

Dakota County Technical College

Annual Security Report

2023

For Year 2022



MINNESOTA STATE



Table of Contents

Report Introduction.....	1-3
Department of Public Safety.....	4
Reporting Policies and Procedures	5-7
College Response to Reports and Timely Warnings	8
Safety Associated to Campus – Security Escorts	9
Self-Protection and Property Protection	10
Policies and Procedures for Safe Access	11
Crime Prevention Program	12
Geography	13
Crime Statistical Data	14
Underage Drinking and Drugs on Campus.....	15
Drugs and Alcohol Abuse Education	15
Sexual Assault Violence Policy and Procedures	16-26
Campus Wide Sexual Assault Training.....	27
Firearms Policy	28-29
Drug and Alcohol Resources Training	30-32
Distribution of Annual Notification	33

PREFACE

Dakota County Technical College (DCTC) is committed to the well-being of our campus community, including faculty, students, staff, and visitors. DCTC has taken numerous steps to maintain a safe learning environment for all. DCTC also encourages students, faculty, staff, and visitors to take appropriate steps to ensure their safety. DCTC encourages all to report suspicious individuals, activities, or hazardous conditions immediately.

REPORT INTRODUCTION

DCTC endeavors to serve students within nearby communities and those from countries around the world. Most students work toward degrees and diplomas in various programs to prepare them for employment. However, the college is also proud of its general education, whose courses are part of the Minnesota Transfer Curriculum. As members of a student-centered organization, all employees, faculty members, and administrators are focused on continuously improving student learning within the college's mission. Along the way, DCTC has become a leader in delivering sustainable technologies, service-learning opportunities, and community engagement into the curricula of most programs.

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

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

DCTC PUBLIC SAFETY DEPARTMENT

DCTC Department of Public Safety (DPS) is recognized as the primary campus department responsible for providing security services for students, faculty, staff, and campus visitors. The department is comprised of full-time professional and part-time paraprofessional officers. Public Safety Officers (PSOs) are **NOT** licensed police officers as defined by Minnesota State Statute. However, PSOs have the authority to enforce institutional policy along with Minnesota State Statutes under the citizen's arrest clause set forth by the MN legislation

The Dakota County Sheriff's Office and local police departments provide fully licensed police services for DCTC when called upon. Anyone, including PSOs, can call for police services at any time at their discretion. The DCTC DPS compiles all required information and statistics for this report. Statistics are collected using incident reports and from other reporting authorities, specifically the Dakota County Sheriff's Office and the Rosemount Police Department. Reports are obtained from Campus Security Authorities, who file reports after their investigation in a locally maintained database. The president of DCTC has delegated the authority of the Chief Campus Security Authority (CSA) to the Director of Public Safety. The Director of Public Safety has the authority to further delegate a Campus Security Authority designator to anyone who may be in contact with individuals on campus, regardless of their purpose. The director of public safety has designated all PSOs working at DCTC as CSA. Incidents discovered or reports to PSOs will be filed under MN State Statute and Federal compliance, Clery reporting.

DEPARTMENT OF PUBLIC SAFETY

DCTC PSO Office: Room 2-514

DCTC PSO Phone Number: 651-423-8388

DCTC PSO Operational Hours: 7:00 a.m. – 11:00 p.m., Monday to Friday, Weekends Vary

Police services can be reached by dialing 911 at any time.

A local police agent or a Dakota County Sherriff Deputy will respond with a DCTC PSO.

DCTC encourages all students and college community members to be fully aware of the safety issues on campus and to report all suspicious/illegal activities to DCTC DPS. Personal awareness and the application of personal safety practices are the foundation of a safe community.

Under the Student Right to Know and Clery Campus Security Act, DCTC monitors criminal activity, publishes this report, and maintains a three-year statistical history on the main campus and off-campus facilities it owns or uses, if necessary. The college will notify current and prospective students and employees of its availability and 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 deploys PSOs to serve as the primary liaison for campus security with all sworn law enforcement agencies. When appropriate, PSOs are authorized under state statutes to make a citizen's arrest.

PSOs work closely with local, state, and federal law enforcement agencies to track and respond to campus criminal activity.

REPORTING POLICIES

The campus public safety office may or may not always have staff present. PSOs are required to patrol the area, among other duties, which pulls them away from the office. However, calling a PSO is the most efficient way to have a PSO come to you to take a report. Everyone on campus is encouraged to report **immediately** all potentially criminal activity to a PSO. If the circumstances why a PSO is needed are due to an emergency, all are encouraged to call 911. Individuals reporting criminal activity to DCTC PSOs should be aware that all DCTC PSOs are considered Campus Security Authority (CSA) and, therefore, mandatory reporters. If the report is made to a DCTC PSO is not a mandatory report to law enforcement, DCTC PSOs may facilitate anyone with making a report to their local law enforcement agency.

1. DCTC does not require a written complaint from someone to begin the investigation process. DCTC DPS PSOs will usually need the complainant's assistance in the disciplinary process against the accused. DCTC will make exceptions when necessary, including cases presenting exigent circumstances such as a verifiable threat to anyone or property.
2. DCTC issues an annual report of criminal reports to PSOs and other law enforcement agencies regarding crimes occurring on college property or facilities. The annual report includes reported crimes alleged on the campus and facilities owned or rented by the college and/or recognized student organizations. It is important to understand that not all reported crimes are substantiated but that ALL reported crimes, proven or disproven, must be reported under the Clery Act.
3. When reports are made to PSOs, they will decide if a threat continues to exist to the campus community. A timely warning will inform the campus community if a threat is imminent. In cases where a PSO does not believe there is an active threat, the PSO will immediately contact the director of DPS for consultation. If the director of DPS is unavailable, the threat report will continue to escalate to the Vice President of Finance and Operations and, finally, the president of DCTC. Because of the nature of their position and their possible involvement with PSOs, the Vice President of Finance and Operations and the president of DCTC are defacto designated as CSA. All reportable offenses must be reported to a PSO who acts as CSA and properly documents incidents.

REPORTING PROCEDURES

All criminal activity occurring on campus should be reported immediately to PSOs. PSOs will assist the complainant in completing criminal reports. In appropriate cases, reports will also be shared with the Vice President of Operations, Student Services, and any other DCTC organization that may be able to assist in resolving the issue.

PSOs will take steps 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 DCTC DPS. If the incident is emergent and life and/or property are at risk, dial 911 to initiate a police response.
2. Attempt to remember descriptors of those involved, such as sex, age, race, hair, clothing, and other distinguishable features. Attempt to remember a description of any vehicles involved and license plates of the vehicles. Note the direction the alleged offender or vehicles took and report those to DCTC DPS. Using a phone to take pictures or record the event is encouraged if you are not putting yourself in a dangerous situation or taking on additional risks.
3. Preserve the crime scene. Do not touch any items involved in the incident. Do not allow anyone in the crime area until PSOs or police officers arrive to take over the incident and further investigate.
4. Maintain all physical evidence. Do not wash off or destroy anything, even if you believe what evidence you have is minor or insignificant.

DCTC DPS will accept third-party reports on all incidents. If the incident is reportable, the PSO taking the report will file the appropriate documentation and comply with mandatory reporting laws.

Upon request, persons filing a complaint with DCTC DPS will be provided a copy of written documentation unless police procedures dictate that no information can be released at that given time. If no information can be disclosed based on the request of a police agency, the person with the request will be directed to the appropriate law enforcement agency.

All employees, faculty, and staff who become aware of a violation of DCTC policy, student code of conduct, or civil or criminal law should report the allegation to their supervisor and a PSO. If the reported incident concerns the supervisor or someone of higher authority, the report can be made directly to DCTC DPS.

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 DCTC DPS: Affirmative Action Officer, Career Services, College President, Deans, Department Chairs, Director of Admissions, Director of Financial Aid, Director of Student Life, Faculty, Health Services staff, Registrar, Vice President of Academic Affairs,

Director of Administrative Services, Director of Operations, Dean of Student Affairs, and Director of Marketing, as well as any assistants and associates of the college. To streamline the reporting process and ensure information is not missed, all reports must be made to DCTC DPS as they have been designated as CSA. All persons in the DCTC community are encouraged to assist anyone in reporting alleged criminal activity but should not attempt to investigate. After the report is made to a PSO, the PSO will initiate an investigation and consult with the appropriate authority.

Student organizations controlling any facility must report safety and security concerns to a PSO.

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

All DCTC-recognized off-campus organizations 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 and reported annually as federally mandated by the Clery Act. These investigations may be made in conjunction with law enforcement.

The Public Safety Office will classify reports 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 Academic Affairs and the Director of Public Safety for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently, before, during, or after the campus investigatory and judicial process. DCTC acknowledges the need for law enforcement agencies to act when appropriate or mandated by local, state, and federal law.

TIMELY WARNINGS

DCTC issues Timely Warnings when an incident on or off campus may threaten the campus.

Not all incidents generate timely warnings. Timely warnings are generated when the information will aid in preventing similar crimes or incidents. The decision to issue a Timely Warning is made case by case based on facts surrounding a crime or incident, including factors such as the nature of the crime and the continuing danger to the campus community.

Alertus is a standalone notification system consisting of flashing lights, loud verbal communication, and digital written notices on the Alertus devices located throughout the campus. Text messages and emails will be sent to everyone registered with Alertus and Blackboard Start Alert. Anyone logged into the campus server will also receive a “pop-up” style notification with information about the incident being communicated.

Emergency beacons are located throughout the campus to further alert people visually, with bright flashing lights, by issuing verbal commands near the Alertus station with flashing lights. Finally, the Alertus station will display the emergency notification on the front-facing part of the device.

POLICY CONCERNING THE SAFETY OF ALL ASSOCIATED WITH THE INSTITUTION AND WILL ASSIST ANYONE REQUESTING SAFE ACCESS TO CAMPUS FACILITIES

PSOs are available to assist you in protecting yourself by providing regular foot and vehicle patrols as part of our security protocols. Several safety posters have been reviewed and updated to ensure the accuracy of the information and are posted in classrooms and open areas. All on and off campus need to be aware of potential threats. While on campus, you can familiarize yourself with security protocols and information by reading posters made by DPS.

PSOs are typically available during DPS working hours (7:00 a.m. to 11:00 p.m.), Monday through Friday. Escort services are available during DPS working hours. Escorts will ensure that you are safe as you travel from one side of the campus to the other and go to your vehicle if you fear for your safety. Escorts are provided on a first-come, first-serve basis. Please call the DPS or flag (waive) a PSO on campus to make an escort request. DCTC PSOs routinely patrol the interior and exterior of DCTC. The Dakota County Sheriff’s Office and the City of Rosemount Police Department also routinely patrol the area.

PROTECT YOUR PROPERTY

1. Personal property (purses, briefcases, book bags, calculators, etc.) should never be unattended.
 - a. Take such items with you if you leave an office or classroom.
2. Lock your door whenever you leave your classroom or office.
3. Always escort your guests to and from the main entrance doors.
4. Protect all valuables in your classroom or office.
 - a. Do not leave valuables in plain view.
5. Always lock your bicycle. There are several suitable anti-theft devices available.
 - a. Case-hardened heavy locks and chains afford the best protection.

PROTECT YOURSELF WALKING

1. Avoid walking alone after dark.
 - a. If you must travel alone at night, use the DCTC safety escort services to walk you to your car.
2. Walk along well-lit routes.
3. Have your keys ready when returning to your car.
 - a. Keep your personal or valuable items concealed and close to your body.
4. 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

1. If you see any suspicious activity or suspicious persons on or near campus, call DCTC DPS.
2. Soliciting is not permitted at DCTC.
 - a. Violations of this rule should be reported to Public Safety immediately.
3. Report all thefts and property loss immediately to Public Safety.
4. Be security conscious at all times.

SECURITY CONSIDERATIONS FOR CAMPUS FACILITIES

The DCTC campus is for the students, faculty, staff, 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 regular business hours.

POLICIES AND PROCEDURES FOR SAFE ACCESS TO BUILDINGS

1. Keys are issued only to authorized administrations, faculty, and staff.
2. Exterior building doors should not be blocked open when the doors are locked.
3. Building evacuation is mandatory for all fire alarms.
4. Anyone who observes a person who may be unauthorized should immediately call DPS.
5. On-campus telephones are in most labs or offices for emergency calls to DPS.
 - a. These telephones can also be used when dialing 911.
6. After hours, Problems related to people in buildings should be reported to DCTC DPS.

PROGRAMS TO EDUCATE DCTC COMMUNITY REGARDING SECURITY

1. DCTC DPS encourages students and employees to be responsible for their security and be mindful to watch for the security of others.
2. DCTC DPS assists in presenting programs on campus security and safety.
3. DCTC DPS develops and presents educational programs in crime prevention, sexual assault awareness, personal safety, and fire prevention.
4. DCTC DPS has available, at no cost, brochures, flyers, pamphlets, movies, videos, and posters concerning various safety and security issues.
5. DCTC Health Services Office (HSO) provides information and referrals for students coping with alcohol and drug abuse.

PROGRAMS TO ENFORCE DCTC COMMUNITY REGARDING THE PREVENTION OF CRIMES

1. DCTC DPS presents one or more safety seminars a year.
2. Members of the DCTC community will be encouraged to attend.
3. At the seminars, aspects of safety, including maintenance of personal safety including maintenance of personal security and reporting any alleged crimes, will be discussed.
4. Campus Security may invite various speakers, including city and county law enforcement members, to discuss crime prevention.
5. As crime is divided into person and property crimes, both types will be discussed during training.

Geography

Main Address:

Dakota County Technical College

1300 145th St East

Rosemount, MN 55068



Statistical Data

2022 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	3	0	0	3	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	1	0	0	1	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	5	0	0	5	0	0	0	0	0	0
Illegal Weapons Violations	2	0	0	2	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	2020	2021	2022
Aggravated Assault	0	1	3
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	
Manslaughter	0	0	0
Murder	0	0	0
Robbery	0	0	0
Forcible Sex Offenses	0	1	1
Non-Forcible Sex Offences	0	0	0
Arrests			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	5
Illegal Weapons Possession	0	0	2
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 DCTC DPS, 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 **2020- 2022** 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 DPS directly or through college departments, personnel, and related law enforcement agencies. The report is made available by DPS, and requests for additional information regarding this report and its statistics may be made to the college DPS, 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 about the occurrences of crime in society generally, college demographics, and statistics from other institutions of similar description.

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

1. DCTC forbids the 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 possessing or consuming 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.
2. DCTC enforces the Minnesota drinking laws, including the prohibition of use by persons under 21 years of age, and college policy. DCTC prohibits possession or consumption of alcohol on campus and may result in a student disciplinary complaint.
3. DPS and local law enforcement may be called if the accused is not cooperative or is underage.

POLICY REGARDING THE ILLEGALITY OF DRUGS ON CAMPUS AND THE ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS

On campus, DCTC forbids possessing, using, or selling illegal drugs (other than by a doctor's prescription). This includes but is not limited to the possession, sale, use, growing, manufacturing, and making of narcotic drugs. DCTC enforces state and federal drug laws regarding using, possessing, and selling 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 by 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. To safeguard against this dependency, campus organizations provide prevention programs for the DCTC community.

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

SEXUAL VIOLENCE POLICY AND PROCEDURES

Sexual violence is an intolerable intrusion into an individual's most personal and private rights and is prohibited at DCTC. DCTC 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 policies that may require separate proceedings. To further its commitment against sexual violence, DCTC provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Subpart A. Application of policy to students, employees, and others.

This policy applies to all DCTC students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on college property. Incidents of sexual violence alleged to have been committed by a student at a location other than on college property are covered by this policy according to the factors listed in the DCTC Student Conduct Code and Minnesota State Colleges and Universities Board Policy 3.6, Part 5 (Student Conduct). Incidents of sexual violence alleged to have been committed by a DCTC employee at a location other than college property are covered by this policy. Individuals alleged to have committed sexual violence on college property who are not students or employees are subject to appropriate actions by DCTC, including, but not limited to, pursuing criminal or civil action against them.

Definitions:

Subpart A. 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.

Subpart B. Sexual assault.

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

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.

Involvement in any sexual act when the victim is unable to give consent.

The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast). Offensive sexual behavior directed at another, such as indecent exposure or voyeurism.

Subpart C. Consent.

Consent is informed, freely given, and mutually understood. There is no consent if coercion, intimidation, threats, and/or physical force are used. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Subpart D. Non-forcible sex acts.

Non-forcible acts include unlawful sexual acts where consent is irrelevant, 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.

Subpart E. System property.

“College property” means the facilities and land owned, leased, or under the primary control of DCTC.

Subpart F. Employee.

“Employee” means any individual employed by DCTC, including student workers.

Subpart G. Student.

“Student” means an individual who is admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at the college or between terms of a continuing course of study at the college, such as summer break between spring and fall academic terms; or expelled or suspended from enrollment as a student at the college, during the pendency of any adjudication of the student disciplinary action.

Procedure

Part 1. Procedure objective.

This procedure is designed to further implement DCTC 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 the complainant, respondent, and other involved individuals and prevent retaliation and reprisal.

Part 2. Definitions.

Subpart A. Policy definitions.

The definitions in DCTC Policy 1B.3 also apply to this procedure.

Subpart B. Campus security authority.

Campus security authority includes the following categories of individuals at the college:

The DCTC DPS; including, but not limited to, trespass or restraining orders and disciplinary action under the applicable student or employee conduct standard.

Part 3. Reporting incidents of sexual violence.

Subpart A. Prompt reporting encouraged.

Complainants of sexual violence may report incidents at any time but are strongly encouraged to make reports promptly 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 of the incident. Complainants should contact the local victim/survivor services office, counseling and health care providers, and DCTC DPS authorities for appropriate action.

Subpart B. Assistance in reporting.

When informed of an alleged incident of sexual violence, all DCTC 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.

DCTC campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, including guiding 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, DCTC 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.

Part 4. Confidentiality of reporting.

Subpart A. Confidential reports.

Because of laws concerning government data contained in Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act, DCTC 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.

Subpart B. 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 required or permitted by law. There may be instances in which DCTC 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, DCTC will investigate and take appropriate action to protect the identity of the complainant and any other reporter by this procedure.

Subpart C. Required Reports.

Any campus security authority or any college employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other college 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, to initiate any applicable investigative or other resolution procedures. Campus security authorities may be obligated to report to law enforcement that a sexual assault has occurred. Still, the name or other personally identifiable information about the complainant will be provided only with the complainant's consent, except as required or permitted by law.

Part 5. Policy notices.

Subpart A. Distribution of policy to students.

DCTC 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. DCTC may distribute its policy and procedure by posting on an Internet or Intranet 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.

Subpart B. Distribution of policy to employees.

DCTC shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet 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.

Subpart C. Required Notice.

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 DCTC contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability. The fastest way to get assistance to file a report of sexual assault is by calling 911. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services from the Department of Student Life.

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 is available from campus authorities in preserving sexual violence complainant materials relating to a campus disciplinary proceeding.

That complaint 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, the college may act to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, a work site, or if such alternatives are available and feasible.

Subpart D. Complaint procedure.

DCTC shall notify students of the process used to investigate and resolve allegations of sexual violence, as provided in part 6, subpart H.

Part 6. Investigation and disciplinary procedures.

Subpart A. Immediate action.

DCTC may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy by the procedures in DCTC Procedure Student Code of Conduct

5.3.6.1. Such action must follow the applicable collective bargaining agreement or personnel plan. The college may summarily suspend or take other temporary measures against a student alleged to have violated this policy, per DCTC Procedure 5.3.6.1. or DCTC Student Conduct Code.

Subpart B. General principles.

Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any action plan, to prevent the possibility of re-victimization. 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.

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

Be respectful of the needs and rights of the individuals involved. Proceed as promptly as possible. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law.

Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan.

Be conducted by applicable due process standards and privacy laws.

Inform the complainant and respondent promptly of the outcome, 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 an exacerbating rather than mitigating circumstance.

Subpart C. Relationship to parallel proceedings.

In general, DCTC investigation and disciplinary procedures for allegations of sexual violence will proceed independently of any action taken in criminal or civil courts. The college need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If DCTC 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 DCTC procedures.

Subpart D. False statements prohibited.

DCTC takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent and the complainant. Any individual who knowingly provides false information regarding filing 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 found not to violate policy are not assumed to be false.

Subpart E. Withdrawn complaint.

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

Subpart F. DCTC discretion to pursue specific allegations.

DCTC reserves discretion whether to pursue alleged policy violations 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.

Subpart G. DCTC's discretion to deal with policy violations disclosed in an investigation.

DCTC reserves the right to determine whether to pursue policy violations by students or employees other than the respondent, including a complainant or witness that comes to light during the investigation of an incident of sexual violence. To encourage reporting of sexual violence, under appropriate circumstances,

college administrators may choose to deal with violations of DCTC policy in a manner other than disciplinary action.

Subpart H. Procedure for employees, students, and individuals who are both employees and students.

Employees. If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted under the procedures outlined in Board Procedure 1.B.1.1, except for 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 due to an investigation conducted under this procedure will be processed per the applicable collective bargaining agreement or personnel plan.

Students. The college may process complaints against students under this procedure using either the investigation and decision-making process of DCTC Procedure 1B.1.1 or the DCTC Student Conduct Code.

If a college elects to use its procedures under the DCTC Student Conduct Code 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 a student and an employee, the designated officer shall conduct the investigation, as defined by DCTC Procedure 1. B.1.1., Part 2, Subpart A. The investigation results shall be submitted for review to both the decision maker appointed under DCTC Procedure 1.B.1.1 Part 2, Subpart B, concerning the personnel action, and to the President or designee concerning the student action.

Subpart I. 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 considering the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Subpart J. Retaliation prohibited.

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

Part 7. Sexual violence prevention and education.

Subpart A. Campus-wide training.

DCTC will regularly offer educational programs to students and employees to promote awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents. This education shall emphasize preserving evidence to prove a criminal offense.

Additionally, DCTC will encourage affiliated student organizations to join the college in developing 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.

Subpart B. Training for individuals charged with decision-making authority.

DCTC shall provide appropriate training and other resources to individuals charged with decision-making responsibilities under applicable procedures to facilitate a fair, respectful, and confidential procedure on allegations of sexual violence per this and other applicable policies, procedures, and laws.

Part 8. Maintenance of report/complaint procedure documentation.

Data collected, created, received, maintained, or disseminated about incidents of sexual violence will be handled under 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 following 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 the college campus as required by the Clery Act.

During and upon completing the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall follow the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable laws and policies.

Firearms Policy: Board Policy 5.21 Possession or Carry of Firearms

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

Definitions.

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

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

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

Student. "Student" means an individual who is:

1. registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any system college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic 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.

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

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

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

Employees.

1. **Prohibition.** Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off campus property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.
2. **Employee reporting responsibility.** An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm 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 included in this report. This policy shall not prohibit prompt notification to appropriate

law enforcement authorities when there is an immediate threat to personal safety. Employees shall not make reports of a suspected violation, knowing they are false or in reckless disregard of the truth.

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

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

Exceptions. The following are exceptions to this policy:

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

Authorized uses. This policy does not prohibit:

1. Lawful possession or carry related to an academic use or use at a campus shooting range, such as law enforcement programs, approved in writing by the college or university president or
2. Transport an unloaded firearm directly between a parking area or parking facility and the location authorized for its use, or transport an unloaded firearm directly between a parking area or parking facility and a storage facility provided by the college or university.
3. Possession or carrying of a pistol by a visitor with a lawful permit to carry a pistol under Minnesota Statutes section 624.714, subd. 1a.
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 under 18 United States Code section 926B, when possession or carry is otherwise authorized by law.

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

Referral to Law Enforcement. DCTC may refer suspected violations of weapons law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

Drug and Alcohol Resources

DCTC DPS

Alcoholics Anonymous 952-922-0880

www.aaminneapolis.org

CLUES (Comunidades Latinos Unidos en Servicios)

720 Lake St.

612-746-3500

www.clues.org

Hennepin County Front Door

612-348-4111

<http://www.hennepin.us/residents/human-services/treatment-chemical-addiction>

House of Charity

510 South 8th St.

612-594-2002

<http://www.houseofcharity.org/our-programs/dependency-illness-treatment/>

Huss Center for Recovery – People Incorporated

2120 Park Avenue

612-872-2050

<http://www.peopleincorporated.org/program/huss-center-for-recovery/>

Indian Neighborhood Club on Alcohol & Drug Abuse

1805 Portland Avenue South 612-

871-7412

Metro Hope Ministries 2739

Cedar Avenue South 612-721-9415

<http://www.metrohope.org/>

Minnesota Adult & Teen Challenge

1619 Portland Avenue South 612-
373-3366

<http://www.mntc.org/>

North Point Health & Wellness Center “Renaissance”

1315 Penn Avenue
612-767-9500

<http://www.northpointhealth.org/renaissance-program/>

NuWay House, Inc. 2118

Blaisdell Ave S Minneapolis, MN
55404

612-767-0309

<http://www.nuwayhouse.org/contact/>

Resource Chemical & Behavioral Health

1900 Chicago Avenue South 612-
752-8050

<http://www.resource-mn.org/chemical-mental-health/>

Salvation Army Harbor Light Center

1010 Currie Avenue
612-767-3100 ex. 3110

<http://salvationarmynorth.org/community/harbor-light/>

Tubman (Chrysalis Center) 4432

Chicago Avenue South 612-870-
2426

<http://www.tubman.org/resources-and-services/counseling-and-therapy/co-occurring-disorders.html>

Turning Point, Inc.

1500 Golden Valley Road
612-520-4004

<http://www.ourturningpoint.org/>

Distribution of Annual Notification

Dakota County Technical College annually provides alcohol and drug policies, resources, programs, and health risks to all employees and students through the Annual Compliance and Security Act. Employees and students receive the document via e-mail. A copy of the annual report is located at:

Security Reports -Dakota County Community College

If you wish to have a hard copy of the annual Clery Act Crime Report and Statistics, one will be provided free of charge.

Please make all requests through the DCTC DPS.

By email at:

security@dctc.edu

By phone at:

651-423-8388

By mail at:

Dakota County Technical College
ATTN: Department of Public Safety
1300 145th St East
Rosemount, MN 55068