2019 Annual Security Report
Reporting for January 1st 2018-December 31st 2018
Prepared by the Department of Public Safety
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Letter from the Director - Annual Security Report

Century College is a two-year community and technical college located in White Bear Lake, Minnesota. As one of the largest two-year colleges in Minnesota, we serve over 21,000 credit and non-credit students every year. For the fall 2018 semester, there were approximately 5500 full-time equivalent (FTE) students at the college.

The Public Safety Department is responsible for policy enforcement, security, and emergency response on the campus. The Public Safety Department is guided by the College’s mission and vision statements as well as the strategic plan. The Department is under the leadership of the Director of Public Safety who reports to the Vice President of Finance and Administration. Institutional Clery compliance initiatives are managed by the Director. The Department’s lead officer, who reports to the Director, is responsible for coordinating the daily patrol and security operations and activities of the Department. The Department’s Safety Administrator is responsible for Life Safety, OSHA compliance and environmental, health, and safety concerns. The Department is open and staffed during posted building hours.

The Department also has approximately four full-time and two part-time public safety officers who supplement patrol, life safety operations, parking enforcement operations, and work campus special events, as well as other pertinent security related operations. The Public Safety Department additionally employs a small contingent of student workers (typically ranges from 3 to 5) as student dispatch who supplements the communication center operations. The Department patrols the campus and provides public safety services through the deployment of vehicle and foot patrols.

To be successful in providing the highest degree of public safety services on the campus, it is important that community members follow good safety practices and understand that safety is the responsibility of all community members, not just those officially and formally charged with enforcing the laws, policies, and rules. This includes using the escort service, locking your valuables, and reporting suspicious/criminal activities. The Public Safety Department takes a leadership role in this area. This includes educational programs on campus safety, preventative patrols, incident investigation, and crime reporting and crime prevention. Public Safety Officers receive training in security, law enforcement, and emergency care. The Century College Public Safety Office is located on the East Campus, room number E1392.

This publication is intended to provide you with information on educational programs, safety practices, crime statistics, and policies regarding the reporting of emergencies and campus crime rates. It is the primary objective of the Public Safety Department to work collaboratively with campus community members in our collective efforts to continually enhance the safety of the campus environment, thereby affording opportunities for community members to work, live, study, and personally and professionally develop both intellectually and socially. Should you have questions, comments, or suggestions regarding the information contained within this publication or any related public safety policies, procedures, or operations, please feel free to contact the Director of Public Safety at (651) 779-5834

Sincerely,

Jason Philipp
Director of Public Safety
Campus Safety and Security Report - Introduction

Welcome
Century College is committed to the well-being of our campus community including students, employees, and visitors. The college has taken numerous steps to maintain a safe learning environment for all. The college encourages students, employees, and visitors to take appropriate steps to ensure their own personal safety.

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

The Higher Education Opportunity Act Amendments of 2008 added additional requirements for crime reporting, including expansion of hate crimes which must be reported and the requirement of a written campus policy for coordination with local law enforcement.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected reported and disseminated to the campus community and is submitted to the Department of Education. The goal of the Clery Act is to provide employees, students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions.

To comply with Clery Act regulations, an institution has several obligations. These requirements fall into three main categories: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination.

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.

The Century College Department of Public Safety is recognized as the primary campus department responsible for providing security services for students, faculty, staff, and campus visitors. The department is comprised of fulltime professional and part-time paraprofessional officers. Public Safety Officers are NOT licensed police officers and do not possess the power of arrest as defined by Minnesota State Statute, but have been granted the authority by the Institution’s President to enforce institution policy, which is not inconsistent with federal, state or local law, and to make citizens arrests when necessary.

The White Bear Lake Police Department and Washington County Sheriff’s Office provide fully licensed police protection for Century College. The Department of Public Safety has developed a working relationship with these departments that allows for immediate response to all crimes, emergencies, or requests for service generated by the campus.
The Century College Department of Public Safety compiles all required information and statistics for this report. Statistics are collected using incident reports and from other reporting authorities including, but not limited to, local law enforcement agencies, and officials of Century College who have significant responsibility for student and campus activities. These college officials, known as Campus Security Authorities, include individuals in departments/positions such as:

- Public Safety
- Conduct Officers
- Title IX
- 1B1 Officers
- Athletics
- Health Services
- Advisors
- Student Services
- Student Clubs
- Administrators


Century College is a member of the Minnesota State system. We are an affirmative action, equal opportunity employer, and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.228.1978 x3354.
Campus Safety and Security Report

Campus Security

Century College encourages all students and college community members to be fully aware of safety issues on campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, Century College monitors criminal activity, publishes this report, and maintains a three-year statistical history of crime reports. Century College posts this report on the college web https://www.century.edu/sites/default/files/publicsafety-annualsecurityreport.pdf and sends the annual report to students and employees via email in September of each year. Prospective students and employees will be notified of its availability, and will be provided a copy of the report upon request.

Century College has a variety of policies, procedures, and plans relating to campus safety and security. These provide the framework for providing a safe campus. They are frequently updated. Such changes may appear in successive issues of this report. Questions on campus safety and security concerns may be submitted to the Director of Public Safety.

Crime Reporting Policies & Procedures

Reporting Policies

The Public Safety Office, located in room E1392 (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 potentially criminal activity to the Public Safety Office 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 Public Safety Office who also wish to file a complaint with the police will be provided assistance upon request.

Century College urges all campus entities that are excluded from mandatory reporting, such as professional 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.

Century College 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.

Daily Crime Log

The Century College Public Safety Department maintains 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 Century College 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 Century College 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 Clery Act requires that the Log contain the following information with regard to each alleged incident:
1. the nature of the crime;
2. the date the crime was reported to Century College Public Safety;
3. the date and time the crime allegedly occurred;
4. the general location of the crime; and
5. the disposition of the complaint, if known.

Century College’s Crime Log also includes a column for case numbers, which is not required by law, but which aids in recording and tracking a crime report.

Note that Century College 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:
- Jeopardize an ongoing criminal investigation or the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

The Log is to be updated with the withheld information if and when the Century College Public Safety Department 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, can be viewed in person at the Century College Public Safety Office, located at East Campus Room E1392, 3300 Century Ave, Mahtomedi, MN 55115 during normal business hours (Monday through Friday 9am-5pm). Additionally, any portion of these crime logs that is older than 60 days are made available for public inspection within two business days of a request. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents, which may affect the College’s campus community. For more information about Century College and the Clery Act, please contact the Century College Public Safety Office by phone at (651) 747-4000 or by email at security@century.edu.

The Director of Public Safety serves as the primary liaison for Century College with all law enforcement and emergency response agencies.

When reports of crimes are received, the Vice President of Finance and Administration, the Director of Public Safety and/or other Public Safety personnel on duty will evaluate to determine if an ongoing threat to students and employees continues to exist. If a threat continues to exist, a warning will be sent out informing the campus community.

**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. In addition, crimes can be reported to any of the Campus Security Authority-the list below are identified as Century College’s primary CSA’s.

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,
- Affirmative Action Officer,
- Athletic Director,
• Bookstore Supervisor,
• Career and Placement Services Director,
• 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 and associates.

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.

For medical emergencies, call 911 in the event of a life-threatening situation. Contact Public Safety (651-747-4000) after calling 911 and for assistance with non-life-threatening situations.

Student organizations with control of any facility are encouraged to report safety and security concerns to Public Safety.
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 or as set forth within this Annual Security Report, does not take anonymous incident reports. The only exceptions to this policy are addressed below:

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.

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.

Off-Campus Crime
If local law enforcement is contacted about criminal activity off-campus involving Century College students, law enforcement may notify the Department of Public Safety. Students in these cases may be subject to arrest by law enforcement and college disciplinary proceedings through the Student Code of Conduct.

College’s Response to Reports
All allegations will be investigated. These investigations may be made in conjunction with the appropriate law enforcement agencies.

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. See timely warning, immediate, and emergency notification section of this document for further details.
Public Safety Information & Procedures

Public Safety Enforcement Authority

Public Safety personnel are employees of Century College; they are not certified or sworn peace officers. Public Safety staff is authorized, when appropriate, to make a citizen’s arrest. Typically, such arrests are made only to detain individual(s) for serious offense(s) until arrival of local law enforcement representatives.

Public Safety’s jurisdiction encompasses on campus property that includes campus buildings and/or facilities, designated non-campus properties and facilities, public property adjacent to and immediately accessible from campus property and leased, rented or otherwise recognized and/or controlled buildings, spaces, and/or facilities.

Public Safety has no jurisdiction or enforcement authority outside of its identified Clery geography.

Public Safety works closely with local state and federal law enforcement agencies to track and respond to campus criminal activity.

All Century College recognized organizations that are off-campus would be monitored by local law enforcement agencies. Just because a facility or organization is located off-campus, (i.e. conference or class) does not mean activity at that location is not monitored. Such activity is monitored by local law enforcement agencies, who may share information with Century College. Century College includes off-campus student organizations’ crime statistics in its annual report.

Department of Public Safety Training

The Director of Public Safety and Lead Campus Security Officer are primarily responsible for conducting training for campus public safety officers. Training subjects may include criminal law, civil law, federal law, the Clery Act and campus security authority, Title IX, sexual assault and gender violence response and investigation, trauma informed investigation, public relations, race relations, interpersonal communications, crisis intervention, critical incident response and incident command system, emergency operations, first responder medical training, and all facets of protection of persons and property.

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.

Timely Warnings

In an effort to provide timely notice to the Century College community in the event of a serious incident which may pose a serious or ongoing threat to members of the campus community, a Timely Warning Notice that withholds the names of victims as confidential and that will aid in the prevention of similar crimes, is sent primarily by blast email to all students and employees on campus. Alerts may also be posted on the college website and posters may also be posted by the Public Safety Department in campus buildings when deemed necessary. When Timely Warning Notices are posted in campus buildings, they are printed on red paper and posted in lobby/entrance areas of key buildings for a time period determined by the Director of Public Safety or designee. Alerts can also be sent/communicated via Century College’s text/voice messaging system and a variety of other notification methods, as outlined in the emergency notification system, testing, and registration section of this Annual Report.

Century College professional staff is informed of their responsibility to share alert information with their sponsored visitors and/or guests. Event Services staff are instructed to inform event attendee and/or directors/leaders of alerts.
Timely Warning Notices are generally written and distributed to the campus community by the Director of Public Safety or the Lead Public Safety Officer, and they are routinely reviewed and approved by the Vice President of Finance and Administration. The Director of Public Safety or the Lead Public Safety Officer has the authority to issue a Timely Warning Notice without such consultation if consultation time is not available. Should the Director of Public Safety or the Lead Public Safety Officer be directly impacted and involved in an incident response or otherwise unavailable, the Director of Marketing could write and send a Timely Warning Notice with the approval and advice of the Director of Public Safety or the Lead Public Safety Officer.

Timely Warning Notices are sent to the college community to notify members of the community about specific Clery Act crimes (as described below) that have been reported to The Public Safety Department and that have occurred on campus or on non-campus property or public property, where it is determined that the incident may pose a serious or ongoing threat to members of the College community. Such timely warnings provide an opportunity for individuals to take reasonable precautions for their own safety.

Crimes that occur outside the campus’ Clery geography, as stipulated or other non-Clery specific crimes will be evaluated on a case-by-case basis.

Timely Warning Notices may be distributed for any of the following Clery Act crime categories/classifications: murder and non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, arson, hate crimes, motor vehicle theft, domestic violence, dating violence, stalking, or arrests and referrals for liquor law, weapons law, and drug law offenses.

Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, stalking, and arrests or referrals for liquor, drug, and weapons offenses are considered on a case-by-case basis and depend upon a number of factors. These include the nature of the crime, the timeliness of the report, and the continuing or ongoing danger to the campus community—such as whether the perpetrator was apprehended—and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Century College community members and a timely warning Campus Safety Alert would not be distributed.

In cases involving sex offenses that can be typically reported long after the incident occurred, there is no ability to distribute a timely warning Campus Safety alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety.

Typically, alerts or warnings are not issued for any incidents reported that are older than two weeks or 14 days from the date of occurrence as such a delay in reporting has not afforded Century College an opportunity to react or respond in a timely manner.

The Director of Public Safety or Lead Campus Security Officer reviews all criminal and/or serious incidents to determine if there is an ongoing threat to the community and if the distribution of a Timely Warning Notice is warranted.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim and professional/certified counselors.

Updates to the campus community, when deemed necessary, about any particular case resulting in a Timely Warning Notice may be distributed via blast email.
Immediate and Emergency Notifications

The immediate notification capability of the emergency mass notification process is designed to assist the College in determining the content of the notification and initiating the notification system without delay, taking into account the safety of the community, unless issuing a notification will, in the professional judgment of responsible institutional authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation/incident.

The Director of Public Safety or Lead Campus Security Officer, in coordination with Public Safety Officers, may initiate the College’s emergency mass notification processes during extremely violent or hazardous incidents that pose immediate danger or threat to the health and safety of campus community members wherein Public Safety personnel need to notify campus community members immediately in order to reduce the likelihood of casualties or injuries.

Immediate notification to the campus about a confirmed seriously violent or extremely hazardous incident or dangerous situation involving an immediate threat to the health and/or safety of students or staff occurring on the campus or near the campus can be accomplished through a variety of communication methods, but the use of the emergency cell phone text/voice messaging, all campus email, Informacast (landline phones) and/or Alertus (computer desktop notification) would be seen as the most common and quickest form of communications under these circumstances. Confirmation typically involves the response and assessment of Public Safety Officers, college officials, local law enforcement, or emergency responders. As previously stated, notification will occur for these types of incident situations as described unless the notification will compromise efforts to assist a victim(s) or contain, respond to, or otherwise mitigate the emergency.

In the event of an emergency, an effective campus-wide communications process is vital in order to provide the greatest safety possible for the campus community. As part of its Emergency Operations Plan, the College has adopted a formalized procedure for issuing emergency alerts to the campus community. When on-duty Public Safety officers become aware of a situation that may warrant the issuing of an emergency alert, the on-duty Public Safety Officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the Director of Public Safety or Lead Campus Security Officer, who quickly evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to take action. Pre-canned messages have been prepared as part of the emergency notification system to aid in rapid communication processes during incidents of grave concern. The segment(s) of the campus receiving an immediate or emergency notification is decided based on who is directly impacted by the emergency and whose health and/or safety may be in jeopardy. In situations where an imminent threat is present, the Director of Public Safety or Lead Public Safety Officer and all other Public Safety Officers, have the ability and authority to issue an alert immediately and without further consultation with any other College official.

In situations lacking the presence of an imminent threat, the Director of Public Safety, or Lead Public Safety Officer consults with the President, Vice President of Finance and Administration and/or other members of the Campus Emergency Operations Team prior to an alert being issued. The College, based on the judgments of members of the Public Safety Department will endeavor to immediately notify the campus community (or appropriate segments separately and distinctly impacted) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on or near the campus. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations may include, but are not limited to, a hazardous materials incident requiring sheltering in place or evacuation, an active shooter on or near campus, or a shooting incident on or near the campus. Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Director of Public Safety or Lead Public Safety Officer. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods.
When the emergency mass notification system is activated using the emergency cell phone text/voice messaging, all campus email, Informacast (landline phones) and/or Alertus (computer desktop notification), college officials will notify campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the “Shelter in Place” concept listed later in this report. In the event of an active shooter on campus, follow the Active Shooter procedures included in this report.

Local law enforcement, emergency responders, will be notified by phone of any actual on-campus emergency that poses a threat to campus and/or the immediate local community.

**Emergency Notification System, Testing, and Registration**

The Emergency Notification System will be tested at least each academic semester to ensure that all systems are working properly and that emergency operations team members maintain a working knowledge of the system. These tests will also serve as educational moments for the campus community to remind them that this system does exist, and that it is a working and functioning system that they can rely upon. In conjunction with at least one of the annual test notifications, information is shared with the campus community related to the campus’ emergency response and evacuation procedures.

Students, staff, and faculty are informed of the College’s emergency notification system and evacuation processes twice a year during training and through written notification. This includes dissemination of information about how to respond during the activation of the emergency notification system in response to a significant incident on campus or within the immediate area of the campus that potentially directly impacts the safety of campus community members. Additionally, emergency procedures posters are posted in classrooms throughout campus. These posters provide quick actions for community members to take in the event of an emergency notification system activation, including Run, Hide, Fight, etc. Public Safety officers additionally test evacuation procedures for all academic/administrative buildings during Fall and Spring semester as part of Public Safety’s fire drill and safe evacuation programs.

The emergency notification system processes are typically tested on the first Wednesday of the month – including the activation of the Star Alert System (cell phone/text and email messaging systems). These tests are usually announced tests, but they may be unannounced. Faculty, Staff and Students may Opt Out of the Emergency Notification System Messaging.

The College’s means of communicating during an emergency situation includes the following, although not all of these methods are always employed. The communications method used would depend on the type of emergency:

- Cell phone Text/Voice Messaging
- Alertus Desktop Notification
- All Campus Email Alerts
- Voice-Mail
- College Website, Facebook, and Twitter Accounts
- Informacast-College landline phone
- Public Media (TV, radio, news websites)
- Fire Alarm System Notification
- Public Address System
- Flyers posted throughout Campus
- Direct On-foot and In-person Notifications

**Evacuation**

You may need to evacuate if a natural disaster occurs, if a fire exists, if toxic fumes are present in the building, or if a bomb threat has been made. What is most important, no matter the reason, is to remain calm. The building must be evacuated whenever the fire alarm goes off and when instructed by public safety or police and emergency services personnel. All employees, staff, and guests must remain outside the building until instructed to re-enter.
• Know a primary and secondary escape route from your work area/classroom (these routes are located on physical maps posted in most classrooms and office suites). Look for the closest emergency exit sign(s) in the hallway outside your work area/classroom.
• Immediately evacuate the building when alarm sounds. During evacuation, please take readily accessible personal belongings (e.g. purses, coats, laptops) with you as you exit your office/classroom.
• Doors and windows should be closed but unlocked if possible when evacuating. Areas with financial (cash) or other sensitive/confidential items should be secured after all employees have vacated the office.
• Direct others to evacuate and assist individuals with disabilities or advise emergency personnel of the location of persons requiring assistance.
• When outside the building, move well away from the building, keeping roadway, and sidewalk access clear for emergency responders.
• Do not re-enter the building until told it is safe by fire department, security, or administration staff. This announcement will generally be made over the public address (PA) system.

Shelter-In-Place
College authorities may instruct campus community members to “shelter-in-place” if a condition exists outside of our buildings that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to: off campus emergencies, police incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents.

The Department of Public Safety officials may receive emergency information from local law enforcement regarding incidents that could imminently impact the safety of the Century College community. When appropriate, the Department of Public Safety notifies the campus community of off-campus threats that could also represent a serious or continuing threat to students, employees, and visitors.

How to Shelter-In-Place
• Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel.
• Locate a room to shelter inside. It should be: an interior room; above ground level; and without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
• Shut and lock, if possible, all windows (tighter seal) and close exterior doors.
• Make a list of people with you and ask someone to call the list into the Department of Public Safety to inform them where you are sheltering.
• Monitor email and campus website for further instructions.
• Make yourself comfortable.

Active Shooter
Advise campus security (651-747-4000), law enforcement (911) and/or administration if you observe any suspicious activity or have information about a possible event on campus. Note: We often have police officers on campus in plain clothes attending classes. Visitors with conceal carry permits may carry on campus. Students and employees are not permitted to carry on campus (see campus Firearms Policy in this report).

If you observe a threatening individual with a weapons or become aware of an active shooter situation - Run, Hide, Fight.

Run
• If you can safely exit the building, the best option is always to remove yourself from the threat area
• Remember your closest exit may be a window – break the glass if necessary
• Leave belongings behind
• Do not attempt to use your vehicle
• Help others evacuate if possible
• When safe to do so, call 911
• Gather at the designated gathering spots – CVS Pharmacy to the North of West Campus and Orchard Dental Group to the South of East Campus

**Hide**
• If evacuation is not possible, find a place to hide
• Lock and barricade doors using furniture, desks, and heavy objects
• Silence cell phones, including turning off vibrate mode
• Hide behind large objects if possible
• Remain very quiet and do not leave until directed by emergency responders

**Fight**
• Use as a last resort to protect yourself or others
• Attempt to incapacitate the shooter using improvised weapons such as desks, chairs, computers, phones, or other objects
• Act with physical aggression
• Once the shooter in incapacitated, call 911 and secure the weapon under a trash can or in a desk drawer

**When emergency responders arrive**
• Remain calm and follow instructions
• Keep your hands visible at all times
• Avoid pointing or yelling
• Know that help for the injured is on its way

**Call 9-911 on a campus phone or 911 on a cell phone**
• Provide as much information to 911 as possible including the:
  • Location of the active shooter
  • Number of shooters
  • Physical description of shooter(s)
  • Number and type of weapons held by shooter(s)
  • Number of potential victims at the location

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**Emergency Preparedness Overview**

Emergency preparedness at Century College is managed by the College’s Emergency Operations Plan (EOP) and Campus Emergency Operations Team. Emergency operations planning at Century College means preventing, preparing for, responding to and recovering from any and all emergencies that could affect Century College and local communities. It means having a comprehensive plan extending from all levels of emergency personnel down through the individuals that make up our community to prevent situations that cause emergencies; it means preparing people on the procedures to follow, should a crisis occur; it means having a well collaborated response approach from College and local officials and State and Federal agencies to effectively mitigate any crisis; and it means being ready and able to recover quickly from emergency events in order to keep the operations and business continuity of Century College moving forward.

**Emergency Operations Team**

All emergency incidents occurring on campus or affecting the college campus community will be managed using the Incident Command System (ICS) and the National Incident Management System (NIMS) as outlined by Federal and State agencies.

The primary responsibility for responding to emergencies on Century College’s campus rests with the Department of Public Safety, local emergency services, and the President of the College. The Campus Incident Management System – Campus Emergency Operations Team - is the established protocol for managing all aspects of an incident. The Department of Public
Safety, along with other College departments, and the emergency services organizations play an essential role as the first line of defense for the College. In responding to an emergency or disaster, Century College will make full use of the facilities, equipment, supplies, personnel, and resources of the College. The College President, as chief executive, has the authority to direct and coordinate disaster operations and may delegate this authority to an emergency manager. Incident Command is established when an authorized individual (usually a Department of Public Safety officer or supervisor, fire chief, police officer) is onsite and communicates their authority with all personnel involved.

If a situation arises on or around campus that could potentially threaten the health or safety of College community, members of Campus Emergency Operations Team, and members of Public Safety are immediately summoned as part of Century College’s emergency operations plan.

Public Safety officers and administrators are trained in crisis response and have the authority to take immediate action in response to an imminent crisis, using the Emergency Operations Plan and departmental procedures as a guideline.

These actions may include:
- Deployment of additional Public Safety officers
- Engagement of law enforcement officials
- Summoning of local, county, or state emergency management officials
- Enhanced patrol of the campus
- Closing of roads and entrances onto campus
- Securing of campus buildings
- Evacuation of campus buildings

There is one Incident Commander for an incident. When more than one jurisdiction or one agency is involved, a Unified Command structure will be established. Command will function from an Incident Command Post. Certain “triggering” conditions may dictate a broader institutional response. This broader response will be managed from an Emergency Operations Center by the Campus Emergency Operations Team.

When an Emergency Operations Center is established, the Campus Emergency Operations Team will assume direction and coordination over the institution’s response and recovery. The Emergency Operations Center will act as an umbrella organization that brings together all of the elements necessary to support the incident and maintain ongoing operations. Command will remain with the Incident Commander or Unified Command group.

The Campus Emergency Operations Team composition is as follows:
- Incident Command Group
  - President
  - VP Finance and Administration
  - VP Academic Affairs
  - VP Student Affairs
  - AVP Information Technology and Administration

- Emergency Operations Team
  - Director of Human Resources
  - Assistant Director of Human Resources
  - Director of Marketing and Communications
  - Director of Creative Services
  - Director of Public Safety
  - Lead Campus Security Officer
Testing, Exercise Preparedness Drills and Table-Top Exercises

In accordance with the institution’s Emergency Operations Plan, Century College will use its emergency procedures and plans for testing emergency notification, response, and evacuation. A test is defined as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

Emergency Operations Team will perform periodic table-top exercises (at least one per year) in order to practice the implementation of the campus’ emergency operations plan and supplement emergency policies and procedures and to assess and evaluate emergency plan capabilities. Additionally, divisional and department level exercises are regularly initiated to train staff personnel on emergency operations. During Emergency Operations Team exercises, the all campus evacuation plan is either reviewed or practiced as part of the training session. The Director of Public Safety, in coordination with the Executive Cabinet and Faculty Shared Governance, will be responsible for scheduling and conducting these table-top exercises. As a minimum, one Emergency Operations Team Table-Top exercise per academic year will occur with the entire Emergency Operations Team. Additionally, local emergency responders from the Fire and Police Departments, Hospital, and Emergency Management Agencies will be invited to participate along with college officials during one table-top each year. Exercises can be either announced or unannounced.

After-Action Reports of Tests/Exercises

After-action reviews will be conducted following each test and/or exercise that documents the test/exercise, provides a description for each test/exercise, the date, time, and whether the test was announced or unannounced.

Programs to Educate College Community Regarding Security & Crime Prevention

Educational Programming on Campus

1. Century College strongly encourages students and employees to be responsible for your own security and the security of others.
2. The Century College Public Safety Department provides assistance in presenting programs on campus security and safety. The college develops and presents educational programs in the area of crime prevention, sexual assault awareness, personal safety, fire prevention, etc. Public Safety works with the local police departments on training opportunities and presentations for the campus community.
3. Public Safety has available, at no cost, brochures, flyers, and pamphlets concerning various safety and security issues.
4. The Century College Health Service and Advising, Counseling, & Career Center provide staff to aid students in coping with alcohol and drug abuse.

Emergency Situation Training, Drills, and Exercises

1. Training, drills, and exercises are conducted at various times of the year to ensure members of the campus community are aware of actions to be taken in the event of emergency situations. These activities include individual, group and campus wide training. College employees may be assigned special duties and/or responsibilities for emergency response and will receive training to complete these actions. Other persons that may be on campus during an emergency cannot be expected to have training on campus emergency procedures. All employees are
expected to assist in directing students and others on proper actions during emergency situations. Results of each training drill or exercises will be documented and include a description of the exercise, the date, time, and whether it was announced or unannounced. This information will be maintained in the Clery file located in the office of the Director of Public Safety. Records for all Clery related requirements are maintained for seven years and available upon request.

2. Annually a number of drills are scheduled to help train the campus community on procedures for fire, severe weather/tornado, and active shooter on campus emergencies. These trainings and drills may include full-scale evacuation and participation of local emergency responders. At other times, a faculty member or supervisor may simply review procedures with an individual, class or work group.

   - Note: Intermediate School District NE Metro 916 has drill requirements beyond those of the college to cover the school’s three instructional time blocks. Whenever feasible, these drills will be conducted jointly with college.

3. Fire and Active Shooter: Drills will normally be conducted in the third week of each semester. Instructors in classes not in session during drills will discuss procedures with each class during the same week of the drills.

4. Severe Weather/Tornado Drills: Training will normally be conducted with State of Minnesota testing in April. Instructors in each class will discuss the weather/tornado warning system and where the nearest safe areas are located in the building.

5. Century College is required by policy and fire code to have evacuation and emergency operations plans in place. Evacuation plans and emergency procedures can be found posted in each classroom, office suite, and conference room. Century College also has a current Emergency Operations Plan based on the all-hazards concept, incorporating the National Incident Management System and coordinated with the system office and local emergency response agencies. This plan is used to respond to any level of emergency impacting Century College, and outlines the responsibilities and actions necessary to protect life, property, and the environment. Some of the processes and procedures are included in this report.

**Personal Security Recommendations**

Public Safety staff is available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security information. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

**Escort Service**

The Century College Public Safety Department provides an escort service, particularly during hours of darkness, for persons walking to their vehicle. Contact the Public Safety Department at 651-747-4000 to request an escort. Anyone that has personal safety concerns is encouraged to contact the Director of Public Safety regarding assistance and services that are available on campus.

**Protect your property**

- Do not loan your keys to anyone, even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not leave your personal belongings lying around in public places.
- Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
- Personal property (purses, briefcases, calculators, portable computer equipment, etc.) should never be left unattended. Take such items with you if you are leaving the area.
- Always lock your door whenever you leave your office or classroom. Always lock your car doors.
• Protect all valuables in your office or classroom. Do not leave valuables in plain view.
• Always lock your bike. There are several good anti-theft devices available. Casehardened heavy locks and chains afford the best protection.

**Protect your automobile**
• Always lock your car doors and never leave your valuables or keys in the vehicle.
• Try to park your car in a well-lit area.
• Avoid leaving property where it is visible.
• Put valuables in the trunk.

**Protect yourself at night**
• Avoid walking alone at night, walk with a classmate to your car.
• Refrain from taking shortcuts, walk where there is plenty of light and traffic.

**Protect yourself walking and jogging**
• Avoid walking and jogging alone after dark.
• Walk along well-lit routes.
• Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
• Have your keys ready when returning to your car and keep your personal or valuable items concealed and close to your body.

**Help us protect you**

Suspicious activity:
• If you observe any suspicious activity or people on or near campus, do not pursue them, call Public Safety immediately at 651-747-4000. Do not assume that what you observe is an innocent activity or that it has already been reported.
• Do not assume the person is a visitor or college staff member that you have not seen before.

Suspicious people may be:
• Loitering about at unusual hours and locations; running, especially if something of value is being carried.
• Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
• Exhibiting threatening behavior or stalking.
• Carrying property that might be suspicious, depending on the circumstances, or going from room to room trying to open unlocked doors.
• Report all thefts, property loss, and suspicious behavior to Public Safety immediately (651-747-4000).
• Be security conscious at all times.

**Sex Offender Notification**
Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released.
The federal campus crimes prevention act, enacted on October 28th, 2000, went into effect on October 28th, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required, under state law, of each institution of higher education in that State at which a person is employed, carries on a vocation, volunteers, serves, or is a student.

The Minnesota Department of Corrections discloses information on the public registrant search website regarding individuals who are required to register under Minnesota Statutes 243.166 or 243.167 who are also subject to public notification according to Minnesota Statutes 244.052 or 253D.32. The law enforcement agency responsible for disclosing information determines, on a case-by-case basis, what information to disclose. The Minnesota Department of Corrections posts information to this website within 48 hours of receiving authorization from law enforcement. To view those offenders visit https://coms.doc.state.mn.us/publicregistrantsearch.

Building Security & Access

Policies and procedures for safe access to buildings

- Keys are issued to authorized faculty and staff.
- Exterior building doors should not be blocked open.
- Fire or other alarms should be taken seriously. Building evacuation is mandatory for all fire alarms. Only Public Safety or the on-scene incident commander can authorize reentry.
- Anyone in campus facilities after normal working hours will be questioned and may be asked to leave.
- Faculty or staff who observe individual(s) in campus facilities after closing should immediately report them to Public Safety and ask the unauthorized people to leave the premises.
- In areas that have outside windows, employees should close and lock them before leaving the building.
- On-campus telephones are located in most building entries for emergency calls to Public Safety. These telephones are also capable of dialing 9-911.

Building access and maintenance

- The College campus is for the use of students, faculty, staff and visitors and those on official business with Century College. Individuals on campus are required to present identification upon request of Public Safety or campus staff.
- Access to campus buildings is limited to normal business hours and other pre-approved activities.
- Students, faculty, staff, and visitors are encouraged to report needed repairs to the Direct of Facilities for all college areas (651-747-4085).
- Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Century College Public Safety Department patrols both campuses and reports malfunctioning lights and other unsafe physical conditions to facilities management for correction.
Building Hours
The campus maintains regular hours when buildings are open to the public. All personnel and visitors are expected to depart the building within 30 minutes of college closing times. See college policy 6.25.0.1 for additional information. The normal public building hours are:

Fall/Spring Semester:
Monday – Thursday 7 AM – 10 PM
Friday 7 AM – 5 PM
Saturday 7 AM – 4 PM
Sunday Closed

Summer Session:
Monday – Thursday 7 AM – 10 PM
Friday 7 AM – 5 PM
Saturday & Sunday Closed

Semester Breaks:
Monday – Thursday 7 AM – 7 PM
Friday 7 AM – 5 PM
Saturday & Sunday Closed

Crime Statistics
Preparation of Annual Disclosure of Crime Statistics and Clery Compliance
The following information provides context for the crime statistics reported as part of compliance with the Clery Act. 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 Public Safety Department, the White Bear Lake Police Department, Ramsey County Sheriff’s Office, Metro Transit Police Department, Washington County Sheriff’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 with Human Resources, Student Affairs, and the Title IX Coordinator.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities or CSAs (as defined by federal law). CSAs are also 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. 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, as outlined in this Annual Security Report.

All statistics are gathered, compiled, and reported to the college community via this report, entitled the “Annual Security Report,” which is published by the Department of Public Safety. Public Safety submits the annual crime statistics published in this document to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

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 this report. The email also includes 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 Public Safety Office East Campus room #E1392.

Specific Information about Classifying Crime Statistics
The statistics in this document are published 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).

Clery Act Reporting
For Clery Act reporting purposes, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations the statistics indicate the number of people arrested or referred to the Office of Student Affairs for possible disciplinary action for violations of those specific laws.

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim’s race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime. For Clery Act Purposes, Hate Crimes include any of the following offenses that are motivated by the offender’s bias: Murder and Non-negligent Manslaughter, Sexual Offenses (rape, fondling, incest, and statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.
Campus SaVE was signed into law on March 7, 2013, as part of the reauthorization of the Violence Against Women Act (VAWA); it covers students and staff of institutions of higher education and amends the Jeanne Clery Act to include new reporting requirements for Domestic Violence, Dating Violence, and Stalking and additional policy statements and training requirements.

**Geography**

Crime statistics for Century College are reported in one geographic area.

Pursuant to the Act, the Department of Public Safety monitors criminal activity and publishes this report containing a three-year statistical history of select crimes or incidents that occur within our Clery geography. The statistics are gathered from the following geographic areas; 1) campus, 2) non-campus property and 3) public property that is adjacent to campus, and are submitted on an annual basis to the U.S. Department of Education.

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

**Campus:** The term “campus” means 1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and 2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus property includes: The Main Campus located at 3300 and 3401 Century Ave. North indicated on the map below in red.

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

Public property includes: The water tower located at 3495 Century Ave North, The roadway, sidewalks, and bus stops located between the 3200 to 3500 blocks of Century Ave North, and Echo Lake indicated in the map below in green.
Non-Campus Building or Property: The term “non-campus building or property” means 1) any building or property owned or controlled by an institution; and 2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Primary Crime Definitions under the Clery Act

Murder and Non-Negligent Manslaughter
The willful killing of one human being by another.

Manslaughter by Negligence
The killing of another person through gross negligence.

Sexual Assault
Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape.

Rape
Penetration no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without consent of the victim. This definition includes any gender of victim or perpetrator.
Fondling
The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of their age or temporary or permanent mental or physical incapacity.

Incest
Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

Statutory Rape
Sexual intercourse with a person who is under the statutory age of consent.
Note: If force was used or threatened, or if the victim was incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity, then the offense should be classified as rape, not statutory rape.

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

Aggravated Assault
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

Burglary
The unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle.

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

Hate Crimes
A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrators bias against the victim.

Bias
A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity.

Data is collected according to category of prejudice for all Clery Act primary crimes as well as:
- Larceny/theft
  - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- Simple Assault
  - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation
  - To unlawfully place another person in reasonable fear of bodily harm, through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
• **Destruction/Damage/Vandalism of Property**
  o To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Arrests and Referrals**
Violations of the law resulting in arrest or persons being referred for disciplinary action who violates weapons, drug and/or liquor laws.

• **Weapons law violations**
  o The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

• **Drug law violations**
  o The violation of laws or ordinances prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

• **Liquor law violations**
  o The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

**VAWA Offenses**
Any instances of domestic violence, dating violence and/or stalking.

• **Domestic Violence**
  o A felony or misdemeanor crime of violence committed by:
  o A current or former spouse or intimate partner of the victim
  o By a person with whom the victim shares a child in common
  o By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
  o By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or
  o By any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

• **Dating Violence**
  o Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim
  o The existence of such a relationship shall be based on the reporting parties statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interactions between the persons involved in the relationship
  o For the purposes of this definition
  o Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
  o Dating violence does not include acts covered under the definition of domestic violence

• **Stalking**
  o Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress
  o For the purposes of this definition
Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Unfounded Crimes**

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be “unfounded.” Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.
## Crime Statistics for Century College

<table>
<thead>
<tr>
<th>Offence (Crimes Reported by Hierarchy)</th>
<th>Calendar Year</th>
<th>On Campus</th>
<th>Non - Campus</th>
<th>Public Property</th>
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<tr>
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Statistic Notes:
- Century College does not have residential facilities so there are no statistics to report for that category.
- Starting with the 2018 statistics Century College corrected an error in outside agency reporting. Those reports are now recorded in the year they are received; they had been incorrectly classified in the year they occurred.
- “Reported crimes” are allegations of crimes reported in good faith to CSAs and police agencies. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the Annual Crime Report. Reported crimes may involve individuals not associated or affiliated with Century College. Reported Crimes may include information received from anonymous reporting.
<table>
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<tr>
<th>Year</th>
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<td>Zero (0) unfounded crimes for 2018</td>
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<td>Zero (0) hate crimes, as defined by applicable federal law, were reported in 2017</td>
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<td>2016</td>
<td>Zero (0) hate crimes, as defined by applicable federal law, were reported in 2016</td>
<td>Zero (0) unfounded crimes for 2016</td>
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Drug and Alcohol Policies & Information

Minnesota State Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus

Part 1. Policy Statement. It is the policy of the Board of Trustees that any college or university using alcohol and/or controlled substances will do so only in accordance with this policy.

Part 2. Use or Possession of Alcohol and Controlled Substances at Minnesota State Colleges and Universities and System Office.

Subpart A. Compliance with Federal Law. In order to comply with Federal law, including, but not limited to, the Drug-Free Schools and Communities Act (34 CFR Part 86), the Drug-Free Workplace Act (34 CFR Part 85) and the Campus Security Act, the Minnesota State Colleges and Universities and the system office will adopt and implement a policy which is designed to prevent abuse of alcohol and the use of controlled substances.

Subpart B. Compliance with State Law. Minnesota State Colleges and Universities prohibit unlawful use, possession, production, manufacture, and distribution of alcohol and other drugs and controlled substances.

Subpart C. Policy. Except as provided in this policy, the possession, use, sale, or distribution of alcoholic beverages and 3.2% malt liquor at Minnesota State Colleges and Universities and institution-sponsored events on or off campus is prohibited.

Subpart D. Exception for Instructional Purposes. Use of alcohol in laboratory and classroom instruction/experiments is not prohibited.

Part 3. Responsibilities. The chancellor for the system office and the president for the college or university are delegated authority to approve use of alcohol at specific special events on campus or college or university sponsored events off campus. Approval shall be consistent with the system office or campus drug and alcohol policy and with system procedures. The procedures shall address the following: compliance with local ordinances and state law relating to sale, possession, or consumption of alcohol; providing adequate dram shop/public liability insurance; and any other matters deemed necessary by the chancellor.

Part 4. Accountability/Reporting. Records regarding approval of the use of alcohol at specific events shall be maintained by the college or university in accordance with approved records retention schedules.

Century College Drug and Alcohol-Free Campus Policy

The standards of conduct at Century College clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and staff on the campus premises or in conjunction with any college-sponsored activity or event whether on- or off-campus. The College will take steps to educate its community regarding the health risks associated with alcohol and drug abuse. Appropriate referrals to counseling and health agencies will be made to individuals as needed.
The College will impose **sanctions** on students and employees who violate this policy. Disciplinary action may include, but is not limited to, the following:

- completion of an education program;
- completion of community service hours;
- referral to the Advising, Counseling, & Career Center or other appropriate department;
- suspension or separation from the College;
- referral to law enforcement agencies for prosecution of felony, gross misdemeanor or misdemeanor charges;
- expulsion from the College.

**Legal Sanctions**

Where appropriate, drug and alcohol violations are referred to law enforcement officials for prosecution. Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to $100,000 in fines for a first offense, to three years imprisonment and $250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach $8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines up to $4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to $500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to $8 million for an offense involving 1,000 kg or more.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .08 or more) may result in a $700 fine, 90 days in jail, and/or revocation of driver’s license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in $100 fine. Furnishing alcohol to persons under 21 is punishable by up to a $3,000 fine and/or one year imprisonment.

**Financial Aid Suspension**

A student convicted of any federal or state law for the possession or sale of drugs is ineligible for financial aid. For drug possession, the ineligibility period is one year for the first offense, two years for the second offense, and indefinitely for the third offense. For drug sale, the ineligibility period is two years for the first offense and indefinitely for the second offense. Eligibility may be restored if, during the ineligible period, the student satisfactorily completes a drug rehabilitation program that meets criteria determined by the Federal Government, and includes two unannounced drug tests.

**Drug and Alcohol-Free Campus**

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in Certain Buildings or Grounds. Students or employees shall not use, manufacture, sell, give away, barter, deliver, exchange or distribute, or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange or distribute a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152, while on campus or while involved in a college activity, service, project, program or work situation.

NOTE: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Minnesota State Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student or employee is on college or university owned or controlled property or any function authorized or controlled by the college or university.
Except as allowed by Minnesota Statute 624.71, or by Minnesota State Policy 5.18, students or employees shall not introduce upon or have possession upon any college campus, or while involved in a college activity, service, project, program or work situation, any alcoholic beverage as defined in Minnesota Statute 340A.

Employees shall not operate, use, or drive any equipment, machinery, or vehicle of the College while under the influence of alcohol or controlled substances. Such employee is under the affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive college equipment.

Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the College. Any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

When an employee is taking medically authorized drugs or other substances, which may alter job performance, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position. Supervisors shall notify the Director of Human Resources before notifying appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession at work or on college premises. When appropriate, the College shall also notify licensing boards.

**Disclosure of Offenses**

Institutions of higher education are permitted to disclose to parents or legal guardians of a student under the age of 21 years information regarding the violation of any federal, state, or local law, and institutional disciplinary rule or policies related to the use or possession of alcohol or a controlled substance.

**Health Risks Associated with the Abuse of Alcohol and Illicit Drugs**

- Alcohol is the most abused drug in the United States today.
- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment, and loss of coordination.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About 1 in 10 drinkers becomes an alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in damage to your health. It can cause malnutrition, brain damage, cancer to the mouth, stomach and esophagus, heart disease, liver damage, ulcers and gastritis as well as damage to other body organs.
- Prolonged excessive drinking can shorten life spans by 10 to 12 years.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind, and behavior.
- Abusing drugs can be dangerous especially when they are taken for a long time, in the wrong combinations or in excess.
- If you take drugs, you risk overdose and dependence, both physical and psychological.
- Long-term drug abuse can lead to mental illness, malnutrition, and organ damage.
- The risk of AIDS, hepatitis and other diseases increases if drugs are injected.
• When drugs make you lose control, you may do things beyond your ability and take foolish risks. Accidents and injuries can result to you and to others.
• Abusing drugs can also cause legal, economic, and personal problems.
• People who abuse drugs often need help.
• Breaking a drug habit without outside help can be dangerous because of withdrawal symptoms and difficult because of the psychological need.

The biannual report developed in accordance with the Drug Free School and Communities Act of 1989, can be obtained from the office of Student Affairs, located on the West campus room #W1480 or by calling 651-748-2608.

Drug and Alcohol Abuse Education Programs and Resources

The purpose of this policy is to set forth the College’s policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

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, numerous campus organizations provide prevention programs to the Century College 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. Various departments, including Public Safety, College Health Service, Advising, Counseling, & Career Center, and Human Resources, provide information and referral to prevention programs for those seeking help with substance abuse.

Alcohol and Drug Resources

Campus Resources
If you need assistance with a drug or alcohol problem, the following services are confidential and available to Century students:

• **College Health Service:** (651) 779-3954
• **Century Counselors/Advisors:** (651) 779-3285

Substance awareness programs and services are offered through various agencies. Contact the College Health Service or Advising, Counseling, & Career Center for information.

College employees should contact:

• **State Employee Assistance Program:** (651) 259-3840

Employee Assistance provides a professional assessment of possible alcohol or drug problem.

Community Resources
The following counseling, treatment and rehabilitation services, and programs may be called for help:

• Ramsey County Chemical Assessment and Referral Unit: (651) 266-4008
• Ramsey County Detoxification Center: (651) 266-4009
• Ramsey County Community Human Services Department: (651) 266-4444
• Washington County Community Services: (651) 430-6455
• Dakota County Receiving Center: (651) 437-4209
• Poison Control: 1-800-222-1222
• Crisis Connection: (612) 379-6363
• Alcoholics Anonymous: (952) 922-0880
• Al-Anon: (651) 771-2208
• Cocaine Anonymous: 1-800-925-6159
• Cocaine Helpline: 1-800-453-2124
• Narcotics Anonymous: (952) 939-3939

Educational Programming
• Century hosted Stress Free Days, which included alternatives to alcohol and drug abuse to cope with stress.

Drug and Alcohol Related Courses or Programs
• We have an Addiction Counseling academic program that includes courses including Introduction to Drugs and Alcohol, Pharmacology of Chemical Dependency, Substance Abuse Prevention, Chemical Dependency Assessments.
• Under Century’s Health program we have courses that include alcohol and drug awareness including Personal and Community Health and Drug Education

VAWA Sexual Violence Policies, Programs, & Procedures
Century College 1B.3.1.1 Sexual Violence Policy

Part 1. Policy statement
Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Century College. Century College 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 of other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Century College provides reporting options, internal mechanisms for dispute resolution, prevention training, and other related services as appropriate.

Subpart A. Application of policy to students, employees, and others
This policy applies to all Century College students and employees and to others, as appropriate, where incidents of sexual violence have occurred on system property. Incidents of sexual violence alleged to have been committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 2. Incidents of sexual violence alleged to have been committed by a Century College employee at a location other than Century College property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on Century College Property who are not students or employees are subject to appropriate actions by Century College, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

Part 2. Definitions
The following definitions apply to this Policy and Procedure 1B.3.1.1 and 1B.3.1.1.1
Sexual violence
A continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

Sexual assault
“Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Century College 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.

Dating and relationship violence
Dating and relationship violence includes physical harm or abuse, arising out of a personal intimate relationship. This violence may also be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota State Law.

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

Consent
Consent is informed, freely given, and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, 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.

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

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

Employee
“Employee” means any individual employed by Century College, including student workers.
Student
“Student” means an individual who is:

- Are enrolled in one or more courses, either credit or non-credit at Century College;
- Withdraw, transfer, or graduate after an alleged violation of the code of student conduct;
- Are not officially enrolled for a particular term but who have a continuing relationship with the college or university; or
- Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

Century College 1B.3.1.1.1 Sexual Violence Procedure

Part 1. Purpose
This procedure is designed to further implement Century College Policy 1B.3.1.1 prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint.

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

Part 2. Definitions
The definitions in Policy 1B.3.1.1 also apply to this procedure.

Campus Security Authority
Campus security authority includes the following categories of individuals at a college or university:

1. Century College Security Department;
2. Other individual who has campus security responsibilities in addition to Century College Security Department;
3. Any individual or organization identified in a college security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of Century College who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings; advisors to recognized student organizations; and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are not included in this definition.

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 in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, and Century College campus security authorities for appropriate action.
Subpart B. Assistance in reporting

When informed of an alleged incident of sexual violence, all Century College 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.

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

When appropriate, Century College 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. Century College may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

Part 4. Confidentiality of reporting

Subpart A. Confidential reports
Because of laws concerning government data contained in Minn. Stat. § 13 Government Data Practices, Century College cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed healthcare professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or healthcare 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 may be required or permitted by law. There may be instances in which Century College 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, Century College will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

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

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

Part 5. Policy notices
Subpart A. Distribution of policy to students
Century College 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. Century College may also distribute its policy and procedure by posting on the Century College website and publishing it in “the Right to Know.”
Subpart B. Distribution of policy to employees
Century College shall make available to all employees a copy of the sexual violence policy and procedure. Distribution will be accomplished by posting it on the Century College Website, and included in employee orientation.

Subpart C. Required notice
Notice of complainant options
Following a report of sexual violence the complainant must be promptly notified of:

a. 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.

b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Century College contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.

c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

Notice of complainant rights
Complainants must be notified of the following:

a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;

b. Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;

c. 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;

d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;

e. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved;

f. That, at a sexual assault complainant’s request, Century College may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site, if such alternatives are available and feasible.

g. Upon the request of the complainant, students who reported sexual assaults Century College and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring.

Part 6. Investigation and Disciplinary Procedures

Subpart A. Immediate action
Century College may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures in Minnesota State Board Policy Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.
Century College may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with Minnesota State Board Policy Procedure 1B.1.1 or Board Policy 3.6.

**Subpart B. General Principles**

Century College shall use System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. Mediation or other negotiated dispute resolution processes between the complainant and the respondent concerning allegation of sexual violence shall be used only if both parties voluntarily consent. No party shall be required to participate in mediation.

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

1. Be respectful of the needs and rights of individuals involved and treat them with dignity;
2. Not suggest to the complainant that he or she was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible
4. 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;
5. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
6. Be conducted in accordance with applicable due process standards and privacy laws;
7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

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

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

**Subpart C. Relationship to parallel proceedings**

In general, Century College investigation and disciplinary procedures for allegations of sexual violence will proceed independent 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 Century College 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 Century College procedures.

**Subpart D. Memorandum of understanding with local law enforcement**

Century College shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus. Prior to the start of each academic year, each college or university shall distribute an electronic copy of the MOU to all employees on the campus that are subject to the memorandum.
Subpart E. False statements prohibited
Century College take allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

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

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

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

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, or expulsion of students, or termination from employment for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student’s or employee’s previous disciplinary history, and other factors as appropriate. Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

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 any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

Part 7. Sexual Violence Prevention and Education
Subpart A. Campus-wide training
1. Century College will include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents.
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided with this training;
3. Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

Subpart B. Other training and education
Century College and affiliated student organizations are encouraged to develop 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 if they learn of such an incident.

Subpart C. Training for individuals charged with decision-making authority
Prior to serving as either an investigator or decision maker for complaints under this procedure, employees must complete investigator or decision-maker training provided by the system office.

Investigators/decision makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Part 8. Maintenance of report/complaint procedure documentation
Data that is collected, created, received, maintained, or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of Minn. Stat. § 13 Government Data Practices and other applicable laws.

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

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

Each college, university and the system office shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law.

VAWA Programs and Procedures

Student Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Organizational Behavior
Student groups are subject to the conduct expectations detailed throughout the 1B.3 Sexual Violence Policy. Any behavior, patterns of behavior, or information suggesting patterns of behavior that creates or contributes to the creation of a hostile environment, retaliation, discrimination, or harassment will be investigated and could result in organizational and/or individual charges.

Any member of the College community may bring allegations against a student group/organization for violation of the Sexual Misconduct and Relationship Violence Policy. The College will conduct a preliminary investigation into an incident.

An investigation will be conducted to determine if the allegations have merit and have met the threshold (defined below) to move forward with charges. The Title IX Coordinator, Dean of Student Affairs, or Director of Student Life may confer with the student group/organization’s advisor(s), inter/national headquarters, and/or other faculty and staff with a relationship to the student group/organization to solicit advice and recommendations regarding the case. Ultimately, the College is responsible for determining if the organization and/or individuals will be charged and the process for adjudication. All sections of this policy apply to groups and organizations.
Statement on Privacy

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. Additionally, the College will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Reporting party.

If the Victim requests anonymity or that the College not pursue an investigation, the College must balance this request in the context of its responsibility to provide a safe environment for all College community members. In cases where the College cannot respect the wishes of the Victim, the College will consult with the Victim and keep them informed about the College’s course of action.

If the report of misconduct discloses an immediate threat to the College campus community, where timely notice must be given to protect the health or safety of the community, the College will maintain the privacy of the Victim or Respondent’s identities, understanding that in a small community an alert may make members of the community feel known or singled out.

The College will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the College will inform the Respondent that Title IX prohibits retaliation and the College will take strong responsive action to protect the Reporting party.

The College has designated the Dean of Student Affairs as the individual to evaluate requests for privacy once the College is aware of alleged sexual violence.

Investigation of Reports

The College has a written Memorandum of Understanding (MOU) with the local law enforcement regarding the criminal and administrative investigation of incidents of sexual violence and the distribution of timely warning notices or campus safety alerts and immediate or emergency notifications. The College will conduct parallel investigations with local law enforcement.

The College’s goal is to complete the investigation within 60 days. However, there may be times where the process may take longer and the College will communicate on an on-going basis with the parties a realistic timeline, and the circumstances regarding the same.

Investigations will be conducted by one or more of the following: the Department of Public Safety, an external investigator, or other investigator designated by the Dean of Student Affairs. This designee may be an employee of the College, an external investigator, or both. All reasonable efforts will be made to keep information private during the College’s investigation and adjudication of a complaint.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair. The Department of Public Safety and investigative staff members who are responsible for these investigations have been trained on investigation, Title IX, LGBTQA concerns, trauma informed training, and are aware of this policy. As described in the privacy section of this policy, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The investigation is a process that involves obtaining and evaluating information given by persons having personal knowledge of the events or circumstances concerning the reported incident. This may include the collection of all statements (both oral and written), pertinent facts, and/or evidence. This process will be exhaustive and is likely to include the interviewing and re-interviewing of involved parties so as to ensure as much clarity around conflicting or differing statements as may be possible. The Dean of Student Affairs, Title IX Coordinator, or their designees may refer an investigative report back to the Department of Public Safety for further follow-up pending the availability of new information, for additional clarity regarding conflicting or inconsistent information/reports, or for any other reason necessary to ensure further clarity or strengthen the final report.
At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered. The report will provide an assessment of reliability of the information as well as a recommendation regarding potential policy violations.

**Threshold of Information**
The Title IX Coordinator or their designee will review the investigation report to make a determination on the threshold of information. The Title IX Coordinator, in conjunction with the Dean of Student Affairs, may determine that there is sufficient information to proceed. If it is determined that the threshold has been reached, a notice of charge will be issued to begin the formal or informal conduct resolution process. If the Title IX Coordinator determines that this threshold has not been reached, the Reporting Party and Responding Party will be notified in writing.

If it is determined that the threshold was not reached, the Reporting Party will have the opportunity to seek review by the Vice President of Student Affairs by filing a written request for review within two (2) business days. The Responding Party will be notified in writing of this request. The Vice President of Student Affairs may affirm the threshold finding, reverse the finding, or request additional investigation, as warranted. If the Vice President of Student Affairs agrees that a case does not reach the threshold for formal resolution, educational sanctions or informal resolution may still be implemented. The Vice President of Student Affair’s decision may be appealed to the College President who will follow the same appeals process. The decision of the College President is final.

**Interim Measures**
Overview: During the investigation and prior to the final determination, the College may take appropriate Interim Measures to protect the parties involved. A Reporting Party or Responding Party may request an Interim Measure or other protection or the College may impose Interim Measures at its discretion to ensure the safety of all parties, the College community, and/or the integrity of the process. These actions are not a presumption of responsibility for violation of the Sexual Misconduct and Relationship Violence Policy. Interim measures may be imposed whether or not formal disciplinary action is sought by the Reporting Party or the College.

Interim Measures may prevent a student from attending class and other College activities. Dean of Student Affairs or designee will communicate with Academic Advising and a student’s faculty instructors and/or advisors at the request of the student in order to determine if alternate arrangements can be made to support a student’s completion of academic assignments.

The College will try to provide academic support where necessary. Academic support means that the Dean of Student Affairs or designee will communicate with Academic Advising or faculty on a student’s behalf. Faculty, however, work at their own discretion and therefore, the Dean of Student Affairs or designee can make no guarantees that student will receive the support they may desire. The Reporting Party and Responding Party will be notified in writing of any or all Interim Measures.

**Types of Interim Measures**
**Summary Suspension** – In certain circumstances the Dean of Student Affairs, or designee, may impose a summary suspension from the College at any point after a complaint has been filed. Summary suspension may be imposed:

- During the investigatory stage to ensure the safety and well-being of members of the College community or preservation of College property;
- To ensure the student’s own physical or emotional safety and well-being; or,
- If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College, or the investigation.

During the summary suspension, a student shall be denied access to the campus and campus events. Summary suspension will not be placed on a student’s official, permanent academic record.
The summary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required. However, the student should be notified in writing of this action and the reasons for the separation. The student will also be notified of the time, date, and place of a subsequent Judicial Review Board if applicable.

**Class schedule changes** - Changes to a student’s class schedule may be made on a temporary basis in the event it is deemed appropriate by the Dean of Student Affairs or her/his designee. Students may be sanctioned to a permanent change(s) through the normal adjudication process.

**Restrictions from College activities and/or facilities** – A student may be denied, on a temporary basis, participation in a college activity or privilege for which they may be otherwise eligible as the Dean of Student Affairs or their designee determine to be appropriate. Students may also be prohibited from certain facilities including, but not limited to, academic buildings, athletic facilities and/or practice and competition spaces, and transportation services. Students may be sanctioned to a permanent restriction(s) through the normal adjudication process.

**Work or job assignment changes** – Changes to a student’s work or job assignment (including internships) may be made on a temporary basis in the event it is deemed appropriate by the Dean of Student Affairs or the Title IX Coordinator.

**No-Contact Order** – The College may impose a No-Contact Order in cases where an agreement cannot be reached or is not applicable. Generally, No Contact is defined as having no direct or indirect contact with another party or parties at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging text messaging, and all forms of social media. Verbal communication is understood to include phone calls and voice mail messages. A No-Contact Order may include additional restrictions and terms. Violations of the No-Contact Order will result in disciplinary action.

**Information Gathering Process**
After the Dean of Student Affairs charges a student with a potential violation of policy:

1. The designated investigator, will contact the Reporting Party and Responding Party where applicable, to go over details of the case and answer any questions concerning the process.

2. The Reporting Party and Responding Party will be asked to provide the investigator with a list of witnesses (if there are any). Those witnesses will be asked to provide statements to the investigator. Character witnesses are not permitted as part of the hearing process.

3. The investigator will request the names of the Reporting Party(s) and Responding Party(s) advisors. The advisors will be contacted by the investigator to be certain that they understand their role in the hearing process. It is the student’s responsibility to meet with the advisor and to provide the advisor with hearing materials if they so desire.

4. The investigator will be available to speak with the parent(s)/guardian(s) of the Reporting Party and Responding Party to answer any questions about the process. It is the student’s responsibility to provide parent(s)/guardian(s) with copies of hearing materials if they desire.

**Decision Making Procedures**

1. The investigator will produce written charges to be delivered to the Reporting Party and Responding Party. The charge letter should indicate the elements of this policy that are alleged to have been violated. In addition to the formal charge letter, the Reporting Party and Responding Party may request copies of written statements provided by witnesses during the inquiry process. The Reporting Party and Responding Party will have approximately 8 (eight) school days from receipt to schedule a meeting with the investigator.

2. The decision maker of the Sexual Misconduct and Relationship Violence Policy will be a trained member of the College’s executive cabinet. The investigator will prepare a written report of the investigation for the decision maker.
3. The decision maker will base their decision on the information available in the written report. If the decision maker has insufficient information, they may follow-up with the investigator to get additional information from the Reporting Party, Responding Party, witnesses, and any other information that is deemed relevant and pertinent to the case.

4. The standard of proof that the decision maker will utilize is preponderance of information. The preponderance standard means that the decision maker finds it is more likely than not the Responding Party is responsible or not responsible for a violation of this policy based on the information presented to the decision maker.

5. The Responding Party and Reporting Party will be notified in writing of the decision made by the decision maker. This notification to both Responding Party and Reporting Party(s) will be done at the same time or as close to the same time as possible.

6. A student found responsible for violating this policy may be assigned sanctions that include, but are not limited to, expulsion, suspension, or probation. A full list of sanctions appears at the end of this Section.

The imposition of sanctions will take effect immediately and will not be delayed pending the resolution of the appeal.

**Appeal Process**

Reasons for appeal: The Responding Party or Reporting Party may appeal a decision in a case for the following reasons:

a) **Unreasonable Sanction** – to determine whether the magnitude of the sanction(s) imposed was unreasonable for the violation of policy for which the student was found responsible;

b) **Procedural Error** – to determine procedural error or absence of conformity with proscribed procedures during the investigative stage or any stage of the process (including an error during the hearing) preventing either the Reporting Party or Responding Party a reasonable opportunity to prepare and present information to the investigator; and

c) **New Information** – to determine that new information is discovered which was not available at the time of the investigative process and could have affected the outcome of the case.

Students wishing to appeal should submit their written appeal to the College President within ten (10) school days of receipt of the decision by the decision maker. The College President shall determine if the grounds for appeal were met. If grounds are not met, the appeal will not move forward. Common reasons why an appeal may be rejected, or not accepted for consideration, include the following:

- Where a remedy has been requested that is not available through the appeal
- Where the appeal does not fit within the definition of any of the relevant grounds for appeal

If the Responding Party or Reporting Party submits an appeal and the appeal is granted, both parties will be informed by the Dean of Student Affairs that an appeal has been granted.

- Once all parties have been notified that an appeal has been granted, the Reporting Party or Responding Party will have the option to submit a response to the appeal in writing. This response must be received on the fifth school day following the receipt of the appeal notification.

- The decision of the President is final. The student may appeal a sanction of ten or more days of suspension or expulsion before an administrative law judge pursuant to Minnesota Statutes Chapter 14. A student seeking a hearing before an administrative law judge must inform the Student Conduct Officer within five (5) instructional days of the e-mail notice of the President’s final decision. The College will request a hearing from the Office of Administrative Hearings. The student will be notified of the time, place, and date of the hearing. The hearing will be conducted pursuant to Contested Case Procedures adopted by the Office of Administrative Hearings. An administrative law judge will be appointed by the Chief Administrative Law Judge pursuant to Minnesota Statute section 14.50.
Following the hearing, the administrative law judge shall make a report, which contains a recommendation, to the College President or their designee. Within a reasonable period following receipt of the administrative law judge’s recommendation, the College President or designee renders a decision. The President's decision shall be final.

Records
All investigative proceedings are conducted in compliance with the requirements of FERPA and College policy. No information shall be released from such proceedings except as required or permitted by law and College policy.

a) Other than College suspension while it is being observed and expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record:

b) Disciplinary records are maintained by the Dean of Students’ Affairs Office.

c) All disciplinary records are held permanently for any case reported to the Dean of Student Affairs Office.

d) Information and disciplinary records are generally not released to third parties without the student’s permission. There are two main areas of exception:

e) The College may release information to parents without student consent when deemed appropriate and is not otherwise prohibited by FERPA or other applicable laws.

f) Information and/or records may be produced in response to a subpoena, warrant, or court order.

g) In situations involving both a Responding Party(s) and a student Reporting Party who is the victim or target of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the records of the Responding Party and Reporting Party students.

h) Students seeking transfer to other schools or participation in off-campus study programs may also be requested or required to release their disciplinary records. Graduate schools, medical schools, law schools and some governmental agencies may also request disclosure of student disciplinary records.

i) Regarding students who withdraw from Century College with outstanding charges of a violation of the Sexual Misconduct and Relation Violence Policy: Upon receiving the appropriate release of information form signed by the student or former student, institutions and agencies (e.g. Common Application) inquiring as to a student’s conduct record and/or eligibility to return or re-enroll at Century College may be provided with information regarding the outstanding charges.

j) In cases of suspension while it is being observed and expulsion, this information can be referenced thru academic records by any member institution of the Minnesota State Colleges and Universities System.

Sanctions
Below is a list of all sanctions that may be assigned by the decision maker. If a student is found responsible for a violation of policy, the following sanctions may be imposed upon any student found to have violated the Student Code. When determining the appropriate sanctions, the decision maker may take into account any previous violations or sanctions imposed in a prior conduct proceeding. The decision maker may issue one or a combination of the following or similar types of sanctions:

a) **College Expulsion** – permanent separation of the student from the College. Records will be permanently maintained by the College, and the transcript will note the expulsion.

b) **College Suspension** – separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students who are suspended forfeit all fees that have been paid to the College; and are ineligible to visit the campus unless permission is granted by the Dean of Student Affairs. In addition, a “suspension” notation is placed on their College transcript until the term of suspension has expired (notation changed to “withdrew” after suspension ends). Students must seek readmission as indicated in their sanction letter.
c) **Revocation of Admission** – Applicants and admitted students are expected to abide by the same code of conduct as Century College students and are covered by the same Code of Conduct. Century College reserves the right to revoke admission to admitted or deposited students for fraud, misrepresentation, violation of College standards, or for other serious violations committed by a student prior to enrolling at Century.

d) **Withholding and/or Revocation of Degree or Diploma** – Century College reserves the right to withhold or revoke a degree awarded from the College for sexual assault and other violations of sexual misconduct.

e) The student may also be denied participation in commencement exercises while charges are pending or as a sanction. In addition, the College may withhold a student’s transcript if the student has judicial charges pending or the student was found responsible for violating Policy.

f) **Conduct Probation** – a written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions, such as suspension or expulsion, if the student is found to violate any institutional regulation(s) during the probationary period.

g) **Loss of Privileges** – denial of specified privileges for a designated period of time. This includes, but is not limited to, loss of position in club or organization, suspension from athletic team or performing group, loss of privileges to use specified facilities, prohibition from participation in co-curricular activities, or loss of privilege to have car on campus.

h) **Restitution** – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

i) **Discretionary Sanctions** – work assignments, essays, behavioral contracts, alcohol and drug assessment, or substance use advising, service to the College, community service, or other related discretionary assignments.

j) **No-contact Order** – the College may impose a “no contact order” in cases where an agreement cannot be reached or is not applicable. Generally, “no contact” is defined as having no direct or indirect contact at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging, and text messages. Verbal communication is understood to include phone calls and voice mail messages. A “no contact” directive may include additional restrictions and terms. Students found responsible for violation of the no contact may face sanctions that result in immediate removal from campus, suspension, or expulsion.

**Organizational Sanctions may also include but are not limited to**

a) **Organizational Expulsion** – Permanent loss of privileges, including College recognition. When a College organization fails to fulfill the College’s expectations of previously imposed conduct probation or has what a reasonable person would consider an egregious violation of College policy, the Vice President for College Life and Dean of Students may decide to permanently terminate the recognition of the organization. This could include actions taken by unauthorized/unrecognized members, or violations by individuals acting on behalf of the group while suspended from campus. The Vice President for College Life and Dean of Students may consult with the Student Conduct Review Board on the question of expulsion of the College organization, if The Vice President for College Life and Dean of Students so chooses.

b) **Organizational Suspension** – Loss of all privileges, including College recognition, for a specified period of time. When a College organization fails to fulfill the College’s expectations or violates the terms of previously imposed conduct probation, the Vice President for Student Affairs and Dean of Student Affairs may decide to terminate the recognition of or suspend the organization. The Vice President for Student Affairs and Dean of Student Affairs may consult with the Student Senate on the question of suspension of a College organization, or the termination of the recognition of a College organization, if Vice President for Student Affairs and Dean of Student Affairs so chooses.

c) **Loss of selected rights and privileges for a specified period of time.**
Employee Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Organizational Behavior

Employees are subject to the conduct expectations included in the Board Policy 1C.0.1 Employee Code of Conduct and College policy 1B.3.1.1 Sexual Violence detailed throughout this policy. Any behavior, patterns of behavior, or information suggesting patterns of behavior that creates or contributes to the creation of a hostile environment, retaliation, discrimination, or harassment will be investigated and could result in organizational and/or individual charges.

Any member of the College community may bring allegations against an employee for violation of the College policy 1B.3.1.1 Sexual Violence Policy. The College will conduct a preliminary investigation into an incident.

An investigation will be conducted to determine if the allegations have merit and have met the threshold (defined below) to move forward with charges. The Title IX Coordinator and Director of Human Resources may confer with the employee’s supervisor and/or other faculty and staff with a relationship to the employee to solicit advice and recommendations regarding the case. Ultimately, the College is responsible for determining if the organization and/or individuals will be charged and the process for adjudication. All sections of this policy apply to employees.

Statement on Privacy

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. Additionally, the College will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Reporting party.

If the Victim requests anonymity or that the College not pursue an investigation, the College must balance this request in the context of its responsibility to provide a safe environment for all College community members. In cases where the College cannot respect the wishes of the Victim, the College will consult with the Victim and keep them informed about the College’s course of action.

If the report of misconduct discloses an immediate threat to the College campus community, where timely notice must be given to protect the health or safety of the community, the College will maintain the privacy of the Victim or Respondent’s identities, understanding that in a small community an alert may make members of the community feel known or singled out.

The College will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the College will inform the Respondent that Title IX prohibits retaliation and the College will take strong responsive action to protect the Reporting party.

The College has designated the Director of Human Resources as the individual to evaluate requests for privacy once the College is aware of alleged sexual violence involving an employee.

Investigation of Reports

The College has a written Memorandum of Understanding (MOU) with the local law enforcement regarding the criminal and administrative investigation of incidents of sexual violence and the distribution of timely warning notices or campus safety alerts and immediate or emergency notifications. The College will conduct parallel investigations with local law enforcement.

The College’s goal is to complete the investigation within 60 days. However, there may be times where the process may take longer and the College will communicate on an on-going basis with the parties a realistic timeline, and the circumstances regarding the same.
Investigations will be conducted by one or more of the following: the Department of Public Safety, an external investigator, or other investigator designated by the Director of Human Resources. This designee may be an employee of the College, an external investigator, or both. All reasonable efforts will be made to keep information private during the College’s investigation and adjudication of a complaint.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair. The Department of Public Safety and investigative staff members who are responsible for these investigations have been trained on investigation, Title IX, and LGBTQA concerns, trauma informed training and are aware of this policy. As described in the privacy section of this policy, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The investigation is a process that involves obtaining and evaluating information given by persons having personal knowledge of the events or circumstances concerning the reported incident. This may include the collection of all statements (both oral and written), pertinent facts, and/or evidence. This process will be exhaustive and is likely to include the interviewing and re-interviewing of involved parties so as to ensure as much clarity around conflicting or differing statements as may be possible. The Director of Human Resources, Title IX Coordinator, or their designees may refer an investigative report back to the Department of Public Safety for further follow-up pending the availability of new information, for additional clarity regarding conflicting or inconsistent information/reports, or for any other reason necessary to ensure further clarity or strengthen the final report.

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered. The report will provide an assessment of reliability of the information as well as a recommendation regarding potential policy violations.

**Threshold of Information**

The Title IX Coordinator or their designee will review the investigation report to make a determination on the threshold of information. The Title IX Coordinator, in conjunction with the Director of Human Resources, may determine that there is sufficient information to proceed. If it is determined that the threshold has been reached, a notice of charge will be issued to begin the formal conduct process. If the Title IX Coordinator determines that this threshold has not been reached, the Reporting Party and Responding Party will be notified in writing.

If it is determined that the threshold was not reached, the Reporting Party will have the opportunity to seek review by the Vice President of Student Affairs by filing a written request for review within two (2) business days. TheResponding Party will be notified in writing of this request. The Vice President of Student Affairs may affirm the threshold finding, reverse the finding, or request additional investigation, as warranted. If the Vice President of Student Affairs agrees that a case does not reach the threshold for formal resolution, educational sanctions or informal resolution may still be implemented. The Vice President of Student Affair’s decision may be appealed to the College President who will follow the same appeals process. The decision of the College President is final.

**Interim Measures**

During the investigation and prior to the final determination, the College may take appropriate interim measures to protect the parties involved. A Reporting Party or Responding Party may request an interim measure or other protection or the College may impose interim measures at its discretion to ensure the safety of all parties, the College community, and/or the integrity of the process. These actions are not a presumption of responsibility for violation of the 1B.3 Sexual Violence Policy. Interim measures may be imposed whether or not formal disciplinary action is sought by the Reporting Party or the College.

**Types of Interim Measures**

**Administrative Leave** – In certain circumstances the Director of Human Resources, or designee, may place an employee on administrative leave from the College at any point after a complaint has been filed.

Administrative Leave may be imposed:
During the investigatory stage to ensure the safety and well-being of members of the College community or preservation of College property;
To ensure the employee’s own physical or emotional safety and well-being; or,
If the employee poses an ongoing threat of disruption of, or interference with, the normal operations of the College, or the investigation.
During the administrative leave, an employee shall be denied access to the campus and campus events.
The administrative leave does not replace the regular process, which shall proceed on the normal schedule, up to and through a discipline process, if required. However, the employee should be notified in writing of this action and the reasons for the separation. The employee will also be notified of the time, date, and place of a subsequent disciplinary meeting, if applicable.

Restrictions from College activities and/or facilities – A employee may be denied, on a temporary basis, participation in a college activity or privilege for which they may be otherwise eligible as the Director of Human Resources or their designee determine to be appropriate. Employees may also be prohibited from certain facilities including, but not limited to, academic buildings, athletic facilities and/or practice and competition spaces, and transportation services. Employees may be subject to a permanent restriction(s) through the normal discipline process.

Work or job assignment changes – Changes to an employee’s work or job assignment may be made on a temporary basis in the event it is deemed appropriate by the Director of Human Resources or the Title IX Coordinator.

No-Contact Order – The College may impose a No-Contact Order in cases where an agreement cannot be reached or is not applicable. Generally, No Contact is defined as having no direct or indirect contact with another party or parties at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging text messaging, and all forms of social media. Verbal communication is understood to include phone calls and voice mail messages. A No-Contact Order may include additional restrictions and terms. Violations of the No-Contact Order will result in disciplinary action.

Information Gathering Process
After the Director of Human Resources charges an employee with a potential violation of policy:

1. The designated investigator, will contact the Reporting Party and Responding Party where applicable, to go over details of the case and answer any questions concerning the process.
2. The Reporting Party and Responding Party will be asked to provide the investigator with a list of witnesses (if there are any). Those witnesses will be asked to provide statements to the investigator. Character witnesses are not permitted as part of the hearing process.
3. The investigator will request the names of the Reporting Party’s and Responding Party’s advisors. The advisors will be contacted by the investigator to be certain that they understand their role in the hearing process. It is the employee’s responsibility to meet with the advisor and to provide the advisor with hearing materials if they so desire.
4. The investigator will be available to speak with the Reporting Party and Responding Party’s advisors to answer any questions about the process.
Decision Making Procedures

1. The investigator will produce written charges to be delivered to the Reporting Party and Responding Party. The charge letter should indicate the elements of this policy that are alleged to have been violated. In addition to the formal charge letter, the Reporting Party and Responding Party may request copies of written statements provided by witnesses during the inquiry process. The Reporting Party and Responding Party will have approximately 8 (eight) school days from receipt to schedule a meeting with the investigator.

2. The decision maker of the 1B.3 Sexual Violence Policy will be a trained member of the College’s executive cabinet. The investigator will prepare a written report of the investigation for the decision maker.

3. The decision maker will base their decision on the information available in the written report. If the decision maker has insufficient information, they may follow-up with the investigator to get additional information from the Reporting Party, Responding Party, witnesses, and any other information that is deemed relevant and pertinent to the case.

4. The standard of proof that the decision maker will utilize is preponderance of information. The preponderance standard means that the decision maker finds it is more likely than not the Responding Party is responsible or not responsible for a violation of this policy based on the information presented to the decision maker.

5. The Responding Party and Reporting Party will be notified in writing of the decision made by the decision maker. This notification to both Responding Party and Reporting Party(s) will be done at the same time or as close to the same time as possible.

6. An employee found responsible for violating this policy may be subject to discipline procedures, in accordance with the collective bargaining contracts that include, but are not limited to, including written warning, suspension, or termination. A full list of sanctions appears at the end of this section.

The imposition of disciplinary procedures will take effect immediately and will not be delayed pending the resolution of the appeal.

Appeal Process

Reasons for appeal: The Responding Party or Reporting Party may appeal a decision in a case for the following reasons:

a) Unreasonable Discipline – to determine whether the magnitude of the discipline to be imposed is unreasonable for the violation of policy for which the employee was found responsible;

b) Procedural Error – to determine procedural error or absence of conformity with proscribed procedures during the investigative stage or any stage of the process (including an error during the hearing) preventing either the Reporting Party or Responding Party a reasonable opportunity to prepare and present information to the investigator; and

c) New Information – to determine new information is discovered which was not available at the time of the investigative process and could have affected the outcome of the case.

Employees wishing to appeal should submit their written appeal to the College President within ten (10) school days of receipt of the decision by the decision maker. The College President shall determine if the grounds for appeal were met. If grounds are not met, the appeal will not move forward. Common reasons why an appeal may be rejected, or not accepted for consideration, include the following:

• Where a remedy has been requested that is not available through the appeal

• Where the appeal does not fit within the definition of any of the relevant grounds for appeal
If the Responding Party or Reporting Party submits an appeal and the appeal is granted, both parties will be informed by the
Director of Human Resources and the Title IX Coordinator that an appeal has been granted.

- Once all parties have been notified that an appeal has been granted, the Reporting Party or Responding Party will
  have the option to submit a response to the appeal in writing. This response must be received on the fifth school day
  following the receipt of the appeal notification.

- The decision of the President is final. The employee may appeal the disciplinary action through the grievance process
  in accordance with the application collective bargaining contract or employment plan.

Records

All investigative proceedings are conducted in compliance with the requirements of FERPA and College policy. No information
shall be released from such proceedings except as required or permitted by law and College policy.

- Other than administrative leave while it is being observed, disciplinary actions shall be made part of the employee’s
  permanent employment record:

- Disciplinary records are maintained by the Director of Human Resources.

- All disciplinary records are held permanently for any case reported to the Director of Human Resources.

- Information and disciplinary records are generally not released to third parties without the employee’s permission.
  There are two main areas of exception:

- Information and/or records may be produced in response to a subpoena, warrant, or court order.

- In situations involving both a Responding Party(s) and an employee Reporting Party who is the victim or target of
  another employee’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to
  be the records of the Responding Party and Reporting Party employees.

Discipline

Below is a list of all the discipline that may be assigned by the decision maker if an employee is found responsible for a
violation of the 1B.3 Sexual Violence policy. When determining the appropriate discipline, the decision maker may take into
account any previous violations or discipline imposed in a prior conduct proceeding. The decision maker may issue one or a
combination of the following discipline in accordance with the progressive discipline language in the collective bargaining
contracts or employment plans:

a) Written Warning – Records will be permanently maintained by the College.

b) Suspension Without Pay – separation of the employee from the College for a definite period of time, after which
   the employee is eligible to return.

c) Dismissal – Termination of the employee’s employment in accordance with the applicable progressive discipline
   language in the appropriate collective bargaining contract or employment plan.

d) No-contact Order – the College may impose a “no contact order” in cases where an agreement cannot be reached
   or is not applicable. Generally, “no contact” is defined as having no direct or indirect contact at any time. This
   includes, but is not limited to, communication that is written, verbal, or physical. Written communication is
   understood to include all electronic means of communication; including, but not limited to, email, instant messaging
   and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A “no
   contact” directive may include additional restrictions and terms. Employees found responsible for violation of the no
   contact may face further discipline that result in immediate removal from campus.

How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm
or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention
includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, call the Department of Public Safety at 651-747-4000 or the local law enforcement by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
- Intervene when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you do not know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
• Do not accept drinks from people you do not know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from the punch bowls or other large, common open containers.

• Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.

• If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

• If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
  o Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  o Be true to yourself. Do not feel obligated to do anything you do not want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
  o Have a code word with your friends or family so that if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  o Lie. If you do not want to hurt the person’s feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
  o Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
  o If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Century College’s educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Clearly communicate that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);

- Provide the definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;

- Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity as defined by the student and employee codes of conduct;

- Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a
Risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

- Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.
- Provide information regarding:
  - procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this Annual Report);
  - how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report);
  - existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report); and
  - options for, available assistance in, and how to request changes to academic, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report);
  - procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this Annual Report).

Primary Prevention and Awareness Programs
The College provides primary prevention and awareness programs to all incoming students and employees that involves the distribution of educational materials, participating in and presenting information and materials during new student and new employee orientations, providing programs by invitation at staff meetings or academic programs, and encourage incoming to take online courses related to sexual assault. These trainings include:

- Clearly articulated statements that the College prohibits the crimes of domestic violence, dating violence, sexual assault and stalking.
- The Federal and State definitions of domestic violence, dating violence, sexual assault and stalking.
- The College and State definitions of consent.
- A description of safe and positive options for bystander intervention.
- Information on specific risk reduction strategies.

Ongoing Prevention and Awareness Campaigns
Century College provides annual educational campaigns for all students and employees designed to provide ongoing education and programming around issues of sexual violence – including sexual assault, domestic violence, dating violence, and stalking. Campaign strategies employed include face-to-face presentations, online training programs, printed materials, self-defense programming, and related lectures. The college additionally provides educational/informational sessions for contractors and event services staff on Clery Act specific policies and crime reporting practices along with information related to the Department of Education’s Office of Civil Rights Title IX Guidance.
Ongoing prevention and awareness campaigns include self-defense programming; domestic violence month events and activities; sexual assault and awareness month.

The following are some specific examples of annual programs currently offered by the college. This list is not all-inclusive:

Online Training
- **Personal Empowerment Through Self-Awareness:** D2L online training for Students and Employees to learn effective ways to prevent sexual assault on campus

Orientation
- **Incoming first year students:** participate in a short information session about the Clery Act, and Title IX information, in addition to learning about the Sexual Misconduct Policy, and resources. New faculty and employees receive Clery Act and Title IX information during their orientation programs.

Employee Development Days
- **Breakout session:** included Title IX reporting, advocacy, compliance and resources for employees

It is On Us Tabling
- **Bystander intervention skills and training for students**

Tabling- Consent and Bystander Intervention Kits
- **Information and guidance on sexual assault prevention and response through bystander intervention for students**

Poster Campaigns
- **Poster campaigns:** raising awareness around sexual assault and consent, what is and isn’t consent for students and employees

Clothesline Project
- **Awareness project around domestic assault for students and employees**

The Hunting Ground Showing
- **A showing of the movie “The Hunting Ground”,** panel discussion about sexual assault on campus for employees and students

Elizabeth Murphy
- **Native American Sexual Assault and Domestic Violence Lawyer**

**Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Occurs**

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at St John’s Hospital in Maplewood, MN. Sexual Assault Nurse Examiners (SANE) at the hospital are trained and certified in physical evidentiary recovery kit collection. If you are not near Maplewood, MN a list of area hospitals with SANE nurses can be found here: http://mnforensicnurses.org Evidence may be collected, even if you choose not to make a report to law enforcement.

- **Minnesota, state statute mandates that the county where the sexual assault occurred pay for the sexual assault evidence collection kit to be completed.** This ensures that if a victim does not have insurance you are still able to get those services without having to pay a medical bill. Most hospitals will store the sexual assault evidence kit for at least a month for victims that are unsure if they want to make a report, that way if the victim decides to report at a later date that evidence may still be at the hospital for law enforcement.
• Crime victims who report their crimes to law enforcement in MN are also eligible for emergency funds through the state called Crime Victim Reparations Funds. Reparations funds can be used to pay for mental health, medical, and dental costs associated with the crime for which a victim’s insurance will not cover.

• It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or local police.

**Involvement of Law Enforcement and Campus Authorities**

Although the College strongly encourages all members of its community to report violations of this policy to Public Safety and local law enforcement, it is a victim’s choice whether to report to law enforcement or not, the only time that law enforcement would be called automatically are in cases that involve mandated reports. Mandated reports are when minors under 18 or vulnerable adults are abused by someone in a position of authority over them or by someone who has a significant relationship to them such as a close family relative.

The Department of Public Safety will assist any victim with notifying law enforcement if the victim so desires.

• Call Public Safety at 651-747-4000
• White Bear Lake Police Department, phone number 651-429-8511 (West Campus)
• Washington County Sheriff’s Office, phone number 651-439-9381 (East Campus)
• 911 during off hours or in emergency situations

**Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator by calling (651-747-4015) or coming into the office (West campus 1211) to report in person.

Reports of all domestic violence, dating violence, sexual assault, and stalking made to Public Safety will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Public Safety.

**Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, and Stalking is Reported**

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus; as well as additional remedies to prevent contact between a reporting party and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Students and employees should contact the Title IX Coordinator by calling (651-747-4015) or coming into the office (West campus 1211) to report in person. The Title IX Coordinator will collaborate and coordinate with the Dean of Student Affairs for student cases, and the Director of Human Resources for employee cases.
If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the College, below are the procedures that the College will follow.

<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedures Institution Will Follow</th>
</tr>
</thead>
</table>
| **Sexual Assault**      | 1. Depending on when reported (immediate vs delayed report), institution will provide victim with access to medical care  
                          2. Institution will assess immediate safety needs of victim  
                          3. Institution will assist victim with contacting local police if reporting party requests AND provide the victim with contact information for local police department  
                          4. Institution will provide victim with referrals to on- and off-campus mental health providers  
                          5. Institution will assess need to implement interim or long-term protective measures, if appropriate.  
                          6. Institution will provide the victim with a written explanation of the victim’s rights and options  
                          7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate  
                          8. Institution will provide written instructions on how to apply for Protective Order  
                          9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation, and resolution  
                          10. Institution will inform the victim of the outcome of the investigation, whether or not the accused will be administratively charged, and what the outcome of the hearing is  
                          11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation |
| **Stalking**            | 1. Institution will assess immediate safety needs of victim  
                          2. Institution will assist victim with contacting local police if reporting party requests AND provide the victim with contact information for local police department  
                          3. Institution will provide written instructions on how to apply for Protective Order  
                          4. Institution will provide written information to victim on how to preserve evidence  
                          5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate  
                          6. Institution will provide the victim with a written explanation of the victim’s rights and options  
                          7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate |
| **Dating Violence**     | 1. Institution will assess immediate safety needs of victim  
                          2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department  
                          3. Institution will provide written instructions on how to apply for Protective Order  
                          4. Institution will provide written information to victim on how to preserve evidence  
                          5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate  
                          6. Institution will provide the victim with a written explanation of the victim’s rights and options  
                          7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate |
Facilitated Anonymous Reporting through the Counseling Center

Licensed Counselors assigned to the Counseling Center are confidential resources and do not report incidents. In their capacity and function, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the College encourages counselors to inform students that they can report incidents of crime to the Department of Public Safety, which can be done directly or anonymously. Students may request 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. The College does not provide confidential or anonymous reporting outside of these entities. The amount of detail provided may enable the College to initiate an investigation into the circumstances surrounding the report. Such an investigation may jeopardize the anonymity of the reporting person or reporting party.

Employee Assistance Program

Century College also provides an Employee Assistance Program (EAP) for use by employees. The EAP is available to assist employees with such problems as sexual or physical abuse, depression, marital and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All employees, regardless of performance, are eligible. The contact information for the EAP is LifeMatters: 651-259-3840 or 800-657-3719.

All information relating to an employee’s EAP participation is strictly confidential. Only the EAP provider maintains EAP records. The EAP provider does not release specific information about an employee’s use of EAP services, unless the employee gives his or her advance written consent. The EAP does not report incidents to any Official On-Campus Resources unless the employee specifically gives them permission to do so.

Assistance for Victims - Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Century College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Minnesota, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. Victims have the right to file criminal charges with local law enforcement officials in any sexual assault case.
2. They have all of the rights under the crime victims bill of rights, Minn. Stat. §§611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.
3. Victims are afforded the availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident.

4. Campus Security Authorities will assist in preserving, for a sexual violence victim, materials relating to a campus disciplinary proceeding.

5. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved.

6. Upon a sexual assault victim’s request, Century College will take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the victim and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible. Any accommodations or protective measures provided to the victim will be maintained in confidence, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

7. Upon the request of the victim, students who report sexual assaults to Century College and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the victim is transferring.

8. Be informed of prosecutor’s decision to decline prosecution or dismiss the case along with information about seeking a protective or harassment order at no fee.

9. Protection against employer retaliation for victims to take reasonable time off to attend order for protection or harassment restraining order proceedings.

10. Domestic abuse victims have the ability to terminate a lease without penalty.

11. Sexual assault victims can make a confidential request for HIV testing of a convicted offender.

12. Sexual assault victims do not have to pay the cost of a sexual assault examination.

13. Sexual assault victims may not be required to undergo a polygraph examination in order for an investigation or prosecution to proceed.

Further, Century College complies with Minnesota law in recognizing Orders of Protection and Harassment Restraining Orders. Any person who obtains an order of protection from Minnesota or any reciprocal state (Under VAWA’s full faith and credit provision, every state must recognize and enforce protection orders issued in other states, as if issued in the enforcing state) should provide a copy to Century College Department of Public Safety and the Office of the Title IX Coordinator. A reporting party may then meet with Century College Department of Public Safety to develop a Safety Action Plan, which is a plan for campus officials and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

Century College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. Protection from abuse orders may be available through the local county court at no cost. Century College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim’s cooperation and consent, Century College offices will work cooperatively to ensure that the reporting party’s health, physical safety, work and academic status are protected, pending the outcome of a formal investigation of the complaint.

If reasonably available, a reporting party may be offered changes to academic, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific
need to know who are investigating/adjudicating the complaint or delivering resources or support services to the reporting party (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20). Further, Century College will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
## Order for Protection and Harassment Restraining Orders

<table>
<thead>
<tr>
<th>Type of Order</th>
<th>Who Can File For One</th>
<th>Where to go for assistance</th>
<th>Criteria for Order</th>
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<tbody>
<tr>
<td><strong>Order for Protection (OFP)</strong></td>
<td>• Spouses • Former Spouses • Parents and Children • Persons related by blood • Persons who live together or who have lived together in the past • Persons who have a child in common, even if they have not been married or lived together • Persons who have an unborn child in common • Persons involved in a significant romantic or sexual relationship</td>
<td>Visit the Washington or Ramsey County Courthouse. District Court staff will help you complete the paperwork (Affidavit and Petition) needed to ask for a temporary &quot;ex parte&quot; Order for Protection. You are called the &quot;Petitioner&quot; and the person you are filing against is called the &quot;Respondent.&quot;</td>
<td>• physical harm, bodily injury, or assault; • the infliction of fear of imminent physical harm, bodily injury, or assault; or • terroristic threats, within the meaning of section 609.713, subdivision 1; criminal sexual conduct, within the meaning of section 609.342, 609.343, 609.344, 609.345, or 609.3451; or interference with an emergency call within the meaning of section 609.78, subdivision 2.</td>
</tr>
<tr>
<td><strong>Domestic Abuse</strong></td>
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<tr>
<td><strong>Harassment Restraining Order (HRO)</strong></td>
<td>Anybody who does not fall under the criteria for the Order for Protection.</td>
<td>To file a Harassment Restraining Order, you must first fill out a Court Administration form titled &quot;Petitioner’s Affidavit and Petition for Harassment Restraining Order.&quot; You may pick up a copy of this form from the Washington or Ramsey County Service Center, or download it from the Minnesota Court System’s web site. Provide as many details as possible on the form, and return it to Court Administration.</td>
<td>A single incident of physical or sexual assault or repeated incidents of intrusive or unwanted acts, words, or gestures that have a substantial adverse effect or are intended to have a substantial adverse effect on the safety, security, or privacy of another, regardless of the relationship between the actor and the intended target.</td>
</tr>
</tbody>
</table>

*Criteria for Order reflects Minnesota Statutes

### Resources for victims (On-Campus)

| Counseling | 651-779-3285 |
| Health     | 651-779-3954 |
| Mental Health | 651-779-3285 |
| Victim Advocacy | 651-747-4015 |
| Legal Assistance | 651-266-1000 - Sexual Violence Services |
| Visa and Immigration Assistance | 651-266-1000 - Sexual Violence Services |

### Resources for victims (Off-Campus)

| Counseling | 866-223-1111 - Cornerstone | Sexual Violence Services - 651-266-1000 |
| Health     | 651-232-7800 - St. John’s Hospital |
| Mental Health | 651-777-5222 - Canvas Health |
| Victim Advocacy | 651-266-1000 - Sexual Violence Services |
| Legal Assistance | 651-266-1000 - Sexual Violence Services |
| Visa and Immigration Assistance | 651-266-1000 - Sexual Violence Services |

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- [http://www.rainn.org](http://www.rainn.org) – Rape, Abuse and Incest National Network
- [http://www.oww.usdoj.gov/sexassault.htm](http://www.oww.usdoj.gov/sexassault.htm) - Department of Justice
- [http://www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html) Department of Education, Office of Civil Rights
Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Century College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim’s request, and to the extent of the victim’s cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, working or transportation situations regardless of whether the victim chooses to report the crime to law enforcement.

Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. Issuance of a full, partial, or modified trespass notice to the respondent may also be appropriate.

To request changes to academic, transportation, and/or working situations, or protective measures, a victim should:
Students: Contact the Title IX Coordinator.
Employees/Faculty: Contact the Office of Human Resources.
If the victim wishes to receive assistance in requesting these accommodations, the victim should contact the Title IX Coordinator and/or the Department of Public Safety.
Important Policies

Campus Violence and Weapons Policy 6.22


Part 1.
Century College strives to achieve a respectful environment which is free from threats and acts of violence. To attain a safe and secure environment, the college upholds specific regulations regarding weapons and maintains a zero tolerance stance against violence of any type and from any source, including employees, students, and visitors. It is the intent of Century College to take measures towards prevention, reduction, and management of such threats or acts that have or may occur on college leased, owned, or operated properties.

Part 2. Definitions
Employee (Faculty and Staff)
Any person who is listed in the campus payroll system, regardless of the percentage of time associated with the person’s employment, including a staff retiree who has been recalled for College employment and other individuals to whom the College is contractually obligated to provide access to College property equivalent to that allowed to College employees.

Student
All Persons or group of persons who:
1. Are enrolled in one or more courses, either credit or noncredit, through the College;
2. Withdraw, transfer, or graduate, after an alleged violation of the Student Code of Conduct;
3. Are not currently enrolled for a particular term but who have been enrolled previously and have a continuing relationship with the College;
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid

Part 3.
Century College prohibits possession of weapons and does not tolerate acts of violence including, but not limited to threats, harassment/sexual harassment, hazing, bullying, assault/sexual assault, stalking, property damage or defacement, intentionally injuring another person, or retaliation against those who, in good faith, report acts of violence or weapons violations. This policy applies to acts of violence by or against employees, students, visitors, volunteers, contracted workers, temporary workers, vendors, or other third parties on properties leased, owned, or operated by the college.

This policy is in addition to, and does not amend or replace other statutes, policies, procedures, or contract language about violence applicable to the college including, but not limited to the Minnesota State 1B.3 Sexual Violence Policy, Minnesota State Procedure 1C.0.1 Employee Code of Conduct, Minnesota State Procedure 1C.0.2 Respectful Workplace, and Century College Student Code of Conduct. Third parties who have executed agreements with the college for use of space may have provisions that are more, but not less restrictive about violence, firearms, or enforcement of other college policies.

Part 4.
Century College will actively work to prevent, reduce, and manage acts of violence by:
• Treating each threat or act of violence seriously, promptly investigating, and taking action as needed.
• Empowering college employees, students and visitors to report the presence of weapons on campus, acts of violence, and threats or other behaviors that may lead to violence to Century College Public Safety (see “Reporting and Responsibilities”).
• Involving law enforcement agencies when appropriate.
• Issuing disciplinary action up to and including discharge from state employment for staff, or code of conduct sanctions for students; as each situation warrants.
• Complying with laws about firearms and other dangerous weapons and working to enforce our weapons regulations as outlined in this policy.
• Supporting criminal prosecution of those who threaten or commit violence against its employees, students, and visitors.
• Providing human resources and services dedicated to violence prevention and reduction measures such as establishing safety policies and practices; educating about violence; assessing threats and creating intervention plans; providing conflict resolution; and communicating regularly about the resources available to assist with the emotions or life events that might lead to violence (IE. Employee Assistance Program, Counseling Center, etc.).
• Providing staff, committees, and services dedicated to responding to threats or violent acts such as Public Safety, Behavioral Assessment Intervention Team, Counseling, and Emergency Operations Team.

Part 5. Weapons Regulations

Century College prohibits the possession of any weapon on college leased, owned, or operated properties by any person. The following exceptions apply:
• Licensed peace and/or law enforcement officers in the jurisdiction of college properties may possess weapons to the extent they are legally permitted.
• In the course of work application, faculty and staff may possess and use implements to complete course work or job tasks such as a knife longer than 3 inches for food preparation.
• Weapons related to an academic use or special event/performance, such as a prop for a theatrical show or a history lesson on weapons from a particular time period, are permitted if approved in writing by the Director of Public Safety.
• Permit to Carry (In accordance with the Minnesota Citizens’ Personal Protection Act of 2003 and MN Stat. 624.714):
  o Lawful possession or carry of firearms is permitted in a parking area or parking facility.
  o Employees: Employees who are acting in the scope and course of their employment, even those holding a permit to carry, are prohibited from carrying firearms. Employees may securely stow firearms, for which they have a permit, in their vehicle in a college parking area. An employee may also use a personal vehicle in which a firearm is stored while acting in the scope and course of employment. Employees who are on college property outside the scope of their employment, are treated as visitors (see “Visitors” below).
  o Students: Students, even those holding a permit to carry, are prohibited from bringing firearms on college leased, owned, or operated properties. Students may securely stow firearms, for which they have a permit, in their vehicle in a college parking area.
• Visitors: Visitors with a lawful permit to carry are permitted to do so on college leased, owned, or operated properties. Special provisions apply to areas of the college that are leased by outside parties (see “Private Lessees” below).

Sub-Part A. Weapons List

For purposes of this Policy and Procedure, the following items are considered weapons:
• any weapon which, per applicable law, is illegal to possess;
• any firearm, loaded or unloaded, assembled or disassembled. Firearms include pistols, revolvers, shotguns, rifles, carbines, machine guns, submachine guns, rocket launchers, pellet or “BB” guns, potato guns, compressed air guns, and similar items;
• replica of firearms, as defined in Minn. Stat. 609.713;
• swords, rapiers, foils, axes, hatchets, or other similarly bladed instruments;
• any "switchblade" knife, “butterfly” knife, straight razor, or any other knife or similar instrument with a blade length of more than three inches;
• “brass knuckles,” “metal knuckles,” and similar weapons;
• bows, cross bows and arrows;
• explosives and explosive devices, including ammunition, fireworks, and incendiary devices;
• "throwing stars," "nunchucks," clubs, saps, and any other item commonly used as, or primarily intended for use
as, a weapon;
• tazer, stun-gun, or other similar incapacitating weapon;
• any object that has been modified to serve as, or has been employed as, a dangerous weapon.

Part 6. Reporting and Responsibilities

Century College encourages all persons on, in, and around college leased, owned, or operated properties to be alert for
signs of potential violence. For the safety of all, employees and students must report all actual threats, acts of violence,
and/or violations of the weapons regulations to the Police (9-911) and all perceived safety concerns to Public Safety (651-
747-4000).

Managers and supervisors have primary responsibility for ensuring a safe and professional work environment. Managers
and supervisors are specifically empowered to take immediate action to resolve or stabilize violent situations in the
workplace, and to protect people from harm. Supervisors will ensure that, when violations of this policy occur, appropriate
incident response resources are notified immediately. Supervisors and managers will also ensure that appropriate
disciplinary responses to internal workplace violence and aggression are made, in consultation with the Human Resources
Office.

Employees and their managers and supervisors are directed to Minnesota State Board Procedure 1C.0.2 in responding to
unprofessional or disrespectful behaviors that are non-violent in nature.

Pursuant to Minnesota Statute 15.86, this policy does not create any civil liability on the part of the State of Minnesota.