

DCTC Procedure 6.13.1 Campus Security and Crime Reporting

Chapter x – General title for all policies and procedures in this category

Reporting Procedures

1. All criminal activity occurring on campus should be reported **immediately** to the campus Dakota County Sheriff's Deputy (Phone: 651-423-8388 or 651-675-5700) and/or to the Rosemount Police Department. The campus Dakota County Sheriff's Deputy will assist the complainant in completing criminal reports. In appropriate cases, reports will also be shared with the Vice President of Finance, Operations, Student Services, and Marketing.
2. Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.
3. If you are a victim of a crime or witness a crime:
 - a. Call Campus Security (Phone: 651-423-8388) or the Rosemount Police Department (Phone: 651-675-5700) for any emergency, including medical assistance, fires, suspicious persons or activities, crime reports, traffic accidents, or other illegal activities.
 - b. Obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to Campus Security or the police.
 - c. Preserve the crime scene. Do not touch any items involved in the incident, and do not allow anyone in the crime area until the Dakota County Sheriff's Department personnel/Campus Security and/or the Rosemount Police arrive.
4. Campus Security will accept third-party reports in cases of sexual assault in order to protect the victim's identity.
5. Persons filing a complaint with Campus Security will be provided a copy of the College Incident Report upon request.
6. All employees, faculty, or staff who become aware of an allegation of violation of DCTC policy, student code of conduct, or civil or criminal law should report the allegation to their supervisor and Campus Security. The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to the campus Dakota County Sheriff's Deputy: Affirmative Action Officer, Career Services, College President, Deans, Department Chairs, Director of Admissions, Director of Financial Aid, Director of Retail Services, Director of Student Life, faculty, Health Services staff, Registrar, Vice President of Academic Affairs, and Vice President of Finance, Operations, Student Services, and Marketing as well as any assistants and associates of the college.
7. All persons in the DCTC community are encouraged to assist anyone in reporting alleged criminal activity by contacting the campus Dakota County Sheriff's Deputy and/or the Rosemount Police Department, as well as providing assistance in making the report.
8. Student organizations with control of any facility are encouraged to report safety and security concerns to the campus Dakota County Sheriff's Deputy.
9. Counselors are required to provide statistical information relating to crimes on campus, but may continue to honor the confidentiality of victims.

College's Response to Reports

1. All allegations will be investigated. These investigations may be made in conjunction with law enforcement.
2. Reports will be classified by the Security Office in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting definitions.
3. When alleged perpetrators are identified as students, the case will be forwarded to the Vice President of Finance, Operations, Student Services, and Marketing for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently, before, during, or after the campus judicial process.
4. The college will issue a timely warning to members of the campus community in cases where the campus Dakota County Sheriff's Deputy determines there is a continuing threat. In such cases, warnings will be published in campus bulletins, campus newspapers, etc.

Policy Concerning Safety of and Access to Campus Facilities

A. Personal Security Recommendations

1. The campus Dakota County Sheriff's Deputy is available to assist you in protecting yourself by providing regular foot and/or vehicle patrols and safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.
2. **Call for an escort!** The Security Office is open from 7:00 a.m. to 10:00 p.m. Monday through Friday. Escort Service is available from 3:00 p.m. until 10:00 p.m. by using the escort phone located in the front lobby of the college. Escorts are available by calling the security pager at 651-610-1824. Leave your call back number after the tones.
3. **Be aware of when there is patrol.** The campus Dakota County Sheriff's Deputy normally patrols the campus between the hours of 7:00 a.m. and 3:00 p.m. They may be contacted at 651-423-8388 or 651-438-4770 or 911 emergency. The area is also routinely patrolled by the Rosemount Police Department or page security at 651-610-1824.
4. **Protect your property**
 - a. Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving an office or classroom.
 - b. Lock your door whenever you leave your classroom or office.
 - c. Always escort you guests to and from the main entrance doors.
 - d. Protect all valuables in your classroom or office. Do not leave valuables in plain view.
 - e. Take valuables home with you.
 - f. Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.
5. **Protect your automobile**
 - a. Always lock your car doors, and never leave your keys in the vehicle.
 - b. Try to park your car in a well-lit area.
 - c. Avoid leaving property where it is visible.
 - d. Do not leave valuables in your car (i.e., purses, cd's, etc.)
6. **Protect yourself at night**
 - a. Avoid walking alone to your car at night.
 - b. Walk where there is plenty of light and traffic.
7. **Protect yourself walking**
 - a. Avoid walking alone after dark. If you must travel alone at night, use the DCTC Escort Service phone, located in the front lobby of the college, to call for an escort to your car.

- b. Walk along well-lit routes.
- c. 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.
- d. Have your keys ready when returning to your car. Keep your personal or valuable items concealed and close to your body.

8. Help us protect you.

- a. Watch for suspicious persons in and around DCTC buildings and in parking lots. Do not pursue them. Call the operator and page the campus Dakota County Sheriff's Deputy immediately.
 - (1) Suspicious activity
 - If you see any suspicious activity or persons on or near campus, call the campus Dakota County Sheriff's Deputy immediately (Phone: 651-423-8388) or call the operator and page security. Do not assume that what you observe is an innocent activity or that it has already been reported.
 - Do not assume the person is a visitor or DCTC staff member you have not seen before.
 - (2) Suspicious people may be:
 - Loitering about at unusual hours and locations or running, especially if something of value is being carried.
 - Exhibiting unusual mental or physical systems. 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, or going from room to room trying door handles.
- b. Soliciting is not permitted at DCTC. Violations of this rule should be reported to the campus Dakota County Sheriff's Deputy immediately.
- c. Report all thefts and property loss immediately to the campus Dakota County Sheriff's Deputy
- d. Be security conscious at all times.

B. Security Considerations for Campus Facilities

1. Building access and maintenance

- a. The DCTC campus is for the use of the students, faculty, staff, and their escorted guests, and those on official business with DCTC. All others are subject to being charged with trespassing.
- b. Access to campus buildings is limited to normal business hours.
- c. Students, faculty, staff, and visitors are encouraged to report needed repairs to the maintenance department.

2. Policies and procedures for safe access to buildings

- a. Keys are issued only to authorized administration, faculty, and staff.
- b. Exterior building doors should not be blocked open when the doors are locked.
- c. Building evacuation is mandatory for all fire alarms.
- d. DCTC is normally open from 7:00 a.m. until 10:00 p.m. Monday through Friday and Saturday as scheduled.
- e. Employees and students in buildings after normal working hours should have a DCTC ID in their possession and present the ID when requested to do so.
- f. Anyone who observes a person who may be unauthorized should immediately call security.
- g. On-campus telephones are located in most classrooms or offices for emergency calls to Campus Security. These telephones are also capable of use when you are dialing 9-911.
- h. Problems related to people in buildings after hours should be reported to the campus security by calling 651-610-1824.

Policy Concerning Law Enforcement

A. The campus Dakota County Sheriff's Deputy is a sworn peace officer. Other Campus Security staff are employees of DCTC. They are not certified or sworn peace officers. Campus Security staff are authorized under state statute, when appropriate, to make a citizen's arrest.

B. The campus Dakota County Sheriff's Deputy works closely with the Rosemount Police Department and state and federal law enforcement agencies to track and respond to campus criminal activity.

C. Reporting Crimes Immediately

All criminal activity on campus should be reported immediately to the campus Dakota County Sheriff's Deputy (651-423-8388) and/or the Rosemount Police Department.

1. DCTC will assist the complainant in completing criminal reports.
2. DCTC will accept third-party reports in certain cases, like sex offenses. The college prefers to receive reports from the victim as the details are often more accurate when received directly from the victim
3. Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.

D. Accurate Reporting

If you are a victim of 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 the following:

1. Gender
2. Approximate age
3. Height, weight/build
4. Description of face, including eye color, hair color, hairstyle (short, curly, etc.), jaw, nose
5. Facial hair, glasses
6. Dress/clothing
7. Distinguishing marks, including scars
8. Distinguishing gait
9. Voice

Program to Educate DCTC Community Regarding Security

A. Educational Programming on Campus

1. DCTC encourages students and employees to be responsible for their own security and the security of others.
2. The campus Dakota County Sheriff's Deputy provides assistance in presenting programs on campus security and safety. Campus Security develops and presents educational programs in areas such as crime prevention, sexual assault awareness, personal safety, and fire prevention.
3. Campus Security Office has available, at no cost, brochures, flyers, pamphlets, movies, videos, and posters concerning various safety and security issues.
4. The DCTC Health Services Office provides information and referrals for students coping with alcohol and drug abuse.

Programs to Inform DCTC Community Regarding Prevention of Crimes

A. Campus Security Office presents one or more safety seminars a year. Members of the DCTC community will be encouraged to attend. At the seminars, aspects of safety, including maintenance of personal security and reporting any alleged crimes, will be discussed. The Campus Security will invite various speakers, including members of city and county law enforcement, to discuss the prevention of crime. As crime can occur both to you (your person) and your property, both areas of prevention will be discussed.

B. The Campus Security Office also has available, at no cost, brochures, flyers, pamphlets, movies, videos, and posters regarding the prevention of crime.

Monitoring and Recording at Off-Campus Locations

A. All DCTC recognized organizations that are off-campus will still be monitored by the local police department, which shares information with DCTC.

B. DCTC includes the off-campus student organizations' crime statistics in its annual report as part of the crime at DCTC.

Policy Regarding the Illegality of Alcoholic Beverages on Campus and Enforcement of Underage Drinking Laws.

A. DCTC forbids the use (consumption), possession, manufacture, sale, transportation, or furnishing of alcoholic beverages on campus. DCTC 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. The only exception is authorized use for special (non-student) functions. Only the President may authorize such programming use.

B. DCTC enforces the Minnesota drinking laws, including the prohibition of use by persons under 21 years of age, and college policy. Possession or consumption of alcohol on campus is prohibited by DCTC and may result in a student disciplinary complaint.

C. If the accused is not cooperative or is underage, the campus Dakota County Sheriff's Deputy and/or the Rosemount Police may be called to assist.

Policy Regarding the Illegality of Drugs on Campus and the Enforcement of Federal and State Drug Laws.

A. DCTC forbids the possession, use, or sale of illegal drugs (other than by a doctor's prescription) on campus. This includes but is not limited to possession, sale, use, growing, manufacturing, and making of narcotic drugs.

B. DCTC enforces both Minnesota and federal drug laws regarding the use, possession, and sale of illegal drugs.

Drug and Alcohol Abuse Education Programs

A. The purpose of this policy is to set forth the college's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace brochure is available in the Student Services Office. It lists policies and programs at DCTC.

B. The college recognizes the reality of chemical dependency and is aware of its occasional presence in the college community. As a safeguard against this dependency, campus organizations provide prevention programs for the DCTC community.

C. The college encourages and provides reasonable assistance to any student or faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. The Health Services Office and the counselors in the Student Services Office provide information and referral for those seeking help with substance abuse.

Policy Regarding Sexual Assault Programs and Procedures

A. Policy

1. DCTC's policy on sexual abuse and harassment is governed by Minnesota State's policy. In support of the system policy, DCTC reaffirms the policy that sexual abuse and harassment will not be tolerated. Every effort will be made to ensure that all members of the college community are provided an atmosphere free from sexual abuse and harassment. To prevent sexual abuse and harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and harassment, and what steps can be taken if instances of sexual abuse and harassment are experienced.
2. DCTC conducts programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include nightly security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas, and inspecting campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided by the campus Dakota County Sheriff's Deputy.
3. A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivors may contact any one of several DCTC departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

Emergency Numbers:

Campus Security Office.....	651-423-8388
DCTC Counseling.....	651-423-8217
Health Services.....	651-423-8371
Rosemount/Eagan Police.....	651-675-5700

B. Procedure

1. Contact Campus Security (Phone: 651-423-8388) as soon as possible after the offense. Please remember it is most important to preserve evidence. Do not bathe, douche, use the toilet, or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.
2. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless otherwise requested by the sexual assault survivor, names and addresses of survivors are released to the Rosemount Police Department/Sheriff's Department personnel. The campus Dakota County Sheriff's Deputy will attempt to provide support and advise for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the campus community. Sexual assault survivors should be aware of the need of the college, for the protection and safety of others, to release information regarding the fact that an assault has occurred.

3. The Security Office will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty, and staff are encouraged to contact the campus Dakota County Sheriff's Deputy in the Security Office to report any information regarding assaults.
4. Sexual assault survivors have the right to have reports made anonymously (third-party) to the Sheriff's Department Personnel/Rosemount Police Department. The campus Dakota County Sheriff's Deputy will assist the survivor in making this report if the survivor so wishes.

In these situations, the name of the complainant will not be forwarded. Third-party reports may prevent the college and the Sheriff's Department Personnel/Rosemount Police Department from actively investigating the criminal activity.

5. Counseling and medical services are available both on- and off-campus. If you are the victim of a sexual assault, DCTC encourages you to contact one or both of the following:
DCTC Counseling.....651-423-8217
Health Services.....651-423-8371
6. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by Rosemount Police/Sheriff's Department personnel.
7. The college will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the college will attempt to provide, if reasonably available, a change in class schedule.
8. The college will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the college determines there is a clear danger to the victim or the college community.

Procedures for Campus Disciplinary Action for Sex Offenses

1. The college disciplinary process is an option for any person wishing to report a case of student misconduct. In order for DCTC to proceed, a written complaint (whether by the victim or a third-party) must be filed with the Vice President of Academic and Student Affairs. If the complaint is criminal in nature, it will also be forwarded to the campus Dakota County Sheriff's Deputy and the appropriate law enforcement officers.
2. There are different standards of proof in the college conduct proceeding than in the possible criminal action. The college conduct proceeding determines whether the accused's status as a student will be altered, whereas the criminal process determines if there will be limitations on the accused's liberty. As there are different standards and the purpose of each proceeding is different, DCTC encourages students who are the victims of sexual assault to go forward with the college process.
3. Both the accuser and the accused are entitled to have another person present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.
4. Both the accuser and the accused have the right to call a reasonable number of witnesses during the hearings to testify on their behalf. The witnesses may be asked questions by the other party.
5. Both the accuser and the accused have the right to request in advance the names of witnesses and shall have the right to question witnesses during the hearing.

6. Both the accuser and accused shall be informed of the outcome of the college disciplinary proceeding concerning the complaint of sexual offense. This information should not be disclosed to the public generally.
7. Sanctions following a college disciplinary proceeding include, but are not limited to, expulsion or suspension.

Crime Awareness and Campus Security Annual Report 1/1/2006-12/31/2006

Related Documents:

- Policy x.xx Title
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