to the Foundation Hall regarding missing students, or information provided to any individual at the Foundation Hall about a missing student, shall be referred to the Foundation Hall Manager, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the Foundation Hall community with any information about a missing student, the Vice President of Advancement and Outreach shall consult with the Executive Vice President of Academic and Student Affairs and local law enforcement authorities to ensure that communications comply with FERPA and Minnesota Government Data Privacy guidelines and do not hinder the investigation.

Policies for Preparing the Annual Disclosure of Crime Statistics

The Safety and Security Department compiles all required information and statistics for this report.

Statistics are collected using Safety and Security Incident Reports and from other reporting authorities including, but not limited to, local law enforcement agencies and officials of the College who have significant responsibility for student and campus activities. These college officials, known as Campus Security Authorities, include individuals in departments such as Support Services, Enrollment Services, Student Organization Advisors, and Student Life.

Other required information included in the annual report required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f))*, including Alexandria Technical and Community College security-related policies and procedures, are also compiled from multiple sources.

By October 1st of each calendar year, all current employees and students are notified of the availability of this report and how to request a copy. This report is accessible on the Safety and Security website (<https://www.alextech.edu/safety-security/campus-crime-security-statistics>) and is also made available in paper format upon request at the Safety and Security Department office on campus.

All reasonable attempts have been made to identify all reported criminal activity and to present the crime statistics in this report in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f))* and its amendments.

The Safety and Security Department encourages all faculty, staff, students, and visitors of the College to report all crimes and suspicious activity directly to the Safety and Security Department. At the request of the reporting



victim or witness, the Safety and Security Department will make every effort to maintain or extend confidentiality while respecting applicable federal, state, and local laws and college policy.

Campus Geography

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

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

Residential Facilities: This includes any student housing facility that is owned or controlled by ATCC or is located on property that is owned or controlled by ATCC and is within the reasonably contiguous geographic area that makes up the campus.

Foundation Hall is a Foundation-owned and managed apartment-style residential facility located at 318 17th Avenue East in Alexandria, MN. This property is located within the same reasonably contiguous geographic area of this college.

Campus property includes:

The areas outlined in the Clery Reporting Campus Geography map are provided in Appendix A of this document.

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

Non-campus property includes:

Alexandria Technical & Community College’s baseball team resided at 8950 Cliftons Draw Drive in Davenport, Florida while they were in spring training camp from March 6 through March 12, 2023. Crime statistics for this location was requested for this time period from local law enforcement in Davenport, Florida, but their agency failed to provide those statistics to the college.

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

Alexandria Technical & Community College’s public property includes adjacent streets, parking lots, sidewalks, stairwells.

Safety and Security Considerations of Campus Facilities

Policies Concerning Safety of and Access to Campus Facilities:

Security Measures

The campus has surveillance camera systems installed throughout the parking lots and other key interior and exterior areas. These camera systems are active 24 hours a day and continuously record to digital media. The use of these camera systems, coupled with 24-hour recording, enhances community safety and security while aiding in the investigation of criminal and suspicious incidents on campus.

Alexandria Technical and Community College also utilizes an electronic card access system on many interior and exterior doors, which improves security. The Facilities Maintenance Department manages the door locking schedule of and access to the door lock system.

Academic and Administrative Building Access

The campus is for the use of students, faculty, staff, and their escorted guests, and those on official business with Alexandria Technical and Community College. All others are subject to being charged with trespassing.

Access to academic and administrative facilities varies by use and location. The Facilities Maintenance Department maintains and implements a schedule to lock and unlock exterior and interior doors in each building.

The times that the campus is open may vary by season, breaks and semesters, as well as by individual building. Typically, during each semester except for holidays, the campus buildings are open during the following hours:

Building	Monday - Thursday	Friday	Saturday
Main	6:00 AM - 9:30 PM	6:00 AM - 5:30 PM	Closed
700	6:00 AM - 9:15 PM	6:00 AM - 4:15 PM	Closed
Law Enforcement	6:00 AM - 6:00 PM	6:00 AM - 6:00 PM	Closed
Truck Driving	6:00 AM - 5:00 PM	6:00 AM - 5:00 PM	Closed
1100	6:00 AM - 2:00 PM	Closed	Closed

The Facilities Maintenance Department receives hundreds of requests each year by faculty, staff, and students for access to buildings, offices, and other rooms. The Facilities Maintenance Department strives to maintain the balance between personal safety, building security, and community needs of accessing campus facilities. This presents unique challenges in maintaining safety and security at the College.

Policies and Procedures for Safe Access to Buildings

- Access to campus buildings is limited to normal business hours.
- Keys are issued to authorized administration, faculty, and staff only.
- Exterior building doors should not be blocked open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.

- Alexandria Technical and Community College is normally open from 6:00 a.m. until after evening classes have ended and for scheduled weekend classes and special events.
- Employees and students in buildings after normal working hours should have an Alexandria Technical and Community College identification card to present when requested. Personnel, other than Facilities and Safety and Security personnel, must vacate the campus no later than the designated closing times noted as a standard safety measure, except for previously authorized events.
- Faculty or staff members who think they are the last persons in the building should ask unauthorized people to leave the premises or contact the Evening Security Workers. The building will be secured when the last employee leaves.
- On-campus telephones are located in most classrooms, hallways, and offices for emergency calls to the Safety and Security Department. These telephones are also capable of reaching Emergency 911 by dialing 8 (to access outside line) and then 9-1-1.

Maintenance of Campus Facilities

The Facilities Maintenance Department maintains college buildings and grounds with an interest to promote the general safety and security of college faculty, staff, and students.

The Facilities Maintenance Department frequently conducts security surveys, exterior lighting surveys, and inspections of electronic security systems in an ongoing effort to maintain existing conditions while increasing campus protection.

Faculty and Staff are to report needed repairs or improvements of security systems on campus through the FMX Facilities Request system, via the ATCC website in MyATCC at <https://www.alextech.edu/myatcc>.

Students and visitors are encouraged to report needed repairs to the Maintenance Department through the Welcome Center located by the main entrance to the Main Building.

A safety committee comprised of representatives from the faculty, non-academic departments, and administration meets to discuss safety concerns. The committee accepts suggestions, reviews problems, and makes recommendations for changes and improvements.

Safety and Security Personnel Enforcement and Arrest Authority

The Safety and Security Department functions in a non-enforcement role to provide a sensitive, measured response to all situations requiring Safety and Security services. During the fall and spring semesters, except on nationally recognized holidays, the Safety and Security Department is open between the hours of 7:30 a.m. – 10:00 p.m., Monday through Thursday, and 7:30 a.m. – 4:00 p.m. on Fridays during the fall and spring academic semesters.

Alexandria Technical & Community College's security personnel and officials ARE NOT certified or sworn peace officers and do not possess law enforcement arrest or enforcement authority. ATCC personnel may utilize private person arrest authority pursuant to Minnesota State Statute 629.37 when appropriate.

Reporting Procedures

All criminal activity occurring on campus should be reported immediately to the Safety and Security Department at 320.762.4415 and/or City of Alexandria Police Department at 320.763.6631.

The Safety Coordinator will assist the complainant in completing criminal reports. These reports will also be forwarded to the City of Alexandria Police Department. In appropriate cases, the Safety and Security Department will assist the City of Alexandria Police Department with investigations.

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

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

1. Call the Safety and Security Department at 320.762.4415 or the Alexandria Police Department at 320.763.6631 for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
2. Obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Attempt to provide a description and license number of any vehicle involved. Note the direction taken by offender(s) or vehicles and report those to the Safety and Security Department and/or the City of Alexandria Police Department.
3. Preserve the crime scene and maintain all physical evidence by not touching any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Alexandria Technical and Community College's Safety and Security Department and/or the City of Alexandria Police Department arrives.
4. Keep third-party reports. The Safety and Security Department will accept third-party reports in cases of sexual assault in order to protect the victim's identity.
5. Persons filing a complaint with the Safety and Security Department will be provided a copy ATCC's Incident Investigation Report upon request to the Safety and Security Director.

All employees, faculty, or staff members who become aware of an allegation of a violation of the Alexandria Technical and Community College policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and the Safety and Security Department.

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

ATCC works closely with local law enforcement, State Patrol, Bureau of Criminal Apprehension, and other state and federal law enforcement agencies as required. ATCC maintains a Memorandum of Understanding with the Alexandria Police Department.

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

ATCC 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.

College Response to Reports

All allegations will be investigated. These investigations may be made in conjunction with the City of Alexandria Police Department.

Reports will be classified by the campus Safety and Security Department in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions. When alleged perpetrators are

identified as students, the case will be forwarded to the Executive Vice President of Academic and Student Affairs, 320.762.4475, for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently, before, during, or after the campus judicial process.

The College will issue a timely warning to members of the campus *Clery* geography community for any *Clery Act* crime, in cases where the Safety and Security Officer (or designee) determines there is a continuing threat. In such cases, warnings will be issued using College e-mail and Star Alert.

Personal Security Recommendations

The Safety and Security Department is available to assist you in protecting yourself by providing escorts, safety and security programs, as well as various safety and security information and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Call for an Escort! The Evening Security Workers are available between the hours of 5:00 p.m. – 10:00 p.m., Monday through Thursday during the fall and spring semesters. Call 320.304.1451 for the Main Building or 320.304.1458 for the Office and Information Technology Building, or stop by the Evening Security Worker's workstation in each building to arrange for an escort.

Be aware of when the Evening Security Workers are on duty. Evening Security Workers normally patrol the campus during normal evening operating hours.

Protect your property

- Personal property (cell phones, purses, laptops, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
- Lock your door whenever you leave your room or office.
- Always lock your car doors.
- Always escort your guests to and from main entrance doors.
- Protect all valuables in your room or office. Do not leave valuables in plain view. Take valuables home with you.
- Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

Protect your automobile

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving property where it is visible.

Protect yourself at night

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Protect yourself when walking and jogging.
- Avoid walking and jogging alone after dark.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.

- Have your keys ready when returning to your residence 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 the Safety and Security Department immediately at 320.762.4415.

Suspicious Activity

If you see suspicious activity or people on or near campus, call the Safety and Security Department at 320.762.4415. Do not assume the person is a visitor or College staff member that you have not seen before.

Suspicious people may be:

- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances, and going from room to room trying door handles.

Report all thefts and property loss immediately to the Safety and Security Department. Be security conscious at all times.

Policies Concerning Law Enforcement

Safety and Security personnel are employees of Alexandria Technical and Community College; they are not certified or sworn peace officers. Safety and Security personnel are authorized, when appropriate, to detain an individual until the Alexandria Police Department can be notified and respond to the College. The Safety and Security Department works closely with the City of Alexandria Police Department to track and respond to campus criminal activity. ATCC personnel may utilize private person arrest authority pursuant to Minnesota State Statute 629.37 when appropriate.

Report all crime immediately

All criminal activity on campus should be reported immediately to the Safety and Security Department at 320.762.4415 and/or the City of Alexandria Police Department at 320.763.6631. Alexandria Technical and Community College will assist the complainant in completing criminal reports.

Alexandria Technical and Community College will accept third-party reports in certain cases, like sex offenses. Alexandria Technical and Community College prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.

Preserve the crime scene and maintain all physical evidence by not touching any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Alexandria Technical and Community College's Safety and Security Department and/or the City of Alexandria Police Department arrives. Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime.

If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

- Gender
- Approximate age
- Height
- Weight/build
- Dress/clothing
- Description of face, including: eye color, hair color & style, jaw, nose
- Distinguishing features, including scars and facial hair
- Glasses
- Voice
- Distinguishing gait

Educating the Campus

Educational Programming on Campus

Alexandria Technical and Community College encourages students and employees to be responsible for their own security and the security of others.

ATCC engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking. ATCC has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students and participating in and presenting information and materials during new employee orientation.

Primary prevention and awareness programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome. Environmental risk and protective factors are considered as they occur on the individual, relationship, institutional, community and societal levels.

The Safety and Security Department aids in presenting programs on security and safety. The Safety and Security Department, in conjunction with Student Life, develops and presents educational programs in the areas of crime prevention, sexual assault awareness, personal safety, and fire prevention and part of the annual student Survive and Thrive speaker series. The Safety and Security Department also works with the City of Alexandria Police Department and Someplace Safe in presenting needed educational programs for sexual assault awareness, crime prevention, personal safety and fire prevention.

The Safety and Security Department, along with Student Life, provide educational programs regarding drug and alcohol prevention on an annual basis during the academic year.

The Safety and Security Department has available, at no cost, brochures, flyers, pamphlets, movies, videos, and posters concerning various safety, health and security issues.

Some training is offered online through multiple resources. Following is a list of these training options.

Name of Program	Date Held	Location Held	Which Prohibited Behavior Addressed?
Workplace Violence: Managing Anger to Prevent Violence (MN State) (E260000PPD_wumbmapv_vod)	Continuous, offered annually	ELM, online for State employees	Workplace violence with emphasis on managing anger behavior to prevent violence in work areas
Violence: Workplace Violence: The Myths and The Mysteries (MN State) (E260000PPD_wumbwvmm_vod)	Continuous, offered annually	ELM, online for State employees	Workplace violence, FAQs and facts relating to incidents
Sexual Harassment Prevention training for Minnesota State (MN State) (E260000CLR0007)	Continuous, offered annually	ELM, online for State employees	Sexual Harassment prevention training
MnSCU 1B.3 Sexual Violence Investigator Training (E260000CLR0001)	Continuous, resident courses offered annually	Systems Office	Sexual Assault, Sexual Violence training
Prohibition of Sexual Harassment Policy Review and Acknowledgment (G10ETDHR1392)	Continuous, offered annually	ELM, online for State employees	Sexual Harassment Policy and provisions for conduct
Employee Code of Conduct	Once for all New Employees;	ELM & Online (D2L)	Alcohol and drug use, harassment violations, improper conduct
Personal empowerment through Self Awareness	Once for all New Employees	Online (D2L)	Personal violence such as sexual assault, rape, dating and relationship violence
Active Shooter/Stay Safe at College	Optional training	Online (D2L) for students and employees	FBI school violence video
Respect in the Workplace	Required annually for all staff	ELM	Respectful workplace training for Minnesota State employees

Additional educational programming for the report year included, but was not limited to, the following programs.

Name of Program	Date Held	Location Held	Which Prohibited Behavior Addressed?
Title IX Training	01/11/23	Zoom	DoV, DaV, SA, S
Identifying Tech-enabled Abuse Part 1	02/06/23	MS Teams	SA, S
Identifying Tech-enabled Abuse Part 2	02/16/23	MS Teams	
Title IX Training	03/08/23	Zoom	DoV, DaV, SA, S
Title IX/1B.1 Investigator Training	04/26/23	Zoom	DoV, DaV, SA, S
Sexual Violence Prevention Summit	6/12-6/13/23	SCTC	DoV, DaV, SA, S
Title IX Retreat	6/14-6/15/23	SCTC	DoV, DaV, SA, S
CSA Training	08/21/23	Online	DoV, DaV, SA, S
Sexual Violence Awareness Training	08/23/23	Online	DoV, DaV, SA, S
Security Team Orientation	08/28/23	LEC	DaV, SA, S
Title IX Coordinators Basics Workshop	09/27/23	Zoom	SA, S
Title IX Coordinators Training	10/04/23	Zoom	DaV, SA, S
The Clothesline Project	10/16 - 10/17/23	ATCC 100 Wing	DaV, DoV, SA, S
Domestic Violence Speaker	10/17/23	Alexandria	DaV, DoV
Domestic Abuse Awareness Lunch	10/18/23	Alexandria	DaV, SA, S
Computing and the Law	10/24/23	ATCC Aud 743	DoV, DaV
Title IX Training	11/08/23	Zoom	DoV, DaV, SA, S
Title IX Workshop	11/29/23	Zoom	DoV, DaV, SA, S
Title IX Workshop	12/20/23	Zoom	DoV, DaV, SA, S

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

An Alexandria Technical and Community College counselor is available to assist students with personal, educational, social, and developmental concerns. The counselor also provides crisis intervention services, career counseling, mediation, referrals to community agencies, and consultations when necessary.

Crime Prevention Programs

The Safety and Security Department will present safety seminars when needed. The Safety and Security Department will invite speakers, including members of city and county law enforcement, to discuss the prevention of crimes that may occur to you and/or your property. Prevention strategies will be discussed.

Crime Statistics

Crimes that must be reported

Alexandria Technical and Community College must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property and on public property of the following that are reported to local police agencies or to a campus security authority. Definitions of each type of crime are provided below.

Murder and Non-negligent Manslaughter

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

As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Non-negligent Manslaughter (1a).

Negligent Manslaughter

The killing of another person through gross negligence.

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

Sex Offenses – Defined

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 the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

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

Robbery – Defined

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear that force will be used.

Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

Aggravated Assault – Defined

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

Burglary – Defined

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

Motor Vehicle Theft – Defined

The theft or attempted theft of a motor vehicle.

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

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

Arson – Defined

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

VAWA Offenses

Domestic Violence: The term “domestic violence” means felony or misdemeanor crimes of violence committed by

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

Dating Violence: The term “dating violence” means violence committed by a person – who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a

relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

1. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
3. Reasonable person means that a reasonable person under similar circumstances and with similar identities to the victim.

Liquor Law Violations – Defined

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

Drug Law Violations – Defined

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

Weapons Law Violations – Defined

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

Hate Crime Reporting

Alexandria Technical and Community College must report, by category of prejudice, the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, perceived gender, or disability:

- (i) Any crime it reports of this section, or criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson.
- (ii) The crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.
 - **Larceny-theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.
 - **Simple Assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack. Note: This offense includes stalking.
- **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.

(iii) Any other crime involving bodily injury.

Recording Crimes

Alexandria Technical and Community College must record a crime statistic in its annual security report for the calendar year in which the crime was reported to a campus security authority.



Crime Statistics for the Period 2021-2023

Alleged Criminal Activity (Does not necessarily constitute arrest or conviction.)

Crime Statistics for the Period 2021-2023

Criminal Offenses				
Category	Venue	2021	2022	2023
Murder/Non Negligent Manslaughter	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Manslaughter by Negligence	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Rape	On Campus	0	0	1
	Residential Facility	0	0	1
	Non-campus	0	0	0
	Public property	0	0	0
Fondling	On Campus	0	1	0
	Residential Facility	0	1	0
	Non-campus	0	0	0
	Public property	0	0	0
Incest	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Statutory Rape	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Robbery	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0

Category	Venue	2021	2022	2023
Burglary	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Motor Vehicle Theft	On Campus	1	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Arson	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
VAWA Offenses				
Category	Venue	2021	2022	2023
Domestic Violence	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Dating Violence	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Stalking	On Campus	0	1	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0

Arrests and Disciplinary Referrals Report

Category	Venue	2021	2022	2023
Arrests:	On Campus	0	0	0
Liquor Law Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Disciplinary Referrals:	On Campus	0	0	0
Liquor Law Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Arrests:	On Campus	0	0	0
Drug Law Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Disciplinary Referrals:	On Campus	0	0	0
Drug Law Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Arrests:	On Campus	0	0	0
Weapons Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Disciplinary Referrals:	On Campus	0	0	0
Weapons Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Unfounded	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0

No Hate Crimes were reported in 2021, 2022 or 2023

Category	Venue	2020	2021	2022
Burglary	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Motor Vehicle Theft	On Campus	0	1	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Arson	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
VAWA Offenses				
Category	Venue	2020	2021	2022
Domestic Violence	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Dating Violence	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Stalking	On Campus	0	0	1
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0

No Hate Crimes were reported in 2021, 2022 or 2023

Arrests and Disciplinary Referrals Report				
Category	Venue	2020	2021	2022
Arrests:	On Campus	0	0	0
Liquor Law Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Disciplinary Referrals:	On Campus	0	0	0
Liquor Law Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Arrests:	On Campus	0	0	0
Drug Law Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Disciplinary Referrals:	On Campus	0	0	0
Drug Law Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Arrests:	On Campus	0	0	0
Weapons Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Disciplinary Referrals:	On Campus	0	0	0
Weapons Violations	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Unfounded	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0

No Hate Crimes were reported in 2021, 2022 or 2023

The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are simple assault, intimidation and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a Hate Crime though there is no requirement to report the crime classification in any other area of the compliance document.

No hate crimes were reported in 2021, 2022 or 2023.

Alexandria Technical and Community College does not have dormitories or residential facilities for students on campus, but the Alexandria Technical and Community College's Foundation owns residential housing adjacent to the campus.

Hate Crime Reporting

The College collects information on the above crimes to determine if the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity or disability (hate crimes).

None of the reported violations occurring in report period have been identified as hate crimes based on the reporting requirements.

Key to hate crimes notations (Type of bias or prejudice):

Race=ra; Gender=g; Religion=re; Sexual orientation=s; Ethnicity=e; Disability=d; National Origin=ne; Gender Identity-gi.

Off Campus Locations Monitoring and Records

The City of Alexandria Police Department collects crime statistics for organizations that are recognized as part of Alexandria Technical and Community College. These statistics are included in this report. The same procedure is followed for any college-approved off-campus student organization activity.

CSAs are required to monitor off-campus crimes while students are off campus at campus-sponsored events. Any crimes occurring during any campus-sponsored event must be immediately reported to the Safety Coordinator and documented on the Campus Security Authority Crime of Sex Offense Report Form.

Enforcement of Under-age Drinking Laws and Alcoholic Beverages on Campus

The college forbids the use, possession, manufacture, sale, transportation, or furnishing of alcoholic beverages on campus. Alexandria Technical and Community College also forbids the maintenance of unlawful drinking places on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age.

Alexandria Technical and Community College enforces the Minnesota drinking laws, including the prohibition of use by persons less than 21 years of age. Possession or consumption of alcohol on campus is prohibited by Alexandria Technical and Community College and may result in student disciplinary action.

If the accused is not cooperative or is underage, the City of Alexandria Police Department may be called to assist.

Drugs on Campus and the Enforcement of Federal and State Drug Laws

Alcohol and Drug Free Campus Policy

The state prohibits the unlawful manufacture, distribution, dispensation, possession, use, sale, trade, and/or offer for sale of alcohol or drugs in the workplace or while performing work for the state.

Alexandria Technical and Community College shall comply fully with all of the conditions of the Minnesota Management and Budget – Prohibition of Alcohol and Drug Use by State Employees policy (HR/LR Policy #1418), which can be reviewed at the following link: <https://mn.gov/mmb-stat/policies/1418-DrugAndAlcoholPolicy.pdf>

The State of Minnesota Drug and Alcohol Testing Plan will be followed for employees who operate a commercial motor vehicle and are required to have a commercial driver's license (CDL) to perform the assigned duties of their position. (https://mn.gov/mmb/assets/1418A-drugandalcoholtestingplan_tcm1059-321981.pdf)

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Alexandria Technical and Community College has established this policy and has implemented processes to meet the college responsibilities as outlined in the law.

This responsibility includes:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as part of any of its activities;
2. A description of the applicable legal sanctions under Local, State, or Federal law for the unlawful possession or distribution of drugs and alcohol;
3. A description of the health risks associated with the use of drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
5. A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with Local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment, and referral for prosecution, for violations of the standards of conduct enumerated in the DAAPP. (The regulations note that a disciplinary sanction may include the completion of an appropriate rehabilitation program).
6. The standards of conduct at Alexandria Technical and Community College prohibit the unlawful possession, use, or distribution of drugs, drug paraphernalia and alcohol on the campus premises, or in conjunction with, any college-sponsored activity or event whether on or off campus. In accordance with federal regulations, this policy is printed in the Student Handbook, which is made available to every student. The policy is also available to students and employees at <https://www.alextech.edu/policies-procedures/alcohol-drug-free-tobacco-ecig> and is available in a printed format on request. The policy is included with the annual Campus Crime and Security Report and is distributed to every student and employee.
7. The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently. The number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that have occurred on the campus, or as part of campus-related activities, are included in the annual Campus Crime and Security Report. The college provides education for students and staff regarding the health risks associated with alcohol and drug abuse.

Standards of Conduct

- No student or employee shall use, manufacture, sell, give away, barter, deliver, exchange, or distribute or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152
 - while on campus, or
 - while involved in a college activity, service, project, program, or work situation.
- No student or employee shall illegally introduce upon or have possession of any alcoholic beverage as defined in Minnesota Statute 340A.101
 - while on campus, or
 - while involved in a college activity, service, project, program, or work situation.
- No student or employee shall introduce upon or have possession of any alcoholic beverage as defined in Minnesota Statute 340A.101
 - while involved in a college activity, service, project, program, or work situation that has defined alcohol use restrictions established through organizational by-laws or policies.
- No employee shall report to work, and no student shall report to campus, while under the influence of alcohol or a controlled substance or as the student's specific program defines as under the influence of alcohol or a controlled substance.
- Students who operate commercial vehicles will be required by law to provide documentation of drug and alcohol testing at the time of enrollment. Also, students may be randomly tested during enrollment in their training program.

Distribution of Written Policy

ATCC's policy is in the Student Handbook and is published on the ATCC website. One or more of these publications is sent via college e-mail, ATCC's official method of communication, to every student and employee annually. All new employees and students are provided this policy during their orientation session.

Tobacco

Alexandria Technical and Community College is tobacco-free within its buildings and college vehicles. The college campus, including entrances to buildings, lawns and landscaped areas is tobacco-free with the following exceptions:

- tobacco use is permitted in parking lots; and
- tobacco use is permitted outside of designated entrances when beyond 25 feet from the designated entrance.

Electronic Cigarettes

Alexandria Technical and Community College bans the use of electronic cigarettes on all college property. This includes, but is not limited to, parking lots, classrooms, bathrooms, and sidewalks.

Alcohol and Drug Free Campus Procedures

Legal Sanctions

Federal and state sanctions for illegal possession of controlled substances range from up to one-year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits.

Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$5 million. First offenses involving lesser amount, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines up to \$1 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$250,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$20 million for an offense involving 1,000 kg or more.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .08 or more) may result in a \$1,000 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in up to a fine of \$1,000. Furnishing alcohol to persons under the age of 21 is punishable by up to a \$3,000 fine and/or one-year imprisonment.

Required Education Information

Health Risks Associated with Illicit Drug Use and Alcohol Abuse

Alcohol and drug use are prohibited not simply because it is against the law, but because of the demonstrated health risks associated with use. While the following list is not exhaustive, it serves to demonstrate the range of potential hazards associated with illicit drug and alcohol use.

Alcohol

Loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

Amphetamines

Can cause rushed, careless behavior - pushing beyond your physical capacity, leading to exhaustion; intolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

Cannabis

Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

Cocaine

Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as "crack") are highly addictive.

Hallucinogens (PCP, LSD, Ecstasy)

Causes extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent use can cause permanent loss of mental function.

Narcotics (Heroin, morphine, opium, codeine)

Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

Sedatives

Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

Counseling and Assistance Resources

Appropriate referrals to counseling and health agencies will be made for individuals as needed. Rehabilitation may become a condition of continuing association with our college. The college will impose sanctions when this policy is violated. Disciplinary action may include written reprimand, suspension, or dismissal and referral for prosecution under local, state, or federal law.

Alexandria Technical and Community College

Counseling and Assessment Center	320-762-4487
Employee Assistance Program	1-800-657-3719
Confidential Alcohol Screening	1-888-285-3725

Community

Douglas County Social Services	320-762-2302
Drug and Alcohol Emergencies (Alomere Hospital ER)	320-762-6000
Lakeview Chemical Dependency Services	<u>320-762-8135 or 1-800-450-4500</u>
Lakeland Mental Health Center of Alexandria	320-762-2400
Nystrom & Associates, Ltd.	320-460-8028
Region 4 South Mental Health Consortium	320-335-5100
Rehab Centers Minnesota (rehab.com)	866-535-8856
Solutions Behavioral Healthcare	320-762-5411
Someplace Safe (24-hour Crisis Line)	1-800-974-3359
Suicide and Crisis Lifeline	988

Self-Help Groups

AL-ANON	320-762-8546
Alcoholics Anonymous	320-762-8546
Narcotics Anonymous	320-762-3981

Disciplinary Sanctions

Students

Administrative and legal sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the preceding standards of conduct.

Any students showing reasonable suspicion that they are under the influence of alcohol or a controlled substance while on campus are subject to be dismissed from a classroom setting by the supervising college representative. This student shall be referred to an Administrator. Criminal violations will be referred to local law enforcement.

The student must make arrangements to be transported to his/her local residence. They may not drive themselves home, but must be transported either by a friend or a local cab service.

ATCC reserves the right to determine whether reasonable suspicion exists and the level of discipline to be applied to the student.

Employees

Employees must abide by the terms of ATCC Policy 5.18. Administrative and legal sanctions consistent with existing contracts, up to and including termination of employment and referral for prosecution, will be imposed on employees who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Distribution of Written Policy

ATCC's drug and alcohol policy is found in the Student Handbook and is published with our policies on the ATCC website. One or more of these publications is sent via college e-mail, ATCC's official method of communication, to every student and employee annually. All new employees and students are provided with a copy of this policy during their orientation session.

College and Drug-Free Schools and Communities Act

Biennial Review

Introduction

The Drug-Free Schools and Communities Act of 1989 Amendments requires institutions of higher education to design and implement alcohol and illicit drug programs on their campuses. As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education has to certify that it has adopted and implemented a program to prevent "the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees" on campus property or as part of any campus activity.

This legislation directed Colleges to:

1. develop a written policy on alcohol and other drugs;
2. develop a process that ensures policy distribution to all students, staff, and faculty;
3. enumerate federal, state, or local sanctions for unlawful possession or distribution of illicit drugs and alcohol;
4. describe health risks associated with alcohol abuse or illicit drug use;
5. describe College drug and alcohol programs available for students and employees;
6. specify disciplinary sanctions imposed on students and employees for policy violations; and

7. conduct biennial reviews to assess the effectiveness of its alcohol and drug programs.

The law further requires an institution of higher education to review its program to:

1. determine its effectiveness and implement changes if they are needed, and
2. ensure that the sanctions developed are consistently enforced.

In compliance with federal legislation, the Drug Free Schools and Communities Committee of (Minnesota State Institution) has prepared this biennial review.

Biennial Review Process

A committee was convened and oriented to the requirements of the Drug Free Schools Act and the completion of a Biennial Review to comply with the act.

Members represented: Campus Security, Financial Aid, Student Life, and Academic Affairs.

The committee reviewed components essential to the College's drug and alcohol program: policy statements, publications, services, data collection, campus life, and data on student and employee conduct.

General Conclusion

ATCC appears to be in full compliance with federal legislation. The College has developed and maintains a drug prevention policy. The College distributes the drug-free policy to all employees and students annually. The College provides services and activities to promote a strong drug-free campus environment. The College tracks the number of drug and alcohol related offenses, sanctions, and referrals.

Sexual Assault Programs and Procedures

Alexandria Technical & Community College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relations violence, stalking, as well as aiding acts of sexual violence. Sexual assault and related offenses are governed and adjudicated under Minnesota State Board Policy 1B.3 Sexual Violence Policy, the Violence Against Women Act as amended and the Clery Act as amended. As a result, Alexandria Technical & Community 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 an ATCC official. In this context, ATCC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and reaffirms its commitment to maintaining a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of Minnesota State Board Policy 1B.3 Sexual Violence Policy, visit <http://www.minnstate.edu/board/policy/1b03.html> . For a complete copy of ATCC's policy governing sexual misconduct, visit <https://www.alextech.edu/policies-procedures/sexual-violence>.

Sexual Violence Policy

Policy Statement

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Alexandria Technical & Community College (ATCC) is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other ATCC or

Minnesota State Board policies that may require separate proceedings. To further its commitment against sexual violence, ATCC provides reporting options, an investigative and disciplinary process, and prevention training, and other related services as appropriate.

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

As part of the larger community, Alexandria Technical & Community College is subject to, abides by, and supports Minnesota State statutes and local ordinances regarding criminal sexual conduct, including the Minnesota State's Sexual Violence Policy, which can be viewed at www.minnstate.edu/board/policy/1b03.html. Other policies, such as Student Code of Conduct and employment contracts, may apply.

ATCC provides sexual violence prevention training to employees and students annually.

Sexual violence has no place in a learning or work environment and is prohibited. Further, the Minnesota State Colleges and Universities shall work to achieve zero tolerance of violence in all its forms. This policy includes, but is not limited to, ATCC's students and employees.

Notice of Complainant Options

Following a report of sexual violence, the complainant shall be promptly notified of:

- Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate ATCC contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
- Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

Notice of Complainant Rights

Complainants shall be notified of the following:

- Their right to file criminal charges with local law enforcement officials in sexual assault cases;
- Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;



- Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
- Assistance available from campus authorities in preserving for sexual violence complainant materials relating to a campus disciplinary proceeding;
- That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;
- That, at a sexual assault complainant's request, ATCC may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site, if such alternatives are available and feasible.

Sexual Violence Prevention and Education

Campus-wide training. ATCC offers an annual sexual violence awareness training program to students and employees to promote awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents. These educational programs shall emphasize the importance of preserving evidence for proof of a criminal offense. ATCC develops educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

Each employee is required to complete a sexual harassment training module as part of their new employee training process.

Training for individuals charged with decision-making authority. ATCC provides appropriate training and other resources to individuals charged with decision-making responsibilities under applicable procedures in order to facilitate a fair, respectful, and confidential procedure on allegations of sexual violence in accordance with this and other applicable policies, procedures, and laws.

A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several College departments or community services for assistance. The following resources provide immediate aid or ongoing consultation for survivors of sexual assault.

Sexual Violence Procedure

This procedure is designed to further implement ATCC's policy, 1B.3 Sexual Violence Policy, prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Alexandria Technical and Community College is subject to, abides by, and supports Minnesota state statutes and local ordinances regarding criminal sexual conduct, including the Minnesota State College's and University's Sexual Violence Procedure, which can be viewed at

Reporting Incidents of Sexual Violence

Prompt reporting is encouraged. Complainants of sexual violence may report incidents at any time but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling, and health care providers, campus Title IX coordinators, and ATCC's campus security authorities for appropriate action.

Assistance in reporting. When informed of an alleged incident of sexual violence, all ATCC students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, and campus security authorities.

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

When appropriate, ATCC 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.

Confidentiality of Reporting

Confidential reports. Because of laws concerning government data contained in Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act, ATCC cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

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

Required reports. Any campus security authority or any ATCC employee with supervisory or student-advancing responsibility who has been informed of an alleged incident of sexual violence must follow college procedures for making a report for the annual crime statistics report. In addition, the Safety Coordinator shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

Policy Notices

Distribution of policy to students. ATCC shall, at a minimum, at the time of registration make available to each student information about its sexual violence policy and procedure, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. ATCC may distribute its policy and

procedure by posting on ATCC's Web site, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

Distribution of policy to employees. ATCC shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on ATCC's Web site, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

Complaint Procedure

The following process and procedure is used to investigate and resolve allegations of sexual violence for employees, students and individuals who are both an employee and student.

Employees. If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted pursuant to the procedures outlined in Board Procedure 1.B.1.1 except that use of the optional "Personal Resolution" described in Part 3. Subpart B. should not be encouraged in dealing with allegations of sexual violence due to the seriousness of the conduct.

Nothing in this procedure is intended to expand, diminish or alter in any manner any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Students. ATCC may elect to process complaints against students under this procedure using either the investigation and decision-making process of System Procedure 1B.1.1 or Board Policy 3.6. ATCC shall notify students of this process.

If ATCC elects to use its procedures under Minnesota State Board Policy 3.6 for incidents of sexual violence, the conduct panel shall make written findings and recommendations, including proposed sanctions, if any, which will be submitted to a decision maker designated by the President. If the decision maker issues an adverse decision against the student, the student may appeal to the president or designee.

Individuals who are both an employee and a student. If the respondent is both a student and employee, the investigation shall be conducted by the designated officer, as defined by Minnesota State Board Procedure 1.B.1.1., Part 2, Subpart A. The results of the investigation shall be submitted for review to both the decision maker appointed under Procedure 1.B.1.1 Part 2, Subpart B, concerning the personnel action, and to the President or designee concerning the student action.

Investigation and Disciplinary Procedures

Immediate action. ATCC, at any time during the report/complaint process, may reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures in Minnesota State System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

ATCC may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with Minnesota State System Procedure 1B.1.1 or Board Policy 3.6.

General principles. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. Mediation or other negotiated dispute resolution processes between the complainant and the respondent concerning allegations of sexual violence shall be used only if both parties voluntarily consent. No party shall be required to participate in mediation.

ATCC investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

- Be respectful of the needs and rights of individuals involved;
- Proceed as promptly as possible;
- Permit a student complainant and respondent to have the same opportunity to have an appropriate support person or advisor of their choice present at any interview, hearing and disciplinary hearing, in a manner consistent with the governing procedures and applicable data practices law;
- Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
- Be conducted in accordance with applicable due process standards and privacy laws;
- Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

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

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

Relationship to parallel proceedings. In general, ATCC's investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. If ATCC is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for Minnesota State Colleges and Universities procedures.

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

Withdrawn complaint. If a complainant no longer desires to pursue a complaint through the college's proceeding, the college reserves the right to investigate and resolve the complaint as it deems appropriate.

ATCC's discretion to pursue certain allegations. ATCC reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college.

ATCC's discretion to deal with policy violations disclosed in investigation. ATCC reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances college administrators may choose to deal with violations of ATCC's policy in a manner other than disciplinary action.

Sanctions. Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

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

Maintenance of Report/Complaint Procedure Documentation

Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act), and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

Alexandria Technical and Community College will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sexual offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Definitions

The following definitions apply to Minnesota State 1B.3 Sexual Violence Policy, <https://www.minnstate.edu/board/policy/1b03.html> and System Procedure 1B.3.1 <https://www.minnstate.edu/board/policy/1b03.html> :

Affirmative Consent

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

Dating, intimate partner, and relationship violence

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

Employee

Any individual employed by Minnesota State, its colleges and universities, and system office, including student workers.

Non-forcible sex acts

Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Sexual Assault

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

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

Sexual Violence

Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

Stalking

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

Student

All persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university; or
2. Withdraw, transfer, or graduate after an alleged violation of the code of student conduct; or
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

System Property

The facilities and land owned, leased, or under the primary control of Minnesota State, its Board of Trustees, system office, colleges, and universities.

Domestic Violence, Dating Violence, Sexual Assault and Stalking Report Procedures

Alexandria Technical and Community College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. ATCC 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 ATCC's Safety and Security Department or local law enforcement. Students and employees should contact the Safety and Security Department at 320-762-4415.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at the Emergency Center at Alomere Health Hospital.

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

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

or police. Although ATCC 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. ATCC will assist any victim with notifying local police if they so desire. The City of Alexandria's Police Department may also be reached directly by calling 320.763.6631 or in person at 501 3rd Avenue West, Alexandria, MN.

Additional information about the City of Alexandria's Police Department may be found online at:

www.alexandriapolice.com.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Tam Bukowski, Main Building Room 108, tamzinb@alextech.edu, 320.762.4415 by calling, writing, going online or coming into the office to report in person ATCC's Safety and Security Department, if the victim so desires. ATCC will provide resources, on campus, off campus, or both, including medical and health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with ATCC's Safety and Security Department or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

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

ATCC's Safety and Security Department, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested. ATCC will:

1. Provide the complainant with written information to access medical care, depending on when reported (immediate vs. delayed report), regardless of whether the assault happened on or outside the Clery geography identified in this report.
2. Assess the immediate safety needs of the complainant.
3. Assist the complainant with contacting local police if the complainant requests and provide contact information for the local police department.
4. Provide complainant with referrals to on and off-campus mental health providers.
5. Assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties
6. Provide a "No Trespass" directive to the accused party if deemed appropriate
7. Provide written instructions on how to apply for an Order of Protection
8. Provide a copy of the Sexual Violence Policy to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution

9. Inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged, and what the outcome of the hearing is
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, ATCC 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.

Complainants' Rights

1. Complainants have the right to file criminal charges with local law enforcement officials in any sexual assault case.
2. They have all of the rights under the Crime Victims Bill of Rights, Minn. Stat. §§611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the Commissioner of Public Safety.
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 will assist in preserving sexual violence complainant materials 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, ATCC will take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible. Any accommodations or protective measures provided to the victim will be maintained in confidence, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
7. Upon the request of the complainant, students who report sexual assaults to ATCC 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 ATCC 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. ATCC 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 complainants should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. The process will be respectful of the needs and rights of individuals involved and they will be treated with dignity. It is never assumed or suggested that the complainant or victim was at fault for the sexual assault or should have behaved differently to prevent the assault. All proceedings will be acted on promptly and conducted within reasonable

timeframes. The process will allow for extensions of those timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. The process will be consistent with these policies and transparent to the complainant and the respondent. Student complainants and respondents will have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law. There is no limit to the representatives they can have present at any interview or hearing. Employees have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan. All procedures will be conducted in accordance with applicable due process standards and privacy laws. The complainant and respondent will simultaneously be informed, in writing, of the outcome in a timely manner, as permitted by applicable privacy law. Outcomes will be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated. The past sexual history of the complainant and respondent are deemed irrelevant except as that history may directly relate to the incident being considered. A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

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

If a complainant no longer desires to pursue a complaint through ATCC proceedings, ATCC reserves the right to investigate and resolve the complaint as it deems appropriate. ATCC reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of ATCC.

The institution will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

Sanctions

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

ATCC may summarily suspend or take other temporary measures against a student alleged to have committed a violation of Board Policy 1B.3, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, or expulsion of students, or termination from employment for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate. Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by ATCC 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 any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

Sex Offender Registration Website

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, section 121 of the Adam Walsh Child Protection and Safety Act of 2006, and the Family Educational Rights and Privacy Act of 1974, the ATCC Safety and Security Department is providing a link to the Minnesota Sex Offender Registry. This act requires institutions of higher education issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Any questions regarding the program may be directed to the Predatory Offender Unit at 888.234.1248 or 651.792.7070. Information regarding this program can be found at the following website:

<https://por.state.mn.us/Home.aspx>

Information regarding registered sex offenders may be obtained through the Alexandria Police Department. They may be contacted at 320.762.6631. General information about registered sex offenders in the Alexandria area can be found at the State of Minnesota Predatory Sex Offender website, which is at:

<https://www.douglascountymn.gov/sex-offenders>

In addition, information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections. They may be contacted by phone at 651.361.7340 or on their website at:

<https://coms.doc.state.mn.us/PublicRegistrantSearch>

Filing an Appeal

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

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

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



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, ATCC 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 prosecutor's decision to decline prosecution or dismiss the case along with information about seeking a protective or harassment order at no fee
2. Protection against employer retaliation for victims to take reasonable time off to attend order for protection or harassment restraining order proceedings
3. Domestic abuse victims have the ability to 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 in order for an investigation or prosecution to proceed.

Additionally, personally identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/ adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, ATCC will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

However, ATCC will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The institution does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request through the Registrar's Office at ATCC.

Further, ATCC complies with Minnesota law in recognizing Orders of Protection and Harassment Restraining Orders. All Orders for Protection and Harassment Restraining Orders will be coordinated through Someplace Safe at 320.762.1995. 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 ATCC's Safety and Security Department and the Office of the Title IX Coordinator. A complainant may then meet with ATCC's Safety and Security Department develop a Safety Action Plan, which is a plan for campus officials and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.).

Type of Order	Who Can File for One	Where to go for assistance	Criteria for Order
Order for Protection (OFP) Domestic Abuse	<ul style="list-style-type: none"> • Spouses • Former Spouses • Parents and Children • Persons related by blood • Persons who live together or who have lived together in the past • Persons who have a child in common, even if they have not been married or lived together • Persons who have an unborn child in common • Persons involved in a significant romantic or sexual relationship 	<p>Someplace Safe, 320.762.1995, 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."</p> <p>Someplace Safe can assist students in completing and filing OFP's and harassment orders.</p>	<ul style="list-style-type: none"> • physical harm, bodily injury, or assault; • the infliction of fear of imminent physical harm, bodily injury, or assault; or • terroristic threats, within the meaning of section 609.713, subdivision 1; criminal sexual conduct, within the meaning of section 609.342, 609.343, 609.344, 609.345, or 609.3451; or interference with an emergency call within the meaning of section 609.78, subdivision 2.
Harassment Restraining Order (HRO)	<p>Anybody who does not fall under the criteria for the Order for Protection.</p>	<p>To file a Harassment Restraining Order, you must first fill out a Court Administration form titled "Petitioner's Affidavit and Petition for Harassment Restraining Order."</p> <p>You may pick up a copy of this form from Someplace Safe at 320.762.1995, or download it from the Minnesota Court System's web site. Provide as many details as possible on the form, and return it to Court Administration.</p>	<p>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 substantial adverse effect on the safety, security, or privacy of another, regardless of the relationship between the actor and the intended target.</p>

*Criteria for Order reflects Minnesota Statutes

ATCC cannot apply for a legal order of protection, no contact order, or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. Protection from abuse orders may be available through the local county court at no cost. ATCC may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation

and consent, ATCC’s offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal investigation of the complaint. If reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

Resources for Victims (On-Campus)

Counseling	Julie Trosvig	320.762.4958
Health	Tam Bukowski	320.762.4415
Mental Health	Julie Trosvig	320.762.4958
Victim Advocacy	Tam Bukowski	320.762.4415
Visa and Immigration Assistance	Patrick Running	320.762.4483

Off-Campus Resources

Counseling	Lakeland Mental Health	320.762.2400
Counseling	Nystrom & Associates, Ltd.	320-460-8028
Health	Alomere Health Clinic	320.763.5123
Mental Health	Lakeland Mental Health	320.762.2400
Mental Health	Nystrom & Associates, Ltd	320-460-8028
Victim Advocacy	Someplace Safe	320.762.1995
Legal Assistance	Legal Services of NW Minnesota	320.762.0663
Visa and Immigration Assistance	Douglas County Social Services	320.762.2302

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://ovc.ojp.gov/help-for-victims/overview> - 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 the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some of the ways to be an active bystander. If you or someone else is in immediate danger, call 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
2. Confront people who seclude, hit on, and/or 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 with legal assistance.

Reducing the Risk of Sexual Assault

You can reduce the chances of sexual assault by doing the following:

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags, as this can appear more vulnerable.
6. Make sure your cell phone is with you and charged, and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (call 911).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink unattended, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
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 him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.



- 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 are with knowing. Your friends or family can then come and get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Harassment and Discrimination Policy

Statement of Policy and Definition

Alexandria Technical & Community College (ATCC) has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. ATCC is committed to a policy of equal opportunity and nondiscrimination in employment and education.

Nondiscrimination

ATCC prohibits discrimination and harassment against persons in the terms and conditions of employment, personnel practices, or access to and participation in educational programs, services, and activities on the basis of membership or perceived membership in any of the following protected classes: race, sex (including pregnancy, childbirth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, veteran status, familial status, and membership or activity in local human rights commission. Protected class also includes genetic information for employees.

ATCC maintains and encourages freedom of expression, inquiry, teaching, and research. Academic freedom comes with a responsibility that all members of our education community benefit without intimidation, exploitation, or coercion. This policy is directed at conduct that constitutes discrimination or harassment under this policy and is not directed at the content of speech. In cases in which statements and other forms of expression are involved, ATCC must consider an individual's constitutionally protected right to free speech and academic freedom. However, discriminatory or harassing conduct is not within the protections of academic freedom or free speech.

Applicability

This policy applies to all individuals affiliated with ATCC, including but not limited to, its students, employees, applicants, volunteers, and administration, and is intended to protect the rights and privacy of all involved individuals, as well as prevent retaliation. Complaints of conduct by a student occurring at a location other than on campus property, including online, are covered by this policy pursuant to the factors listed in ATCC Policy 3.6. Complaints of conduct by an employee at locations other than campus property, including online, are covered by this policy. Complaints of conduct on campus property, including online, by individuals who are not students

or employees are subject to appropriate actions by ATCC, including but not limited to, pursuing civil action against them, referral to law enforcement, or pursuing a no trespass order. Individuals who violate this policy will be subject to disciplinary or other corrective action. Allegations of conduct in violation of this policy may be submitted through the process identified in ATCC Procedure 1B.1.1.

This policy supersedes all existing college equal opportunity and nondiscrimination policies.

Definitions

Discrimination

Employment decisions, education decisions, or treatment of an individual because of protected class status or perceived protected class status that subjects the individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by ATCC or otherwise adversely affects the individual's employment or education.

Employee

Any individual employed by ATCC, including student workers.

Harassment

Discriminatory harassment

Unwelcome conduct or communication that is based on actual or perceived membership in a protected class, including stereotypes of protected classes, that has a negative effect or is likely to have a negative effect on the complainant or the workplace or educational environment. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, students and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment. Discriminatory harassment includes, but is not limited to:

1. Oral or written conduct such as jokes, innuendo, slurs, name-calling, negative comments about cultural norms, circulating rumors;
2. Physical contact, battery, blocking movement;
3. Non-verbal derogatory gestures, stalking, interference with work performance;
4. Visual displays, including but not limited to, posters, drawings, screen savers, emails and texts with derogatory meaning, epithets written on complainant's personal property or other symbols associated with particular protected classes.

Sexual harassment

ATCC further defines sexual harassment as a form of sex discrimination and discriminatory harassment. Sexual harassment is conduct or communication of a sexual nature that is unwelcome, that has a negative effect or is likely to have a negative effect on the complainant or the workplace or educational environment. Sexual harassment includes, but is not limited to:

1. Unwelcome sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, degrading sexual remarks, threats;
2. Unwelcome sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;

3. Unwelcome physical contact, such as sexual assault and sexual violence (as defined in ATCC Policy 1B.3), molestation, or attempts to commit these assaults; unwelcome touching, pinching, or brushing of or by the body;
4. Preferential treatment

Protected class

Protected class includes race, sex (including pregnancy, child birth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, veteran status, familial status, and membership or activity in a local human rights commission. Protected class also includes genetic information for employees.

Retaliation

Retaliation includes, but is not limited to, engaging in any form of intimidation, reprisal, or harassment against an individual because the person:

1. Made a complaint or other communication under this policy or opposes conduct prohibited by this policy;
2. Assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;
3. Associated with a person or group of persons who are members of a protected class; or
4. Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or state nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. State Ch. 363A, and their amendments.

Retaliation may occur whether or not there is a power of authority differential between the individuals involved.

Sexual harassment and violence as sexual abuse

Minnesota law provides special protection for children under 18 and vulnerable adults. These laws, Minnesota Statutes sections 260E and 626.557, identify those who are mandated to report neglect or abuse of children under 18 and maltreatment of vulnerable adults. Faculty, student teachers or clinical participants, day care personnel, and others involved in education or services to children or vulnerable adults may be considered mandated reporters under both of these laws. Reports of abuse or neglect of a child or vulnerable adult, must be made to law enforcement or state or county social service agencies.

Student

1. For purposes of this policy, the term “student” includes all persons who:
2. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
3. Withdraw, transfer, or graduate, after an alleged violation of the student conduct code;
4. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;
5. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
6. Are living in a college or university residence hall although not enrolled in, or employed by, the college or university.

Consensual Relationships

A consensual relationship is a sexual or romantic relationship between two or more persons who voluntarily enter into such a relationship. An employee of Minnesota State shall not enter into a consensual relationship with a student or an employee over whom the person exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college, university, and the system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Retaliation

Retaliation is prohibited at Minnesota State. Any individual covered by this policy who engages in retaliation is subject to disciplinary or other corrective action as appropriate.

Policies and Procedures

ATCC's policies and procedures on equal opportunity and nondiscrimination in employment and education comply with Minnesota State Board Policy 1B.1 and Minnesota State System Procedure 1B.1.1.

Student Rights Compliance Officers

Affirmative Action/Equal Employment Opportunities Officer

- Jen Olson, Human Resources, Room 110, 320.762.4461

Human Rights Officer, Discrimination/Harassment Complaints Officer, Title IX Coordinator

- Tam Bukowski, Safety and Security, Room 108, 320.762.4415

Section 504 Coordinator/Americans with Disabilities

- Kaye Madigan, Support Services, Room 305, 320.762.4673

If you have been a victim of domestic violence, dating violence, sexual assault, or stalking you should report the incident promptly to the Title IX Coordinator. The Title IX Coordinator at ATCC is:

- Tam Bukowski, Safety and Security, Room 108, 320.762.4415

Firearms Policy

Board Policy 5.21 Possession or Carry of Firearms may be viewed at <https://www.minnstate.edu/board/policy/521.html>.

Part 1. Purpose and Scope. The purpose of this policy is to establish restrictions on possession or carry of firearms applicable to the Minnesota State Colleges and Universities System, in accordance with the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714, and other applicable law (see related documents below).

Part 2. Definitions.

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

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

Subpart C. Pistol. "Pistol" means a weapon as defined in Minnesota Statutes section 624.712, subd. 2 (see related documents below).

Subpart D. 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 terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Subpart E. System property. "System property" means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, system office, colleges, and universities.

Subpart F. Visitor. "Visitor" means any person who is on system 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 system property.

Part 3. General. No person is permitted to carry or possess a firearm on system property except as provided in this policy.

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

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

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

Part 4. Exceptions.

Subpart A. Parking areas. This policy does not prohibit the lawful possession or carry of firearms in a parking area or parking facility.

Subpart B. 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 of an unloaded firearm directly between a parking area or parking facility and the location authorized for its use, or transport of an unloaded firearm directly between a parking area or parking facility and a storage facility provided by the college or university.
3. Possession or carry of a pistol by a visitor who has a lawful permit to carry a pistol pursuant to Minnesota Statutes section 624.714, subd. 1a (see related documents below).
4. Possession or carry of a firearm by a licensed peace officer under Minnesota Statutes section 626.84, subd.1(c) or by a qualified law enforcement officer pursuant to 18 United States Code section 926B (see related documents below), 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.

Part 5. Storage in State Vehicles Prohibited. No vehicle owned, leased, or otherwise under the control of the system shall be used to store or carry a firearm, except as authorized for purposes under part 4.B.1.

Part 6. Violations. Violations of this policy by students or employees are misconduct subject to discipline, up to and including expulsion or termination.

Part 7. Referral to Law Enforcement. Minnesota State Colleges and Universities may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

Part 8. Effect. In the event any other system, college, university or system office policy or procedure is found to be in conflict with this policy, the terms of this policy shall govern.

Emergency Response

Alexandria Technical and Community College is required by policy and fire code to have evacuation and emergency operations in place. Evacuation plans and emergency procedures can be found in each classroom, in the student handbook, and on ATCC's website. ATCC also has a current Emergency Crisis Response Plan based on the all-hazards concept, incorporating National Incident Management system and coordinated with the system office and local emergency response agencies. This plan is used to respond to any level of emergency impacting ATCC 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.

All significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or staff occurring on the campus must immediately be reported to the Safety Coordinator. Upon receiving a report of these types of situations, the Safety Coordinator in conjunction with the President, or their designee, will determine if an immediate emergency response or evacuation procedure shall be initiated. If an emergency response or evacuation is warranted, an immediate warning will be sent out informing the campus community of this threat. Warnings will be published using the campus monitor system, class announcements,

e-mail, Alertus, and the StarAlert/Blackboard Connect Emergency Notification System unless issuing a notification would compromise efforts to contain the emergency.

The emergency response and evacuation procedures are updated annually and are published in ATCC's Policy and Procedures Manual located at: <http://www.alextech.edu/policies> .

The emergency response and evacuation procedures are tested annually in all student occupied buildings on campus.

Emergency Notifications

Alexandria Technical and Community College will immediately notify the community when a significant emergency or dangerous situation involving an immediate threat to the health and safety of the campus community, including students, faculty and staff. This notification will be immediately initiated utilizing the college's emergency notification systems that include, but are not limited to:

Active messaging: ATCC has the ability to address the campus through an Alertus desktop messaging system that covers all interior campus offices, classrooms, and common areas.

Passive messaging: ATCC will provide emergency information via the main web page. The administration will use campus-wide mass email and any other available media such as signs and internal closed-circuit televisions to disseminate emergency notifications to students, faculty, and staff.

Individual messaging: ATCC utilizes an emergency notification system branded Star Alert, provided by Blackboard Connect, which disseminates emergency notification through SMS text, direct phone calls, and email, at the selection of the recipient. This is an opt-in system. Students are notified of the steps to enroll in this system during orientation and during the first week of class. Student and employees are directed to opt into this system on the ATCC website at <https://www.alextech.edu/about-atcc/safety-security/star-alert> .

Upon enrollment or hiring students/faculty/staff are automatically enrolled in the system using the Star ID to associate them with Alexandria Technical & Community College. Students, faculty and staff are sent an automatic email, activating their account and encouraging them to enter additional phone and/or cell numbers, email addresses and selecting other deliver options for receiving emergency notifications. The emergency notification system is updated weekly.

The College also utilizes other systems such as Alertus and the ATCC e-mail system for hearing impaired faculty and staff to enhance the distribution of information.

ATCC, 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. An ATCC official will verify that a legitimate emergency or dangerous situation exists, even if all of the pertinent details are not known or are available at the time.
2. ATCC officials, in coordination with and at the advice of local first responders, will determine the appropriate segment(s) of the campus community to receive notification.
3. ATCC will, without delay and, taking into account the safety of the community, determine the content of the notification, unless issuing a notification will, in the professional judgement of

responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The following persons or organization(s) are responsible for emergency notification dissemination:

- The Safety Coordinator
- Director of Marketing & Communication

ATCC, after ensuring that local first responders are notified, will activate the active messaging system to provide emergency notification to the campus community. An immediate Star Alert message and Alertus banner containing pertinent emergency notification and information will be disseminated. Other passive and individual messaging will provide redundant and detailed emergency information as soon as reasonably possible. ATCC will provide follow-up information to the community as needed.

ATCC will test the emergency response and evacuation procedures annually in accordance with this policy and applicable state and federal regulations. Tests may be announced or unannounced and emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Results of each test will be documented and include a description of the exercise, the date, time, and whether it was announced or unannounced. This information will be maintained in the Safety and Security Office. Records for all Clery related requirements are maintained for seven years and available upon request.

When serious crimes are reported on campus, as defined by the *Jeanne Clery Disclosure of campus Security Policy and Campus Crime Statistics Act* (20 USC 1092(f)) (Clery Act), the Safety and Security Department will distribute a “timely warning” (a crime alert) to inform the community that an incident has been reported, general information surrounding the incident, and how incidents of similar nature might be prevented in the future. The criteria for the issuance of timely warnings would include “crimes that are considered to represent a serious and/or continuing threat to students and employees.” These alerts are sent by electronic mail and Star Alert to all employees and students. In addition, a “daily crime log” listing crimes reported to the Safety and Security Department is maintained in the Safety and Security Department office and is available for public review during normal business hours.

Timely Warnings

In the event that a crime is reported or a situation arises, within the Alexandria Technical & Community College Clery Geography (On Campus, Public Property and Non-campus Property), that in the judgment of the Safety Coordinator in coordination with local law enforcement, constitutes a serious or continuing threat, a campus-wide “timely warning” will be issued.

The Safety and Security Department is responsible to issue a timely warning, or “Crime Alert” to members of the campus community when serious crimes are reported on campus, as defined by the *Jeanne Clery Disclosure of campus Security Policy and Campus Crime Statistics Act* (20 USC 1092(f)) (Clery Act). The Safety and Security Department will distribute a “timely warning” (a crime alert) to inform the community that an incident has been reported, general information surrounding the incident, and how incidents of similar nature might be prevented in the future.

The criteria for the issuance of timely warnings would include “crimes that are considered to represent a serious and/or continuing threat to students and employees.” These alerts are sent by electronic mail and Star Alert to all employees and students. Timely warnings may also be posted on the campus-wide monitor screens, the ATCC

website and using the Cisco phone paging system. Timely warnings will withhold the name of victims as confidential.

Alexandria Technical & Community College is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

The intent of a Timely Warning is to enable the campus community to protect themselves and will include all information that would promote safety and aid in the prevention of similar crimes or protection from specific threats.

In addition, a “daily crime log” listing Clery-related crimes reported to the Safety and Security Department is maintained in the Safety and Security Department office and is available for public review during normal business hours.

The Safety and Security Department has a strong working relationship with the Executive Vice President of Academic and Student Affairs, the Vice President of Advancement and Outreach and Executive Director of the Foundation, the Deans of Educational Services, the Associate Dean of Law Enforcement, the Dean of Nursing and Health, Student Life, Human Resources, other College departments, and campus security authorities. Safety and Security works closely with these reporting authorities to ensure timely reporting of criminal information while maintaining or extending confidentiality (except where required by law or College policy).

In order to make timely warnings to the Alexandria Technical and Community College community, it is important for all faculty, staff, students, and visitors to notify the Safety and Security Department and proper authorities when a crime occurs.

Multiple efforts are made to inform the campus community in a timely manner about crime and suspicious activity, personal safety issues, and other crime-related concerns on campus and in the neighboring community. Sharing timely information educates the campus community and aids in the prevention of similar incidents. For these reasons, the Safety and Security Department and the College go beyond the reporting requirements established in the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 USC 1092 (f)*. The Safety and Security Department shares additional security and safety information on an on-going basis. For the latest and most up-to-date information on timely warnings, students, faculty, staff, and visitors should watch for Safety and Security Department postings, alerts and warnings and information distributed through broadcast ATCC e-mails or through Star Alert emergency notification system.

These postings describe crimes or security concerns and solicit information from the college community regarding the reported incidents. They also share important crime prevention tips, ways to report crime, and phone numbers to use to share information.

Evacuation Procedures

All faculty, staff, and students should learn the evacuation routes and stairwell locations for all campus buildings they frequently occupy. Evacuation maps and information are posted throughout the campus. Emergency preparedness drills are conducted during the year. The purpose of these drills is to prepare building occupants for an organized evacuation in case of an emergency. Such drills may include, fire, severe weather, active shooter, bomb threat, etc. If the Safety and Security Department, law enforcement, or fire department personnel are on the scene, please follow their directions.



Fire Evacuation Plan

Fire siren is a long steady blast broadcast through the entire facility. Upon sound of the fire siren, the following areas will be evacuated accordingly. Individuals evacuating must move far away from the building entrances to allow emergency response personnel to enter the building.

100 Wing

102, 103, 105, 107, and the Business Office will exit through the north exit of 100 Wing. Academic Affairs, ATCC Campus Store, President's Office, Admissions, Welcome Center, and Counseling & Testing Center will exit through the west front exit. Room 117, Registrar's Office, and Financial Aid Office will exit through the south emergency entrance exit near 400 Wing. Rooms 114, 116, 118, 121, 123, and 125 will exit through the west door of 100 Wing. Rooms 131-140, and 142 will also exit through the west door of 100 Wing. Gym 120 will exit through the west and north doors to the Gym.

200 Wing

Customized Training Center and Customized Training Center classrooms 209 and 211 will exit through the Center's north entrance. Rooms 204, 206, 208, and 210 will exit through the east entrance to the 200 Wing. Auditorium 205 will exit through the north exit in the Auditorium. Room 201 will exit through the north exit of 100 Wing.

300 Wing

Rooms 301, 302, 303, 304, and the Campus Café will exit through the main front exit. Rooms 309, 310, 311 – Game Room, 312, 313, 319, 321, 322, 324, 323, 325, 326, 327, Student Support Services, Student Life, and the Kitchen will exit through the loading dock exit to the north (by Reprographics).

400 Wing

Rooms 401, 402, 403, 404, 405, and 406 will exit through the southwest end of the 400 Wing. Rooms 407, 410, and 412 will exit through the southeast door located near the 400/600 Wing link.

500 Wing

Rooms 503 and 505 (Power Sports Shops) will exit through the doors on the north end of the shop. Rooms 501, 502, and 504 (Diesel Shops) will exit through the doors on the south end of the shop.

600 Wing

Rooms 603 and 605 will exit through their west doors and proceed to the north parking lot. Rooms 606, 607, and 610 will exit through the 611 exit and proceed to the parking area near the Facilities Warehouse. Rooms 617, 619, and 621 will exit through the east door and proceed to the parking area near the Facilities Warehouse. Room 601 (Carpentry), 602, and 604 will exit the nearest door and proceed to the north parking lot. Rooms 612, 613a-b, 614, and 615a-b will exit the shop and proceed out east exit through the hallway between 613 and 615 and proceed to the parking area.

700 (Office & Technology Learning Center) Building

Rooms 705, 707, 708, 710, and 712 will exit through the northeast door. Rooms 702, 703, 704, 706, and Instructors' Office area will exit through the northwest door.

Rooms 743, 744, 746, 747, 758, 759, 760, 761, and the Instructors' office will exit through the west door. Rooms 748, 750, 751, 752, 753, 755, 762, 763, 764, 765, 766, and 767 will exit through the east door.

Law Enforcement Center Building

Rooms 784, 787, 795, and 796 should exit east through the east exit. Rooms 773, 775, 776, 777, 778, and the Main Lobby should exit through south doors.

800 (Truck Driving) Building

Rooms 801, 802, Student Lounge, Simulation Room and employee offices should exit east or west exits. Room 807 (Truck Driving Shop) should exit through south doors.

1100 Building

All classrooms and shops should exit through the nearest exit and meet in the west parking lot.

Tornado and Severe Weather Plan

In the event of an extreme severe thunderstorm accompanied by very strong winds and/or a tornado WARNING, the following procedures should be followed:

1. The IRC, or designee, will use Alertus, STAR Alert, e-mail to announce the severe weather alert. This will usually be done as a result of the public warning signal sounding or notification from local law enforcement.
2. Following the announcement of the weather alert, the IRT will ensure quick compliance by employees, students, and visitors through observation and assistance.
3. The IRT will monitor the front entrance of the building to redirect people away from large glass areas. All personnel should move swiftly to their designated area. All inside doors should be closed. Instructors are responsible for informing and guiding their students to the appropriate areas. These areas are identified below.

Please use the Following Areas When Alerted to a Tornado or a Severe Weather Warning

100 Wing

Academic Affairs, Registrar and Financial Aid Offices will exit to the 100 Wing hallway and line up along the east wall. Rooms 105, 107, 117, 119, 121, 123, and 125 remain in the room along the west wall. Rooms 102, 103, 114, 116, 118, Business Office, Administration Office, Campus Store, Admissions, Welcome Center, and Counseling & Testing Center utilize the west wall of 100 Wing hallway.

200 Wing

South wall of 200 wing hallway. Customized Training Office, Nursing Program Office, and office suite use south wall of 200 wing hallway.

300 Wing

Reprographics, Staff Lounge, 311-Game Room, and Support Services remain in the room along the south wall. Rooms 308, 310, 312, Student Life, and Kitchen will move to the south wall of the 300 Wing hallway. The second floor of the 300 Wing will move to the first floor of the 300 Wing and use the north wall of the hallway in the 300 Wing hallway. The Campus Café will use the north wall of the 300 Wing hallway.

400 Wing

Rooms 402, 404, 406, 408, 410, 412, and 414 position yourself along the south wall of the 400 Wing hallway. Rooms 401, 403, 405, 407, and 409 remain in the room along the south wall.

502 (Diesel Mechanics I)

Men's locker room across from Rooms 501A and 501B.

503/505 (Power Sports)

East/west hallway by the Power Sports shops, along the south wall.

504 (Diesel Mechanics II)

East/west hallway by the Power Sports shops, along the south wall.

600 Wing

Room 601 (Carpentry) use storage rooms in the southeast corner and/or bathrooms. Rooms 603, 605, and 607 remain in the room along the west wall. Rooms 602, 604, 606, 610, 612, 613, 614, and 615, use the west wall in the 600 Wing hallway. If needed, you may use the hallway of the north wall of 610 also. Room 617 (Machine Shop) will go into the computer room. Room 619 (Machine Shop) will go into their tool room and instructor's office. Room 621 will go into their library and parts room.

700 Building (Office & Information Technology Center)

Rooms 702, 704, 706, 708, 710, and 712 use south wall of the east/west hallway. Rooms 703, 705, and 707 remain in the room along the south wall. Instructors' offices use the center storage area along the south wall.

Rooms 747, 749, 751, 753, and 755 use the south wall of the east/west hallway. Rooms 744, 746, 748, 750, and 752 remain in the room along the south wall. Room 743 (auditorium) use the west wall in the hallway outside the auditorium. Instructors' offices use the employee lounge area along the south wall. The second floor of the 700 wing use the south wall of the east/west hallway on the first floor.

Law Enforcement Center Building

Evacuate into Rooms 794 (CSI Lab), 792 (Dispatch), 787 (Storage), 789 (PT Instructor's Office), and the east wall inside of the men's and women's locker rooms.

800 (Truck Driving) Building

West wall of shop.

1100 (Power Sports) Building

West wall of shop.

Foundation Hall

Move into 200 and 300 Wing hallways.

Lockdown Procedure

A “Lockdown” command will be issued campus-wide via e-mail, the Alertus, and Star Alert messaging system. The Lockdown command is “Take immediate action, an Intruder is in the building. Initiate Lockdown Procedure.”

Procedure

- The IRC will issue an ATCC Emergency Alert campus-wide via Alertus, e-mail and Star Alert messaging system.
- Seek shelter in a classroom, office, or store room and command others to enter your room.
- If in an open area that cannot be secured, for example, the Campus Café, hide and secure yourself with tables or other objects such as barricades.
- Lock the door.
- Barricade the door with tables, chairs, heavy equipment, if possible.
- Close windows, blinds and doors.
- Turn off all lights.
- Hide all backpacks, books, and personal materials that might indicate that there may be occupants in the room.
- Move to a location in the room so as to not be seen through windows or doors.
- Sit or lay flat on the floor.
- Demand silence; **silence, but do not power off, all personal electronic devices.**
- Communicate lockdown response options to all assembled in your immediate area/room. Response options may include:
 - **Inform:** Communicate real-time information on shooter location.
 - **Counter:** As a last resort, distract the shooter’s ability to shoot accurately by making noise, throwing objects at or swarming the shooter.
 - **Evacuate:** Run from danger when safe to do so using non-traditional exits, such as a window, if necessary.
- Remember: If a fire alarm sounds while in lockdown, wait for an authentication command by the phone intercom system or Star Alert messaging system to evacuate. Evacuating without authentication could place individuals into potential danger when they attempt to exit the area.
- Do not evacuate until the “All Clear” command is issued campus-wide via the phone intercom system, e-mail and Star Alert messaging system.

Lockout Procedure

A “Lockout” command will be issued campus-wide via e-mail, the Alertus, and Star Alert messaging system. The Lockout command is “Intruder is outside the building and must be kept out. Initiate Lockout Procedure.”

Procedure

- The IRC will issue an ATCC Emergency Alert campus-wide via Alertus, e-mail, and Star Alert messaging system.
- Get people inside the building. All exterior doors will be locked electronically by the Facilities and Security Director.
- Clear hallways and open areas and keep people inside rooms away from windows and exterior doors.

- Do not use your cell phone. Heavy use of cell phones can cause communications to be jammed. The communication lines must remain open for use by law enforcement responding to the situation.
- Strongly encourage people to remain inside the building for their safety until the threat is eliminated.
- Remain inside rooms/areas until the “All Clear” is issued campus-wide via e-mail, the Alertus and Star Alert messaging system.

Annual Fire Safety Report

Alexandria Technical & Community College’s Annual Fire and Life Safety Report is published annually to their website by October 1st of each year. This separate report contains information from the previous academic year. The report may be reviewed at <https://www.alextech.edu/about-atcc/safety-security/campus-crime-security-statistics>.

APPENDIX A

Clery Reporting Campus Geography Map



The area located within the red boundary is defined as on-campus property and buildings. Areas outside of the red boundary, and the areas filled in blue, are considered non-campus, public, and private properties and buildings and are not controlled by Alexandria Technical and Community College.