



DCTC

Crime Awareness
and
Campus Security
Annual Report

January 1, 2007—December 31, 2007



DAKOTA COUNTY
TECHNICAL COLLEGE

Quick Reference Guide

To help ensure the safety and security of the Dakota County Technical College Community, please use the following phone numbers to contact security or law enforcement on campus.

Dakota County Sheriff's Office, Deputy Sheriff , School Resource Officer
DCTC Security Office, Room 2-514
651-423-8388

Rosemount Police Department
651-675-5700

Security Pager
651-610-1824 Answered from 7:00 a.m.—11:00 p.m. Enter the call back number after the tones.

Campus Security

Dakota County Technical College (DCTC) encourages all students and college community members to be fully aware of the safety issues on campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and the application of personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, DCTC monitors criminal activity, publishes this report, and maintains a three-year statistical history on the main campus and at off-campus facilities it owns or uses. DCTC will distribute a copy of this report to each current student and employee. The college will notify prospective students and employees of its availability and will provide a copy of the report upon written request.

DCTC currently has a variety of 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.

DCTC employs a Dakota County Sheriff's Deputy to serve as the primary liaison for campus security with all law enforcement agencies. They are a sworn peace officer. Other campus security staff are employees of DCTC and they are not certified or sworn police officers. Campus Security staff are authorized under state statute, when appropriate, to make a citizen's arrest.

REPORTING POLICIES

The Campus Security Office, located in Room 2-514 (Phone: 651-423-8388), is manned by the campus Dakota County Sheriff's Deputy and is the office to which all criminal reports should be made. Everyone on campus is encouraged to report **immediately** any and all potentially criminal activity to Campus Security and/or the Dakota County Sheriff's Department Personnel/Rosemount Police Department. Individuals reporting to DCTC who also wish to file a complaint with the Dakota County Sheriff's Department Personnel/Rosemount Police Department will be provided assistance from the college upon request.

1. DCTC normally requires a written complaint from someone to begin the investigation process. The college also usually needs the assistance of the complainant in the disciplinary process against the accused. DCTC will make exceptions when necessary, including cases presenting clear danger to the victim and/or the college community.
2. DCTC issues an annual report of criminal reports made to Campus Security and other law enforcement agencies regarding crimes occurring on college property or facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by the college and/or recognized student organizations. See page 10 for crime statistics.
3. When reports are made to Campus Security, he/she will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent informing the campus community.

REPORTING PROCEDURES

All criminal activity occurring on campus should be reported immediately to Campus Security and/or to the Rosemount Police Department. Campus Security 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.

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:

- A. Call Campus Security (651-423-8388) or the Rosemount Police Department (651-675-5700) for any emergency, including medical assistance, fires, suspicious persons or 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 Campus Security/campus security and/or until the Rosemount Police Department arrive.
- D. Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.

Campus Security will accept third-party reports in cases of sexual assault in order to protect the victim's identity.

Persons filing a complaint with Campus Security will be provided a copy of the College Incident Report upon request.

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, Vice President of Finance, Operations, Student Services and Marketing as well as any assistants and associates of the college.

All persons in the DCTC community are encouraged to assist anyone in reporting alleged criminal activity, but should not attempt to investigate and allow Campus Security to investigate.

Student organizations with control of any facility are encouraged to report safety and security concerns to Campus Security.

Counselors are required to provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

All DCTC recognized organizations that are off-campus will still be monitored by the local police department, which shares information with DCTC. DCTC includes the off-campus student organizations' crime statistics in its annual report as part of the crime at DCTC.

COLLEGE'S RESPONSE TO REPORTS

All allegations will be investigated. These investigations may be made in conjunction with law enforcement.

Reports will be classified by the Security Office 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 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.

The college will issue a timely warning to members of the campus community in cases where the Campus Security 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

Campus Security 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.

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 7:00 a.m. to 10:00 p.m. by using the escort phone located at 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.

Be aware of when there is patrol. The campus 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.

Protect your property.

- A. Personal property, (purses, briefcases, bookbags, 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 your 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. Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

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. Have your keys ready when returning to your car. Keep your personal or valuable items concealed and close to your body.
- D. 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 group of people.

Help us protect you.

- A. If you see any suspicious activity or suspicious persons on or near campus, call Campus Security immediately (phone: 651-423-8388) or call the front desk to contact Campus Security.
- B. Soliciting is not permitted at DCTC. Violations of this rule should be reported to Campus Security immediately.
- C. Report all thefts and property loss immediately to Campus Security.
- D. Be security conscious at all times.

SECURITY CONSIDERATIONS FOR CAMPUS FACILITIES

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. Access to campus buildings is limited to normal business hours.

Students, faculty and staff, and visitors are encouraged to report needed repairs to the maintenance office.

B. Policies and procedures for safe access to buildings:

Keys are issued only to authorized administrations, faculty, and staff.

Exterior building doors should not be blocked open when the doors are locked.

Building evacuation is mandatory for all fire alarms.

Employees and students in buildings should have a DCTC ID in their possession and present the ID when requested to do so.

Anyone who observes a person who may be unauthorized should immediately call security.

On-campus telephones are located in most labs or offices for emergency calls to Campus Security. These telephones are also capable of use when you are dialing 9-911.

Problems related to people in buildings after hours should be reported to Campus Security by calling 651-610-1824.

PROGRAMS TO EDUCATE DCTC COMMUNITY REGARDING SECURITY

DCTC encourages students and employees to be responsible for their own security and the security of others.

The Campus Security 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.

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

The DCTC Health Services Office provides information and referrals for students coping with alcohol and drug abuse.

2007 Crime Statistics		Bias-Motivated Incidents								
INCIDENTS	On Campus	College Controlled	Public Property	GRAND TOTAL	Racial Bias	Ethnic Bias	Religious Bias	Sexual Orientation Bias	Bias Based on Disability	Gender Bias
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Homicide										
Murder and non negligent manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Sex Offenses										
Forcible	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0
Arrests (Persons)										
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	11	0	0	11	0	0	0	0	0	0
Illegal Weapons Violations	1	0	0	1	0	0	0	0	0	0
Disciplinary Referrals										
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations	0	0	0	0	0	0	0	0	0	0

Category	2004	2005	2006
Aggravated Assault	0	3	1
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Manslaughter	0	0	0
Murder	0	0	0
Robbery	1	1	1
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Arrests			
Liquor Law Violations	2	0	0
Drug Law Violations	6	8	3
Illegal Weapons Possession	0	0	1
Disciplinary Referrals			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Illegal Weapons Possession	0	0	0

This is a statistical report of alleged criminal activity reported to Campus Security, the Rosemount Police Department, and/or the Dakota County Sheriff's Office and occurring on the campus of Dakota County Technical College or property controlled by the college for the calendar years 2003-2006. This table includes reported criminal activity in the categories mandated by the Cleary Act of 1998.

DCTC issues an annual report of crimes occurring on campus that are made known to Security directly or through college departments or personnel and related law enforcement agencies. The report is made available by Security, and requests for any additional information regarding this report and its statistics may be made to the college Security Department, room 2-514, or by phone at 651-423-8388. The statistics in this report follow the uniform crime procedures of the Federal Bureau of Investigation. These statistics should be considered in relation to the occurrences of crime in society generally, college demographics, and statistics from other institutions of similar description.

PROGRAMS TO ENFORCE DCTC COMMUNITY REGARDING PREVENTION OF CRIMES

The 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 safety including maintenance of personal security and reporting any alleged crimes, will be discussed. 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.

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

POLICY REGARDING THE ILLEGALITY OF ALCOHOLIC BEVERAGES ON CAMPUS AND ENFORCEMENT OF UNDERAGE DRINKING LAWS

DCTC forbids 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.

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.

If the accused is not cooperative or is underage, Campus Security 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

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.

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

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

The purpose of this policy is to set forth the college's policy regarding alcohol and other drug use, including unlawful drug use and 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).

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.

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 counselor in the Learning Center provide information and referral for those seeking help with substance abuse.



POLICY REGARDING SEXUAL ASSAULT PROGRAMS AND PROCEDURES

DCTC's policy on sexual abuse and harassment is governed by the Minnesota State Colleges and Universities System'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 assure that all members of the college community are provided an atmosphere free from sexual abuse and harassment. To prevent sexual abuse and harassment, education 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. To prevent sexual abuse and harassment, education 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 step can be taken if instances of sexual abuse and harassment are experienced.

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 Campus Security.

PROCEDURE

A guiding principle in the reporting of sexual assault is to avoid revictimizing the sexual assault survivor by forcing the person into any plan of action.

Contact the Campus Deputy, 651-423-8388, as soon as possible after the offense. 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.

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. Campus Security will attempt to provide support and advice 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.

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 Campus Security to report any information regarding assaults.

Sexual assault survivors have the right to have reports made anonymously (third-party) to the Sheriff's Department Personnel/Rosemount Police Department. Campus Security 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.

Counseling and medical services are available both on- and off campus. If you are the victim of sexual assault, DCTC encourages you to contact one or both of the following: DCTC Counseling: 651-423-8492 or Health Services 651-423-8371.

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 personnel.

The college will take appropriate action to safeguard the alleged perpetrator. If the survivor of a sexual assault requests, the college will attempt to provide, if reasonable available, a change in class schedule.

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

The college disciplinary process is an option for any person wishing to report a case of 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 Finance, Operations, Student Services, and Marketing. If the complaint is criminal in nature, it will also be forwarded to Campus Security and the appropriate law enforcement officer.

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.

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.

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.

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.

Both the accuser and the 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.

Sanctions following a college disciplinary proceeding include, but are not limited to, expulsion or suspension.