



6.15 Crime Statistics and Reporting

Part 1: Crime Statistics

Part 1.1: Preparation of Annual Disclosure of Crime Statistics and Clery Compliance

The annual security report will be completed to help empower the campus community with the information they need to make informed decisions about their safety.

The Century College Department of Public Safety is primarily responsible for preparing the Annual Security Report. This responsibility is specifically designated to the Director of Public Safety or designee. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the Century College Department of Public Safety, the White Bear Lake Police Department, Ramsey County Sherriff's Office, Metro Transit Police Department, Washington County Sherriff's Office, Minnesota State Patrol, Minnesota Department of Natural Resources, other law enforcement agencies, and non-police or public safety personnel who have been designated as Campus Security Authorities or CSAs. The Office of Student Affairs and Human Resources Department are key offices from which drug, liquor, and weapon offense referral data is obtained. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Final report preparation is coordinated by the Director of Public Safety and Clery Compliance Officer with Human Resources, Student Affairs, and the Title IX Coordinator.

Part 1.2: Crime Statistics

A written request for statistical information will be made near the conclusion of each semester to all Campus Security Authorities or CSAs. CSAs will also be informed in writing and/or through training to report crimes to the Department of Public Safety in a timely manner so those crimes can be evaluated for timely warning purposes.

Public Safety is the department responsible for identifying positions that are classified as a CSA. A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into an institutional property)
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Anonymous Statistical information is requested from, and at times shared by, Licensed Counselors of the Counseling Center. Licensed Counselors are not required by law to provide statistics for this compliance document. Licensed Counselors, as defined by the Federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes to the Department of Public Safety for inclusion in the annual statistics. The Counseling Center facilitates anonymous reporting.

All statistics will be gathered, compiled, and reported to the college community via the “Annual Security Report,” which is published by the Department of Public Safety. Public Safety submits the annual crime statistics published to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the Department of Education website.

Part 1.3: Annual Security Report

The Department of Public Safety sends an email to every enrolled student and current employee on an annual basis informing them of the availability of the Annual Security Report. The email includes a brief summary of the contents of the report. The email will also include the address for the Department of Public Safety website where the Annual Security Report can be found online, and notification that a physical copy may be obtained by making a request to the Department of Public Safety by calling (651) 747-4000 or in person at the Department of Public Safety East Campus room E1411.

Prospective students will be notified of the reports availability through the application website. Prospective employees will be notified of the reports availability through the job posting.

Part 1.4: Crime Log

The Department of Public Safety will maintain a Public Crime Log to keep the campus community informed about alleged criminal incidents reported to our department. This log is maintained in compliance with the Clery Act, which mandates that the College publish information about reported crime within the Department of Public Safety's patrol jurisdiction and on Century College's on-campus, non-campus, and public property, as defined by the Act within two business days of Public Safety receiving a crime report. The crimes are published in the log based on when they were reported to our department, which may not coincide with date the crime actually occurred.

Crime data for the log is gathered from multiple sources including calls for service to the Department of Public Safety. Information is gathered from a student disciplinary database; statistical crime reports filed by campus security authorities, and alerts from local law enforcement including but not limited to the White Bear Lake Police Department, Washington County Sheriff's Office, Ramsey County Sheriff's Office, Minnesota State Patrol, and the Metro Transit Police Department.

The Log will contain the following information with regard to each alleged incident:

1. the nature of the crime
2. the date the crime was reported to the Department of Public Safety
3. the date and time the crime allegedly occurred
4. the general location of the crime
5. the disposition of the complaint, If known
6. Century College's Crime Log will also include a column for case numbers, which is not required by law, but which aids in recording and tracking a crime report.

The Department of Public Safety may withhold information otherwise required by the Clery Act from the Log if there is clear and convincing evidence that the release of the particular information would:

- a. Jeopardize an ongoing criminal investigation or the safety of an individual
- b. Cause a suspect to flee or evade detection
- c. Result in the destruction of evidence.

The Log is to be updated with the withheld information if and when the Department of Public Safety determines that the justification for withholding the information no longer exists. See 34 CFR 668.46(f).

A copy of the log, which is maintained for 60 days from when a crime was reported, will be available for viewing at the Department of Public Safety Office, located at East Campus Room E1411, 3300 Century Ave N, White Bear Lake, MN 55110 during normal business hours (Monday through Friday 9am-5pm). Additionally, any portion of these crime logs that are older than 60 days will be made available for public inspection within two business days of a request.

Part 1.5: Specific Information about Classifying Crime Statistics

Clery crime statistics are gathered in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook, National Incident-Based reporting System (NIBRS), and relevant federal law (the Clery Act).

Part 2: Crime Reporting

Part 2.1: Reporting

The Department of Public Safety, located in room E1411 (651-747-4000), is the office to which criminal reports should be made. Everyone on campus (including students, faculty, staff, and visitors) are encouraged to report immediately any and all potential criminal activity to the Department of Public Safety and/or the White Bear Lake Police Department, phone number 651-429-8511 (West Campus) or Washington County Sheriff's Office, phone number 651-439-9381 (East Campus) or 911 for emergency calls. Individuals reporting incidents to the Century College Department of Public Safety who also wish to file a complaint with the police will be provided assistance upon request.

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

The Department of Public Safety normally requires a written complaint to begin the investigation process. Century also normally requires the assistance of the complainant in the disciplinary process against the accused. Century will make exceptions when necessary, including cases presenting clear danger to the victim and/or the college community.

Part 2.2: Reporting Procedures

All criminal activity occurring on campus should be reported **immediately** to Public Safety, phone number 651-747-4000 and/or to the White Bear Lake Police Department, phone number 651-429-8511 (West Campus) or Washington County Sheriff's Office, phone number 651-439-9381 (East Campus) or 911 for emergency calls. Public Safety will assist the complainant in completing criminal reports if requested. These reports will also be forwarded to the appropriate law enforcement agency. In appropriate cases, reports will also be shared with the Campus Student Conduct Office. Public Safety will assist local law enforcement agencies with investigations.

The following people with significant responsibility for student and campus activities must report potential criminal activity of which they are aware to Public Safety:

- Access Center Coordinator
- Admissions Director
- Advisors
- Athletic Director
- Bookstore Supervisor
- Career and Placement Services Director
- Chief Diversity Officer
- Coaches
- Counselors
- Deans
- Department Chairs
- Financial Aid Director
- Health Services Director
- Nurses
- Human Resources Director
- President
- Registrar
- Student Services Directors
- Student Life Director
- Vice Presidents, as well as any of their assistants

These individuals should not attempt to investigate but should instead report and allow Public Safety to investigate and/or refer to local law enforcement agencies for investigation.

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

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

1. Call Public Safety, phone number 651-747-4000 or the White Bear Lake Police Department, phone number 651-429-8511 (West Campus) or Washington County Sheriff's Office, phone number 651-439-9381 (East Campus) or 911 for emergency calls including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities;
2. Obtain a description of the offender(s), including gender, 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 the direction to Public Safety or law enforcement agencies;
3. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Public Safety and/or police arrive.

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

All employees, faculty, or staff members who become aware of an allegation of violation of college policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Public Safety.

All persons in the Century College community are encouraged to assist anyone in reporting alleged criminal activity by contacting Public Safety and/or the White Bear Lake Police Department, phone number 651-429-8511 (West Campus) or Washington County Sheriff's Office, phone number 651-439-9381 (East Campus) or 911 for emergency calls, as well as providing assistance in making the report.

Part 2.3: Confidential and Anonymous Reporting

Voluntary Confidential Reporting

Century College does not provide a confidential reporting option to Campus Security Authorities (CSA) and does not allow for voluntary confidential reporting.

Confidential Reporting

Students may make confidential reports to Licensed Counselors assigned to the Counseling Center. Licensed Counselors in their capacity and function do not make identifiable reports of incidents to the Official On-Campus Resources unless the student specifically makes this request. However, the College encourages counsellors, if and when they deem it appropriate, to inform students they can report incidents of crime to the Department of Public Safety, which can be done directly or anonymously through the facilitated anonymous reporting process as outlined below.

Anonymous Reporting

The Century College Department of Public Safety, unless otherwise prescribed by law, does not take anonymous incident reports. The only exceptions to this policy are addressed below:

1. **Facilitated Anonymous Reporting**
Students may request a Licensed Counselor in the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the college's Annual Security Report.
2. **Anonymous Report for Sexual Misconduct, Dating/Relationship Violence, Stalking**
Students may anonymously report allegations of sexual misconduct, dating/relationship violence, or stalking via the online report form located on the college's website.

3. **Anonymous Report for Bias Incidents**

A bias incident is an act of bigotry, harassment, or intimidation that is motivated in whole or in part by bias based on an individual's or group's actual or perceived race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. Bias often stems from fear, misunderstanding, hatred, and stereotypes and may be intentional or unintentional. A community member, who has experienced a bias incident, who has received a report from someone who has experienced a bias incident, or anyone who witnessed a bias incident may make anonymous reports utilizing the [Bias Incident Reporting Form](#) or by visiting <https://www.century.edu/about/bias-incident-response/>.

While anonymous reporting is available by these limited means, the College's ability to investigate and appropriately address allegations of misconduct will be significantly limited. Crimes reported confidentially to the counseling center are not disclosed in the College's crime statistics or reporting processes, unless those crimes are reported to the Department of Public Safety through the facilitated anonymous reporting process.

Part 2.4: College's Response to Reports

The Department of Public Safety Dispatch, when available, will transfer all calls for service to an available Public Safety Officer. These calls for service will be recorded in a records management system.

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

Case of arson with minor damage will be investigated by the Director of Public Safety or Lead Campus Security Officer. Cases of arson involving major damage (generally greater than \$1000) will be forwarded to the appropriate fire department, based on the location of the incident.

The Department of Public Safety Officers are required to document in a written report any allegations of crimes that are reported to the department.

- All written reports will contain the following information when available
 - Names, addresses, phone numbers, student ID numbers of all parties involved
 - Type of crime/incident alleged
 - Date and time the crime/incident alleged occurred and date and time of report
 - Disposition of the crime/incident alleged
 - Written narrative documenting the elements of the alleged crime/incident and the actions taken by the officer

- External agency documentation including responding officers and or case numbers
- Digital media will be attached to all reports when applicable
- All reports are reviewed by the Clery Compliance Officer for statistical purposes

Reports will be classified by the Director of Public Safety in conjunction with the appropriate law enforcement agency according to the FBI Uniform Crime Reporting Definitions.

When alleged perpetrators are identified as students, the case will be forwarded to the College Student Conduct Officer for investigation and appropriate action. Employee alleged perpetrators will be referred to Human Resources for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently, before, during, or after the student judicial or employee disciplinary process.

The College will issue a timely warning, immediate and emergency notification to members of the campus community in cases where it is determined that an ongoing threat to students and employees continues to exist.

Part 3: Records Retention

The Department of Public Safety will maintain all Clery related records for 7 calendar years. These records will include, but are not limited to the following:

- A list of all Campus Security Authorities
- Comprehensive list of all buildings and land owned or controlled by the College including leased property
- A copy of the biennial review of the College's alcohol and drug abuse prevention programs
- An audit trail that includes a list of all incidents of crimes reported to the Department of Public Safety or other campus security authorities that were included in the statistical disclosures contained in the annual security report.
- An audit trail that includes a list of all arrests and disciplinary referrals to the College's student disciplinary process for violations of laws involving alcohol, drugs and weapons that were included in the statistical disclosures contained in the annual security report.
- A copy of the annual security report

Part 4: Memorandum of Understanding

There is a written agreement or Memorandum of Understanding (MOU) between Century College and the White Bear Lake Police Department and the Washington County Sheriff's Office. Current agreements specifically address the response and investigation

of alleged incidents of sexual assault and relationship violence. These Memorandums provide guidance regarding Title IX/Civil Rights investigation requirements. There are no current MOU's or other type of written agreements with any law enforcement agencies, for the investigation of alleged criminal offenses beyond incidents of sexual assault and relationship violence as described above.

Related Documents and References:

Policy History:

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