

# Normandale Community College Compliance and Security Report



**NORMANDALE**  
COMMUNITY COLLEGE



Department of Public Safety  
Fall 2021



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## **Welcome**

Normandale Community College (NCC) encourages all members (students, employees, and visitors) of our College Community to be fully aware of the Campus Safety matters and to take action to prevent and report illegal and other unsafe activities should they occur. Practicing personal safety and reporting incidents of concern are the foundational ways we can work together to enjoy a safe community.

## **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, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. 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 also submitted to the Department of Education. The goal of the Clery Act is to provide 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 be in compliance with Clery Act regulations, an institution has several obligations. These obligations fall into three main categories: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination.

## **Campus Security Report**

### **Preparing the Annual Security Report**

The Public Safety Department of Normandale Community College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement responsible for providing service to our campus. Internally, departments such as Student Affairs, Academic Affairs, Human Resources and others provide information to comply with the Act. Campus crime, arrest and referral statistics include those reported to the Normandale Public Safety Department, designated campus officials and local law enforcement.

The annual report includes a three year statistical history of reported crimes alleged to have occurred on campus, at facilities/spaces leased or controlled by Normandale Community College and the public property immediately adjacent to campus, including 94<sup>th</sup> Street and the Soccer Fields. The Director of Public Safety serves as the primary liaison between the Campus Public Safety Department and all law enforcement agencies. In order to accurately report crimes alleged to have occurred on public areas immediately adjacent to the campus, Public Safety annually requests crime statistics from local law enforcement. A record of these inquiries is housed in the Public Safety Department.

Normandale Community College will notify current employees and enrolled students annually via email regarding the availability of this report. This email will include a brief description of the contents of the report and the web address where the most recent report can be accessed. The current report can be accessed at:

<http://www.normandale.edu/departments/finance-and-operations/public-safety/annual-reports>

If you wish to have a paper copy of this report, they are available upon request and may be obtained at the Normandale Public Safety Department, located at 9700 France Avenue South, Bloomington, MN 55431 or by calling 952-358-8280. Annual Security report from previous years can also be viewed by going to the web address listed above.

The annual report includes the following reports of crime:

- Murder and non-negligent manslaughter
- Negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Arson
- Motor Vehicle Theft
- Domestic Violence
- Dating Violence
- Stalking

The report also includes arrests or persons referred for campus disciplinary action for the following:

- Liquor law violations
- Drug abuse violations
- Weapons possession

In addition to the crimes described above, other reported crimes involving bodily injury to any person, and reported crimes of larceny-theft, simple assault, intimidation and destruction/damage/vandalism or property in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability of the victim, must be reported as hate crime statistics and are recorded as such in this report.

### **Maintenance of Daily Crime Log**

The Public Safety Department will keep and maintain an easily understood daily crime log, recording all crimes reported to Public Safety. The crime log will include information such as the nature, date, time, general location of each crime and the disposition of the complaint if known. The daily log will include reported crimes that occurred on campus, in spaces controlled by Normandale Community College and the immediately surrounding public area, including 94<sup>th</sup> Street and the Soccer Fields.

All entries shall, except where the disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection during normal business hours. Any portion of the log older than sixty (60) days must be available within two (2) business days of the initial request being made to the Public Safety Department. If new information regarding a log entry becomes available to the Public Safety Department, the log will be updated accordingly to reflect the most current information available.

The daily crime log is housed in the Public Safety office (F1250) and may be requested for review at any time.

### **Campus Security Policies**

Normandale Community College has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

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

## How do I report a crime on campus?

### Campus Public Safety Department: 952-358-8280

Contact the Campus Public Safety Department in person at room F1250, via telephone at 952-358-8280 or by using any emergency call box on campus. Campus Public Safety Officers will respond, assess the situation, determine the need for additional resources and document the incident with a report.

Everyone on campus is encouraged to immediately report any criminal activity to the Campus Public Safety Department and/or the appropriate police department. Please notify Public Safety anytime 911 services are requested (fire, police or ambulance) on campus. This allows Public Safety Officers to meet emergency responders and guide them to the proper location.

If the victim chooses, an additional report can be filed with the appropriate law enforcement agency. Public Safety can assist the complainant in completing police reports.

In addition to the Public Safety Department, you may also report crimes to the following individuals:

### Campus Security Report Compliance Team

Erik Bentley, Director of Public Safety.....	952-358-8274
Beena Cook, Tutoring Center Coor. / Title IX Coordinator.....	952-358-9187
Jason Cardinal, Dean of Students.....	952-358-9462
Stacy Bestland, Public Safety Coordinator.....	952-358-8703

Reports to the Public Safety Department and the above listed individuals will ensure that crimes are documented and assessed for the need to issue a Timely Warning and for inclusion in the annual crime statistics.

### Voluntary Confidential Reporting

#### What if I want to make a report, but I don't want the college to take action or file a police report?

If you are the victim of a crime and do not want to pursue action through the college disciplinary process or through the criminal justice system, you may still wish to file a report to ensure that the crime is included in the annual crime statistics. You may file this report at the Public Safety Department, or with any of the persons listed under the



heading “Campus Security Report Compliance Team.” The persons listed above are designated campus security authorities and will forward and crime report to the Public Safety Department for inclusion in the campus crime statistics.

Reports made in this manner can be made anonymously and do not have to include the reporting party’s information. While we cannot guarantee confidentiality, we will make every effort possible to maintain it to the extent allowable by law. The purpose of reports made in this manner is to help the Public Safety Department to more accurately assess and track the nature of a crime in the area of campus. If a crime is determined to pose a serious or on-going threat to the campus community, the college reserves the right to investigate the report to the extent possible with the information available.

Internal Public Safety reports may be shared with other departments on campus as necessary to complete an investigation and/or to ensure the safety of the campus community. Depending on many factors of crime reporting, the college may or may not hold reports of crime in confidence and may be required by law to release information based on the events or nature of the crime.

Additionally, the college is obligated to notify the campus community of any crimes which pose a serious or on-going threat to the campus community. The campus is notified of these events via timely warnings, or “Crime Alerts.” Any crime alert made will not identify the reporting person or victim.

You will never be required to file a police report.

### **Campus Security Authorities**

All employees who become aware of an allegation or violation of college policy, the Student Code of Conduct, civil or criminal law are encouraged to report the allegation to their supervisor and to Public Safety.

While we prefer that reports are made to Public Safety or members of the Campus Security Report Compliance Team, the campus community is invited to make a report of crime to any Campus Security Authority on campus. If a Campus Security Authority becomes aware of any alleged crime, they must report it to Public Safety immediately. Campus Security Authorities do not investigate crime reports. They ensure that any alleged crimes that they are made aware of are forwarded to Public Safety for classification and investigation.

Campus Security Authority is defined as:

- 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 campus security department
- Any individual or organization specified in the 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

### **Pastoral and Professional Counselors**

If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Normandale Community College does not have any procedure in place which encourages professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. NCC does not have pastoral counselors on staff.

### **Crime Reporting Policies**

The Public Safety Department for Normandale Community College is on-duty 16 hours each week-day, except college-observed federal holidays. On Saturday the Public Safety Department is on duty 8 hours. All requests for immediate assistance relating to issues of the Public Safety Department should be made by calling (952)358-8280, or by visiting the Public Safety office in the Fine Arts building. Public Safety Officers respond to all requests for service and assistance. In the event of any life-threatening emergency, persons are strongly encouraged to immediately and directly contact appropriate police, fire or medical assistance by calling 911.

Public Safety Officers are employees of Normandale Community College; they are not licensed or sworn Peace Officers. Public Safety Officers are 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 personnel.

The Public Safety Department works closely with local, state, and federal law enforcement agencies to respond to and track criminal activity on or near campus. Normandale Community College does have a written Memorandum of Understanding with the Bloomington Police Department according to Minnesota Statute § 135A.15, 2015 Minn. Laws, Ch. 69, Art 4, Sec. 2. This Minnesota Statute requires postsecondary institutions and local law enforcement agencies to enter into a memorandum of understanding that delineates responsibilities and requires certain information sharing, in accordance with applicable state and federal privacy laws, about certain crimes. This

memorandum of understanding with the Bloomington Police Department applies to the crimes of sexual assault and other forms of sexual violence, domestic violence, and stalking. Normandale Community College does not have any other memorandums of understanding with any other outside law enforcement agencies regarding the investigation of criminal incidents.

All persons on campus are encouraged to immediately report any criminal activity to the Bloomington Police Department and/or the College's Public Safety Department. Individuals who contact the Public Safety Department will be strongly encouraged to also report incidents that are criminal in nature to the Bloomington Police Department. The Public Safety Department normally requires a written report from the complainant/victim to begin an investigation and support the ability to address concerns through the College's Code of Conduct System. NCC will make exceptions to this immediate need to file a written report when necessary, including cases presenting clear and immediate danger to an individual or the College Community.

### **Crime Reporting Procedures**

All criminal activity occurring on campus should be reported immediately to the Public Safety Department and/or the Bloomington Police Department. The Public Safety Department will assist the complainant in completing reports. The Public Safety Department will strongly encourage and support complainants and victims to report all crimes to the Bloomington Police Department. In appropriate cases, reports will also be shared with the College's Code of Conduct Officer. The Public Safety Department will assist the Bloomington Police Department and the College's Code of Conduct Officer with investigations when requested. The Public Safety Department also accepts reports of criminal activity occurring to or caused by persons involved in College sanctioned functions and groups off-campus locations. Such incidents are included in the College's annual report and may be addressed on and/or off-campus.

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

Call the Bloomington Police Department (911) and/or the Public Safety Department (952)358-8280 for any emergency including medical emergencies, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.

When reporting a crime or other incident in progress be sure to provide the dispatcher with the following information:

- The nature of the criminal activity or incident
- The location of the criminal activity or incident
- The number of persons involved

Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible about the offender(s):

- Gender;
- Approximate age;
- Height;
- Weight/build;
- Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.);
- Dress/clothing;
- Distinguishing marks (scars, tattoos, etc.);
- Voice.

Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to The Public Safety Department and/or the Bloomington Police Department; 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 the Public Safety Department and/or the Bloomington Police Department Officers arrive.

When necessary to protect the victim's identity, in sexual assaults, the Public Safety Department will accept third-party reports. Whenever possible, the Public Safety Department prefers to receive reports from the victim, as the detail is often more accurate in such situations. Maintain all physical evidence; do not risk losing critical evidence.

### **Responding to Reports**

All allegations will be investigated. These investigations may be made in conjunction with the Bloomington Police Department or other law enforcement agencies.

The Director of Public Safety will classify reports in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.

When alleged perpetrators are identified as students, the case will be forwarded to the College Code of Conduct Officer for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus code of conduct process.

Normandale will, upon written request, disclose to the alleged victim of a crime of violence, or a sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Timely Warnings**

Whenever the Public Safety Department receives information that a crime has been committed which may pose a continuing threat to the safety of any campus member, the Department will issue a timely warning. In such cases, warnings will be posted on campus bulletin boards, the employee portal and communicated via e-mail under the heading "Public Safety Alert".

Public Safety Alerts are distributed for the purpose of informing the campus community of a potentially dangerous condition that may affect their personal safety. The alert contains information regarding an incident that will allow campus community members to take proper measures to insure their individual safety. The alert may also contain a request for information regarding an incident. Public Safety Alerts will remain posted as long as it is determined that a threat exists, or will be removed after thirty days if no similar incidents occur.

The Director of Public Safety will issue Public Safety Alerts to the campus community in cases of reported homicide (murder and non-negligent manslaughter and negligent manslaughter), sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and any hate crime (manifesting evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity) of murder, forcible rape or aggravated assault, and in other cases where the Director determines there is a threat to the college community.

## **Emergency Notification**

Normandale Community College will notify the community when a significant emergency or dangerous situation occurs involving an immediate threat to the health and safety of the campus community. This notification will be initiated utilizing our emergency notification system, Star Alert, consisting of up to nine points of contact for every individual in the system. All community members are automatically enrolled, but do have the option to opt out of the system. The College will also utilize other systems such as the public address system to enhance the distribution of information.

In the event of a significant emergency, a Star Alert notification will be issued by the college to students and employees without delay. This notification process must take into account the safety of the community, determine the content of the notification and initiate the notification. If the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, the notification may be delayed. The college has several notification messages that are prepared in advance for immediate outreach. Notifications may be issued through collaborative discussion between Public Safety staff and other appropriate decision makers. Information regarding the emergency may also

be posted on the Normandale website and/or through the office of Media and Public Relations as appropriate to inform the larger community.

### **Access and Security of Campus Facilities**

The use of Normandale Community College facilities is intended for students, faculty, staff, and authorized visitors. Persons not associated with the college may be asked to leave campus and are subject to legal proceedings if non-compliant. Outside doors are locked and secured by college personnel and monitored by electronic surveillance devices during non-business hours. Access to college facilities outside of normal hours of operation must be approved and scheduled by the college administration and the Director of Public Safety. Policies and Procedures for safe access to campus buildings include:

- Keys are issued to authorized faculty and staff. Students are issued keys on a very limited basis and only when working in campus jobs that require them.
- Exterior building doors must not be blocked open when the doors are locked.
- Building evacuation is mandatory for all fire alarms. Always be aware of the nearest EXIT.
- Employees in buildings should have a College I.D. in their possession and present the I.D. when requested. No students are allowed in any building after working hours. Employees, with the exception of Public Safety personnel and those with after-hours access rights, must vacate the campus no later than the designated closing times noted as a standard safety measure, except for previously authorized events.
- Employees must lock all required areas upon departure.
- Emergency intercom stations are located in some classrooms for emergency calls to Public Safety. Campus phones also exist in all classrooms, conference rooms and in various locations throughout the college.
- Problems related to people in buildings after hours must be reported to Public Safety immediately at (952)358-8280.

Campus parking lots are actively patrolled by The Public Safety Department and the Bloomington Police Department. Although the Bloomington Police Department and the College work closely to provide a safe learning environment on campus, it is impossible to maintain a continuous presence in all facilities at all times. Students, faculty, staff and visitors are urged to take appropriate steps to insure their own personal safety. Public Safety provides an escort service, particularly during the hours of darkness, for people walking to their vehicles. Contact the Public Safety office at (952)358-8280 (x555 on-campus phones) to request an escort. Everyone on campus is also encouraged to report suspicious individuals and activities or hazardous conditions immediately to Public Safety by calling (952)358-8280.

Normandale Community College does not operate or maintain any student housing or residences.

## **Campus Safety and Maintenance**

Public Safety routinely performs surveys of the campus facilities to ensure the continued safety of the campus. Items which are routinely inspected include: lighting, landscaping, doors, locks, alarms, safety equipment (i.e. fire extinguishers, AED's, first aid equipment) and communication equipment.

Students, Faculty and Staff are encouraged to report needed repairs to the Facilities Management Office at (952)358-8110 or Public Safety at (952)358-8280.

## **Personal Safety and Security Educational Programming**

Normandale Community College strongly encourages students and employees to be responsible for their own security and the security of others. The Public Safety Department, in cooperation with other departments, provides assistance in presenting programs on campus safety and security. Public Safety develops and presents educational programs in various areas, often including crime prevention, sexual assault awareness, personal safety, fire prevention, emergency procedures, AED use, etc. Public Safety has available, at no cost, various posters, brochures and pamphlets concerning various safety and security issues. Public Safety Officials and/or officers are available to provide training for classes, internal departments and on-campus student groups, upon request.

## **Monitoring and Recording Activity at Non-campus Locations**

All organizations which are officially recognized by Normandale Community College and hold official functions off campus may be monitored by the appropriate police department. Any resulting reports may be forwarded to the college for investigation and adjudication through the student conduct process.

Normandale also reserves the right to investigate incidents which occur between students at off campus locations and functions not sponsored by Normandale.

## **Alcohol and Drug Free Campus Policy**

### *Policy Statement*

Normandale Community College recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. The College seeks to promote a healthy and responsible campus environment which is conducive to teaching and learning.

In compliance with Minnesota State Policy 5.18, the Federal Drug Free Schools and Community Act, and the Federal Drug Free Work Act, the College has adopted the following policies regarding the use of alcohol and other drugs:



- No employee shall use, possess, manufacture, sell, or otherwise distribute, any alcoholic beverage, illegal drug or any controlled substance while on-campus or while off-campus during scheduled work hours.
- No student shall use, possess, manufacture, sell, or otherwise distribute any alcoholic beverage, illegal drug or any controlled substance while on-campus or while off-campus and involved in a College-sponsored activity, service, project, program, or work situation.
- No employee shall report to work and no student shall report to campus while under the influence of alcohol or a controlled substance, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.

### *Exceptions and Exemptions*

- The medically authorized use of a prescription drug is exempt from this policy.
- An exception to use alcohol for specific events or for instructional purposes requires prior approval by the College President or designee, in accordance with a checklist outlined in Minnesota State Board Procedures 5.18.1 and 5.18.2.

### *Sanctions*

Violators of this policy are subject to the following consequences, including timely involvement of law enforcement agencies when appropriate:

Employees found to have violated this policy will be subject to disciplinary action including, but not limited to any one or all of the following: oral and written reprimand, suspension, termination, and referral for prosecution.

Students found to have violated this policy will be subject to disciplinary action according to the Student Code of Conduct, including, but not limited to any one or all of the following: warning, confiscation, suspension, expulsion, and referral for prosecution.

Visitors found to have violated this policy are subject to removal from campus or College-sponsored off-campus events or activities.

### *Minnesota law*

Minnesota has many statutes which regulate and control the use and abuse of alcohol. For example, driving while under the influence (DUI) may result in a fine, jail time, and/or revocation of driver's license. Possession of alcohol under age 21 or use of false identification to purchase alcohol may result in a fine. Furnishing alcohol to persons under 21 is punishable by a fine and/or time in prison.

### *Federal Law*

Federal law provides varying penalties for controlled substance crimes. For example, illegal possession of a controlled substance may result in a fine of \$100,000 and up to one year in prison for the first offense. Additional penalties may include forfeiture of personal property or the denial of federal student financial aid benefits or other federal licenses and benefits. Trafficking in drugs such as heroin or cocaine may result in life imprisonment.



### *Health risks associated with alcohol and drugs*

Abuse and addiction to alcohol, nicotine, and illegal substances cost Americans upwards of half a trillion dollars a year, considering their combined medical, economic, criminal, and social impact. Every year, abuse of illicit drugs and alcohol contributes to the death of more than 100,000 Americans, while tobacco is linked to an estimated 440,000 deaths per year.

People of all ages suffer the harmful consequences of drug abuse and addiction.

- Babies exposed to legal and illegal drugs in the womb may be born premature and underweight. This drug exposure can slow the child's intellectual development and affect behavior later in life.
- Adolescents who abuse drugs often act out, do poorly academically, and drop out of school. They are at risk of unplanned pregnancies, violence, and infectious diseases.
- Adults who abuse drugs often have problems thinking clearly, remembering, and paying attention. They often develop poor social behaviors as a result of their drug abuse, and their work performance and personal relationships suffer.
- Parents' drug abuse often means chaotic, stress-filled homes and child abuse and neglect. Such conditions harm the well-being and development of children in the home and may set the stage for drug abuse in the next generation.

For a full description of health risks associated with alcohol and drugs, visit National Institute on Drug Abuse. <http://www.nida.nih.gov/>

### *Resources for assistance*

Education programs in the areas of alcohol and drug abuse are available on campus. Referrals to counseling and health agencies will be made for individuals needing rehabilitation or treatment. Normandale Community College offers the following resources in its commitment to provide a healthy and responsible campus environment.

College Counseling Department (for students) 952-358-8261.

College Human Resources Office (for employees) 952-358-8269.

State Employee Assistance Program 651-296-0765 (TTY 651-297-5533).

In addition to campus resources, contact the Counseling Office for a current listing of local resources and treatment centers.

Comprehensive sources of alcohol and drug treatment programs may be found at:

- Alcoholics Anonymous  
<http://www.aa.org>

- National Institute on Alcohol Abuse and Alcoholism  
<http://www.niaaa.nih.gov/>
- National Institute on Drug Abuse  
<http://www.nida.nih.gov/>
- Substance Abuse Treatment Facility Locator  
<http://findtreatment.samhsa.gov/>

### **Disclosures to Victims of Crimes of Violence or Sex Offenses**

Normandale Community College will, upon request, disclose to the alleged victim of a crime of violence, or a sex offense, the results of any disciplinary hearing conducted by Normandale against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Normandale will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Emergency Response and Evacuation Procedures**

In 2009, the inclusion of Emergency Response and Evacuation Procedures became a requirement for the Annual Crime Report. NCC provides an Emergency Procedures Guide to any students, faculty, staff, or visitors who request it. In the Emergency Procedures Guide are recommendations of how to respond in the case of various emergencies/non emergencies on campus. They are also posted in classrooms, office suites and conference rooms throughout the campus.

<http://www.normandale.edu/departments/finance-and-operations/public-safety/emergency-procedures>

#### ***Public Safety Services***

Public Safety serves as a critical support function to the college community. Public Safety Officers on campus are authorized to take appropriate action to ensure the safety and security of all students, faculty, staff and visitors. NCC Public Safety Officers are employed by the college and are trained to effectively respond and resolve incidents on campus in a positive manner. There may be occasions where Public Safety Officers response and incident resolution may be augmented by local police, fire and ambulance response units. Every year, the Public Safety Department runs drills testing our campus emergency notification system. All campus areas are evaluated to make sure emergency messages can be heard by all campus occupants. These drills are normally announced in advance and consist of evacuation, lockdown and severe weather exercises.

#### ***Emergency Response Teams***

The purpose of the Emergency Response Teams is to function as an effective team of responders who are able to address a variety of crises and those affected by crises in the NCC community. If the effects of an emergency situation at the college are considered to constitute a crisis situation, the Emergency Response Teams may be notified.

While the Emergency Response Teams may not be the first responders to emergency situations (Public Safety will generally respond first), the Emergency Response Teams are teams that can be called for immediate support in crisis situations. Examples of crisis are unexpected deaths, disasters, student unrest, controversial situations, etc. In order to respond quickly and efficiently to an emergency situation on campus, key campus personnel are assigned to various teams. These include:

***Emergency Operations Team (EOT):***

Senior leadership who provide overall coordination and decision-making in the event of a crisis situation. Once the EOT is notified of a crisis, members of the team will come together to review the situation and make decisions regarding how the college will respond to a variety of immediate and future needs. These include: medical/psychological needs, damage assessment, media interests, student and family needs, neighborhood concerns, etc. Emergency response exercises for the EOT are conducted annually. NCC has adopted an “all hazards approach” to campus emergencies utilizing the Incident Command System (ICS) of incident management. The Public Safety Department and numerous other key college officials have received incident command training through the National Incident Management System (NIMS) to enhance our response to and recovery from critical campus events.

***Emergency Building Coordinators:***

Administrators, directors, faculty, and staff who carry out specific functions in response to various emergency situations. Each Building Coordinator is responsible for a particular area of the campus to provide information and guidance during emergency/crisis situations and campus drills.

***Evacuation***

All faculty, staff and students should learn the evacuation routes and stairwell locations for all campus buildings they frequently occupy. Evacuation maps and information are posted throughout the campus. Emergency preparedness drills are conducted 2x’s per year. The purpose of these drills is to prepare building occupants for an organized evacuation in case of an emergency. Such drills may include fire, severe weather, active shooter, bomb threat, etc.

If a building evacuation is declared by the fire department, police, or administration please leave the building area as directed. Do not stand around in hallways or on the sidewalks near the building. Do not re-enter the building until the Public Safety Department or Administration gives the “all clear”.

Should a partial or full building evacuation become necessary, Public Safety Department staff and Campus Building Coordinators will direct the evacuation. In case of fire the emergency horns will sound. Please follow the evacuation maps throughout campus.

**Do:**

- Listen for announcements over campus emergency notification system or directions from Public Safety Department staff
- For proper evacuation follow evacuation route signage located throughout campus and in the Emergency Procedures Guide
- Orderliness and cooperation are more important than speed
- Watch for firefighters/police coming to handle the emergency
- If caught in heavy smoke, take short breaths through your nose, stay near the floor, and move to an exit by crawling and cover your nose and mouth with shirt if possible

**Do not:**

- Attempt to fight fire unless trained to do so
- Use elevator
- Run, push or create panic
- Return to your office until the “all clear” is given by the Public Safety Department

***Campus Lockdown Procedures***

Goal/Purpose of Lockdown: The purpose of a lockdown is to minimize accessibility to rooms on campus to reduce the risk of injury or danger to faculty, staff, students or visitors.

Decision to Lockdown: A lockdown would be implemented when requested by Public Safety, law enforcement, fire department, campus administration, or any staff member with confirmed information.

Incidents Requiring a Lockdown: Person(s) armed with firearm or weapon on campus property, gunshots directed at or near the college campus, police incidents involving dangerous person(s) that are adjacent to or within a short distance of the campus, intruders, hazardous chemical spills, gas leaks, electrical conditions, or disasters close to the college campus. These examples are not absolute but reflect the type of situation that may require a lockdown.

***General Lockdown Procedures:***

Announcement- “This is a lockdown, repeat, this is a lockdown. We have an emergency. Go to the nearest office or classroom and secure yourself inside.”

**In the event of a command to lockdown:**

- Close all doors and lock, if possible.
- Turn off all lights and unnecessary equipment.
- Instruct students to remain calm and quite as possible.
- Stay away from windows
- Do not leave until notified by emergency personnel.

All staff in control of students at the time of the lockdown becomes responsible for those students at that time. Faculty and staff members are responsible for accounting for students and ensuring that no one leaves the safe area. Students without staff must be directed to the nearest classroom. When the condition causing the lockdown has been eliminated, an “all clear- lockdown is over,” announcement will be made over the campus emergency notification system.

### ***Run – Hide – Fight® Procedure***

In the event of an active threat on the Normandale Community College campus, the Public Safety Department will issue an overhead page and emergency notification message advising the campus to take Run-Hide-Fight® actions.

- **Run**
  - If there is an escape route, evacuate immediately.
  - Leave your belongings behind.
  - Do not try to move wounded people. Prevent others from entering the area.
- **Hide**
  - If you cannot evacuate, find a place to hide that is out of the shooter’s view, protected from shots fired and non-confining. Silence your cell phone.
- **Fight**
  - If you cannot run or hide, fight back.
  - Be aggressive: Throw items, yell and improvise weapons. Commit to your actions.
- **Comply- When Law Enforcement Arrives**
  - Remain calm and follow instructions. Do not yell, scream, or point.
  - Drop items in your hands. Raise your hands and keep them visible at all times.

### ***Severe Weather Shelter Procedures***

In the event of severe weather requiring campus occupants to seek shelter, an overhead page will be made advising the campus to proceed to the nearest Severe Weather Shelter Area.

- Calmly proceed to the nearest shelter area, usually found on the lowest level interior hallways of campus building and marked with severe weather shelter signage.
- Stay away from windows and exterior walls.
- Remain calm and quiet.
- Wait for instructions from law enforcement or Public Safety.

## **Policy Regarding Sexual Assault Programs and Procedures**

On March 7<sup>th</sup>, 2013, President Obama signed into law the Violence Against Women Reauthorization Act. In accordance with that law, Normandale Community College follows the Minnesota State College and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure.

**Part 1. Policy Statement** Sexual violence, domestic and dating violence, and stalking are an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Normandale Community College. Normandale Community 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 other Normandale Community College policies that may require separate proceedings. To further its commitment against sexual violence, Normandale Community College provides reporting options, an investigative and disciplinary process, and prevention training as appropriate.

**Application of policy to students, employees and others.** This policy applies to Normandale Community College students and employees and to others, as appropriate, where incidents of sexual violence on Normandale Community College property have been reported. Reports of sexual violence committed by a student at a location other than on Normandale Community College property are also covered by this policy. Reports of sexual violence committed by a Normandale Community College employee at a location other than Normandale Community College property are covered by this policy.

Reports of sexual violence committed on Normandale Community College property by individuals who are not students or employees are subject to appropriate actions by Normandale Community College, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Minnesota State Colleges and Universities Board Policy 1B.1.

### **Part 2. Definitions.**

**Subpart A. Sexual violence.** Sexual violence includes a continuum or conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

**Subpart B. Sexual assault.** "Sexual assault" means an actual, attempted, or threatened sexual act with another person without 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 Normandale Community College student conduct codes and employee disciplinary standards. Sexual assault includes, but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or the 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 sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

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

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

**Subpart E. 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, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

**Subpart F. 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.



**Subpart G. Normandale Community College property.** “Normandale Community College property” means the facilities and land owned, leased, or under the primary control of Normandale Community College.

**Subpart H. Employee** “Employee” means any individual employed by Normandale Community College, including student workers.

**Subpart I. Student.** The term “student” includes all persons who:

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

## **Education and Resources**

Normandale Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking.

Normandale Community College educates the campus community about sexual assaults, relationship and dating violence, and stalking. New students and employees are highly encouraged to take an online course titled “Sexual Violence Prevention.” This training defines the terms of Sexual Violence, Domestic Violence, Dating Violence, Stalking and consent as it relates to engaging in sexual activity in terms of Minnesota state law. The training covers facts about Sexual Violence on college campuses, as well as prevention and reporting tips.

Ongoing prevention and awareness campaigns directed at students and employees also occur during the year. Campus presentations and events are held during the campus Sexual Violence Awareness Month in April. Events during the month include an awareness march across campus, a guest lecture presentation on sexual violence and a tabling session where informational brochures and resources are provided. These informational brochures are also available through the Normandale Public Safety Department. Public Safety also conducts regular security patrols of the campus and provides escorts anywhere on campus. Finally, campus Investigators and Decision-makers also receive annual training.



### **If you are the Victim of a Sexual Assault:**

1. Go to a safe place.
2. If you are on campus contact the Normandale Community College Public Safety Department at (952)358-8280 or go to the Public Safety office in the Fine Arts building, room F1250.
3. Timely and prompt reporting of a sexual assault within 72 hours is critical in preserving evidence in proving a criminal case against the assailant. Do not bathe, douche, use the toilet, or change clothing.
4. If you have been the victim of a sexual assault, you should seek medical attention immediately regardless of whether you report the matter to the police. Fairview Southdale Hospital, Edina: (952)924-5000.
5. You may file a police report with the appropriate law enforcement agency. For on campus incidents contact the Bloomington Police Department at (952)563-4900.
6. If you would like assistance in filing a police report, Normandale Community College Public Safety can assist you.
7. Normandale Community College has counselors available in its Counseling Department in the College Services building. Mental health professionals are also available at Hennepin County Outpatient Mental Health Clinics (612)596-9438. Public Safety has information on additional resources. The Sexual Violence Center (612)871-5111 and the Rape and Sexual Abuse Center (612)374-9077 are additional resources available to victims of sexual violence both on campus and in the community.
8. In order to reduce contact between the victim and the alleged assailant, Normandale Community College will, at the request of the survivor, attempt to provide a change in classes, academic schedules, dormitory rooms or working arrangements as applicable and take other appropriate remedial measures. Normandale Community College will provide written notice to victims of these options. These options are available to victims regardless of whether the victim chooses to report the crime to law enforcement or campus authorities.
9. You have the right to petition for an Order for Protection (OFP) or a harassment Restraining Order (HRO), Normandale Public Safety has information available on how to file for and request an OFP or HRO. Normandale Community College may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

10. You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violence crime. You may also visit for additional information.
11. Normandale Community College will provide written notification to the victim of physical health, mental health, victim advocacy, legal assistance and other support services available on campus and in the community as noted above as well as written explanation of his or her rights and options under Normandale Community College's Sexual Violence policy.

### **Procedures for Campus Disciplinary Action for Sex Offenses**

Victims of sexual assault or those witnessing any type of sexual violence or relationship violence are strongly encouraged to report the incident to the Normandale Public Safety Department (952)358-8280; the Dean of Students, Jason Cardinal (952)358-9462; and/or the Title IX Coordinator, Beena Cook (952)358-9187. The Public Safety Department is the office of official record for reports of sexual assault, as it is in all reported law violations. A report with Public Safety can ensure that proper steps are taken to ensure the safety of the survivor as well as the safety of the campus community as a whole. Filing a report with Public Safety can also initiate the Normandale Community College disciplinary process, and is an option for any person wishing to report a case of misconduct.

Normandale Community College will normally not take any disciplinary action against a member of the campus community without a complaint and the assistance of the complainant in the disciplinary process, unless Normandale Community College determines there is a danger to the victim or the Normandale Community College community.

Because of laws concerning government data contained in the Minnesota Government Data Practices Act, Normandale Community College cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged or confidential communications with licensed health care professionals or similar professionals. The Normandale Counseling Department is a confidential resource and service available on campus.

If the Director of Public Safety determines that continued threat exists, information about the reported sexual assault will be released to the campus community. Taking care to protect the identity of the survivor, Public Safety will release information regarding the location, date and time of the assault, and any information that might help identify the assailant. Public Safety will inform the campus community of the reported sexual assault and may use such resources as flyers, email notices, and social media to communicate this information.

In order for Normandale Community College to proceed with an investigation, a complaint [whether by the victim or a third party] must be filed with Human Resources or Student Affairs. Reports made through Public Safety will be forwarded to the Human Resources office and/or Student Affairs office. After receiving a report/complaint, the Dean of Students, who must receive annual investigatory training, shall take the steps listed below to insure a prompt, fair, and impartial process following Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure:

1. Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings. Both the complainant and respondent are allowed to have an advisor accompany them through the process. The advisor, however, will not normally be allowed to participate in questioning involving a student;
2. Investigate the complaint without identifying the complainant if, in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint;
3. The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered;
4. Inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;
5. Create, gather and maintain investigative documentation as appropriate;
6. Disclose appropriate information to others only on a need to know basis consistent with state and federal law; and provide a data privacy notice (Tennessee warning) in accordance with state law;
7. Inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint;
8. Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by the decision-maker;
9. Take additional investigative measures as requested by the decision-maker;
10. Provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
11. Notify both the victim and the accused party in writing of the outcome of the investigation;
12. Provide the investigation report to the complainant or respondent upon request unless the information is protected under state or federal law.

Normandale Community College will complete an investigation and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. Normandale Community College will notify the complainant and respondent if the written response is not expected to be issued within the 60 day period.

The complainant and the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter § 14.

Normandale Community College uses a preponderance of the evidence standard of evidence in determining violations of its Sexual Violence policy.

Students who are found to have violated the Sexual Violence policy could face sanctions up to and including suspension or expulsion from Normandale Community College. Employees found to violate the policy may be disciplined up to and including termination.

During and upon completion of the complaint process, the complaint file shall be positing in a secure location in the Student Affairs office. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

## **Procedure for Reporting Sexual Assault**

Contact the Normandale Public Safety Department at (952)358-8280, the Director of Public Safety at (952)358-8274 or the Bloomington Police Department (911) as soon as possible after the offense. Victims should attempt to note everything about the location and remember that it is extremely important to preserve evidence. Victims should not bathe, douche, use the toilet, or change clothing. Rape victims should seek medical attention immediately, regardless of whether the matter is reported to the police. The Normandale Community College Public Safety Department will assist the student in notifying the proper authorities, if the student requests this assistance.

Victims should obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Victims should also attempt to obtain a description and license number of any vehicle involved, note the direction taken by offenders or vehicles and report this information to campus authorities or the police. Victims should also take care to preserve the crime scene. It is essential to refrain from touching any items involved in the incident, close off the area of the incident to prevent people from entering the crime area until law enforcement officers arrive. NCC administrators and staff will attempt to maintain the anonymity of the sexual assault survivor.

Every attempt will be made not to release names to the media, unless requested by the sexual assault survivor. Names and addresses of survivors are shared with the Bloomington Police Department and/or other local law enforcement agencies. Each report of sexual assault will be investigated in order to provide better protection for sexual assault survivors and all members of the campus community. Sexual assault survivors should be aware of the college's responsibility to release information regarding the fact that an assault occurred for the protection and safety of others.

Counseling services are available both on and off campus. The college Counseling Center will provide support and advice for sexual assault survivors. Victims of a sexual assault are encouraged to contact one or more of the resources listed in the following section. Sexual assault survivors have the right to make anonymous (third-party) reports to the Public Safety Department. However, third party reports may prevent the college and the Bloomington Police Department from actively investigating the criminal activity.

The Public Safety Department maintains official records of reports of sexual assault, as is the case with all reported violations of the law. Students, faculty and staff are encouraged to contact the Public Safety Department to report any information regarding assaults. Each report will be logged as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts presented. If the Director of Public Safety (or designee) determines that a threat continues to exist for the campus community, information about the reported sexual assault will be reported to the campus community, whether reported by a sexual assault survivor or through a third-party report. As much detail as possible will be released to identify the assailant, such as location, date, time and other information that could identify the suspect. The Director will inform the campus community of the reported sexual assault by posting "Public Safety Alerts".

The college will take appropriate action to safeguard the survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the college will attempt to provide, if reasonably available, an alternate or modified class schedule for the survivor. The college will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the college determines there is a clear danger to the victim or the college community.

### **Contacts for Victims of Sexual Assault**

- Hennepin County Sexual Violence Center 612-871-5111  
<http://sexualviolencecenter.org>
- Cornerstone 1-866-223-1111  
<https://cornerstonemn.org>
- Crisis Connection – 24 Hour Crisis Line 612-379-6363

- Sexual Assault Resource Services 612-873-5832

### **On Campus Contacts for Victims of Sexual Assault**

For Threats, Stalking, and Assault Complaints: Contact the Public Safety Department, located in F1250, or by calling (952)358-8280. The local police may be contacted by calling 911.

Campus contacts for Support, Assistance, and Referral include:

- Amy Wagner, Director of Mental Health and Wellness, 952-358-9356, C1140  
[amy.wagner@normandale.edu](mailto:amy.wagner@normandale.edu)
- Lavonne Evenson, Counselor, 952-358-8257, C1131  
[lavonne.evenson@normandale.edu](mailto:lavonne.evenson@normandale.edu)
- Paul Harlos, Counselor, 952-358-8254, C1137  
[paul.harlos@normandale.edu](mailto:paul.harlos@normandale.edu)
- Frances Bland, Counselor, 952-358-8259, C1133  
[Frances.bland@normandale.edu](mailto:Frances.bland@normandale.edu)
- Valerie Dean, Counselor, 952-358-8253, C1135  
[Valerie.dean@normandale.edu](mailto:Valerie.dean@normandale.edu)
- Kristin Cooper, Counselor, 952-358-8807, C1139  
[Kristin.cooper@normandale.edu](mailto:Kristin.cooper@normandale.edu)

### **Sexual Violence Policy Statement**

Sexual Violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence Minnesota State provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

If sexual assault should occur on campus, both the accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceedings and both the accuser and accused are shall be informed of the outcome of any campus disciplinary proceedings brought alleging sexual assault.

To prevent sexual assault and harassment, Normandale Community College has undertaken educational efforts to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual assault and harassment and what steps can be taken if instances of sexual assault and harassment are experienced. These efforts include nightly security patrols of the campus, campus escorts, security alerts, brochures about sexual assault, health classes offered, domestic violence awareness presentation, outside awareness programs including the Minnesota Coalition Against Sexual Assault ([mncasa.org](http://mncasa.org)). Regular campus inspections are also conducted which are designed to identify and correct any facility and grounds deficiencies that may exist.

### **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. It also requires sex offenders already registered in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Community Notification allows some information about some offenders to be converted from private or confidential information to public information. In Minnesota the amount of information, and the scope of individuals to whom information is released, is indicated by the risk level assigned to the offender by an End of Confinement Review Committee (ECRC) established by the notification law, and operated by the Department of Corrections (DOC). The higher number risk level assigned to the offenders, the more information can be released, and the broader the audience that will receive that information. Law enforcement agencies where the offenders reside have the responsibility for the notification of their communities under this law. In compliance with the act Normandale Community College provides information on sex offenders as permitted by law. Information about level three offenders is available at the Department of Corrections website:

<https://coms.doc.state.mn.us/publicregistrantsearch/>

#### **Level 1**

Level One offenders are offenders who are determined to be at a lower risk to re-offend. Police agencies may open a file on these offenders and may release information about the release of the offender to victims of, and witnesses to the crime, other law enforcement agencies, and anyone identified by the prosecuting attorney to receive the information

#### **Level 2**

Level Two offenders are determined to be at a moderate risk to re-offend. Police agencies may release information to anyone included in the Level One information release, and in addition may notify organizations about the offender's release. These



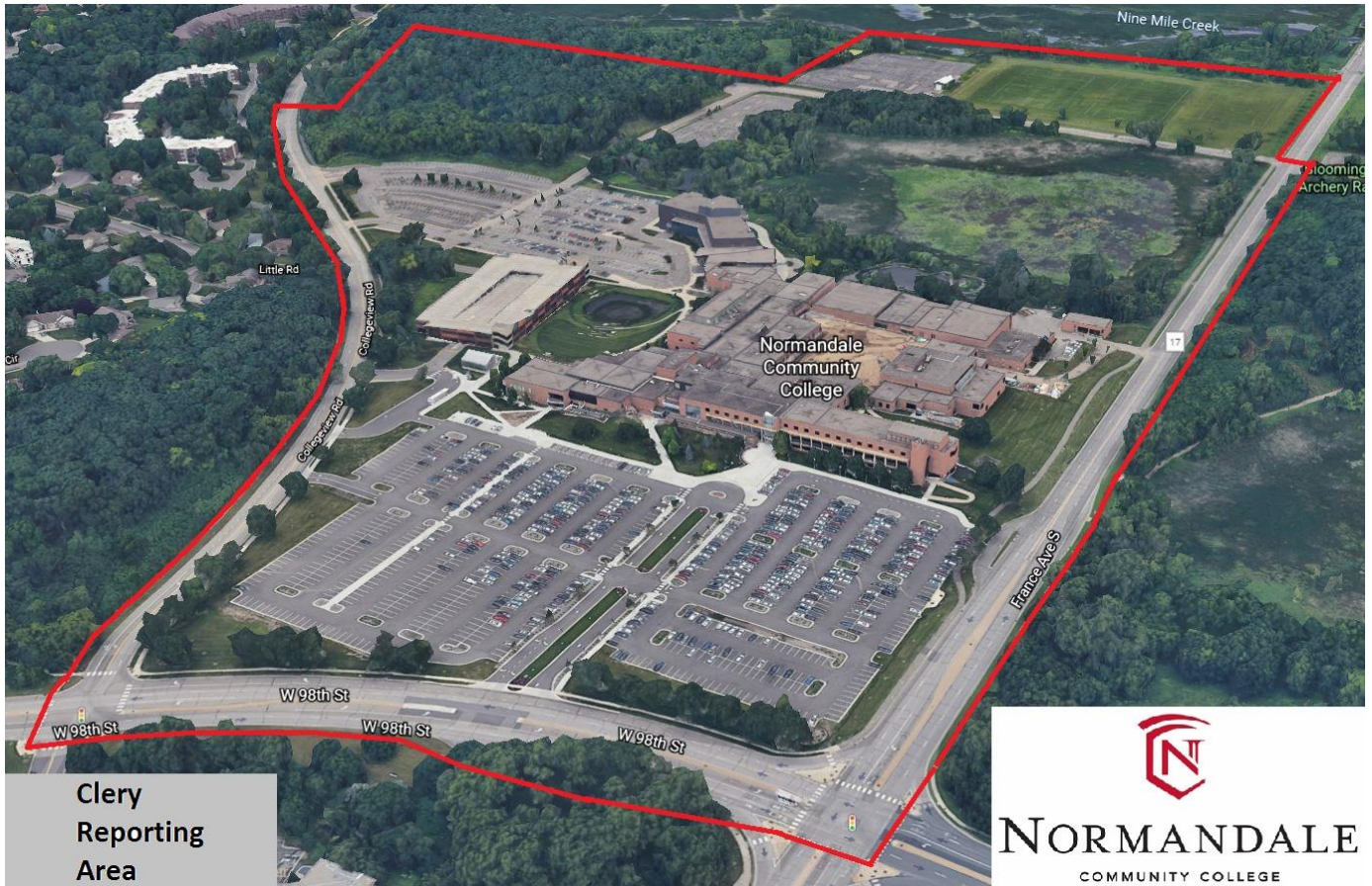
organizations may include schools, daycare centers, and other organizations where individuals who may become victims of the offender are regularly found. Law enforcement will make the decision on which organizations to notify based on the offender's past pattern of behavior. Law enforcement officials may also choose to notify certain individuals that they determine to be at possible risk from the offender, but this is not a wide spread community notification. Organizations notified about a Level Two offender are given this information to protect individuals in their care while they are on or near the premises of those organizations. The information is not to be re-distributed by those organizations that have been notified.

### **Level 3**

Level Three offenders have been determined to be at the highest risk for re-offense out of all of the three risk levels. Law enforcement may notify all individuals and agencies included in Level One and Level Two notifications, and may also distribute information about the offender to everyone else in the community. In addition, officials may use the media and other distribution methods to get this information to the public. According to law enforcement policy, enforcement officials hold public meetings in the areas where Level Three offenders reside. At those meetings, information about the notification process, about the registration of predatory offenders, and information about the general population of these offenders is distributed and discussed. In addition, information about a specific offender or offenders is released. The information includes a general area of residence, a description of the offender (with photograph), and a description of the pattern of behavior that this offender has been known to display in the past. This disclosure does not apply to offenders that are in licensed residential facilities where staff have been trained to manage sexual offenders (halfway houses) nor does it apply to offenders in secure hospital facilities operated by the Department of Human Services (hospitals at Moose Lake and St. Peter, Minnesota).



## Clery Reporting Area



In the above map, the outlined area encompasses the reporting area for the Normandale Community College campus. The area includes the City of Bloomington Soccer Fields, as well as the streets and sidewalks running through and immediately adjacent to campus.

**Normandale Community College does not own or operate any student housing facilities.**

**On-Campus Buildings:**

Main Campus	9700 France Avenue South
Maintenance Garage	9520 France Avenue South
Parking Ramp	9651 Collegeview Road

**Non-Campus Buildings:**

None	None
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**Public Property:**

City of Bloomington Soccer Fields	9400 France Avenue South
France Avenue South	From 94 <sup>th</sup> Street to 98 <sup>th</sup> Street
98 <sup>th</sup> Street South	From France Avenue South to Collegeview Road
Collegeview Road	From 98 <sup>th</sup> Street to 94 <sup>th</sup> Street
94 <sup>th</sup> Street South	From Parking lot #6 to France Avenue South

## Crime Statistics

Normandale Community College

Offense	ON CAMPUS			Noncampus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sexual Assault:									
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assaults	1	4	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA

Offense	ON CAMPUS			Noncampus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Domestic Violence	1	1	1	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	1	1	1	0	0	0	0	0	0

Arrest

Offense	ON CAMPUS			Noncampus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons	1	1	0	0	0	0	0	0	0
Drug Abuse	1	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0

Disciplinary Referrals

Offense	ON CAMPUS			Noncampus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons	0	0	0	0	0	0	0	0	0
Drug Abuse	1	0	1	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0

## **Bias Motivated Crimes**

The 2009 reporting requirements added the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of crimes that must be reported in hate crime statistics. The 2014 reporting requirements also added the crimes of dating violence, domestic violence and stalking. Hate crimes are defined as crimes in which the victim is intentionally selected because of their actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability. Such statistics shall not identify victims or crimes or persons accused or crimes.

2020: No (0) hate crimes were reported

2019: No (0) hate crimes were reported

2018: No (0) hate crimes were reported

*The above are reports of alleged criminal activity and do not necessarily constitute an arrest or conviction.*

## **Unfounded Cases**

Normandale Community College had no (0) unfounded crimes in 2020, 2019 and 2018. Cases may only be unfounded by a licensed peace officer when an investigation finds that a report was false or baseless.

## **Crime Definitions**

The definitions listed are taken from the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Handbook and National Incident Based Reporting System (NIBRS) and used to classify the criminal offenses previously listed:

- **Aggravated Assault:** Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).
- **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, personal property of another, etc.
- **Burglary:** Unlawful entry of a structure to commit a felony or a theft, including unlawful entry with intent to commit a larceny or felony; breaking and entering

with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

- **Motor Vehicle Theft:** Theft or attempted theft of a motor vehicle.
- **Murder and Non-negligent Manslaughter:** Willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** Killing of another person through gross negligence.
- **Robbery:** 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.
- **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape:** Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration of a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  - **Fondling:** Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent against because of his/her age or because of his/her temporary or permanent mental incapacity.
  - **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. Relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** Violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit



any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

- **Weapon Law Violations:** Violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Larceny Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** Simple, Not Aggravated includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries.
- **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.
- **Vandalism of Property:** The willful or malicious destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without the consent of the owner or person having control.
- **Domestic Violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by one of the following: (a) a current or former spouse of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or (e) by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. In Minnesota this includes individuals who are in a dating relationship.
- **Dating Violence:** The term “dating violence” means violence committed by a person – (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship. In Minnesota, individuals in a dating relationship are included in the Domestic Violence definition.

- **Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

The Director of Public Safety serves as the primary liaison with all law enforcement agencies for the Public Safety Department regarding issues occurring on campus. When such incidents occur, the Director or representative will determine the proper means of communicating these concerns to the campus community. The following media are used to inform the campus about Public Safety issues, to report to the campus community crimes considered to be an immediate threat to students and employees, and to encourage students and employees to be responsible for following stated security procedures and practices: campus-wide e-mail and voice-mail, Normandale student e-mail accounts, Employee Portal, *Lion’s Roar Campus News*, campus forums, crime prevention literature, Student Government assistance, posted announcements (Safety/Security Alerts) and mailings.

## **Personal Safety**

The Public Safety Department takes a proactive approach regarding the safety of all students, employees and visitors of Normandale Community College. Officers maintain awareness of activity on Campus by providing regular foot patrol, monitoring cameras and various Public Safety communications. However, we here in the Public Safety Department strongly encourage each person to help prevent crime. Personal safety measures have a dramatic effect on each person’s safety. So please take a look at these tips and take safety seriously.

### **Escort Service:**

- Walk in a group, stay in well-lit areas and wear light-colored clothing when walking at night.
- An on-campus (walking) escort service is provided by the Public Safety Department for members of the College community. Escorts may be requested by phoning (952)358-8280 or 555 from any campus phone.

### **Emergency “Blue Light” Phones:**

- “Blue Light” (emergency) phones are located in Parking Lots 3, 6 and the Parking Ramp. The “Blue Light” phones are made visible by a blue light on the top of these stations. When properly activated, these phones dial directly to 911 dispatchers. To operate these phones you must follow the “one-step” process:
- Push the red button on the face of the box and present your communications to the dispatcher. The dispatcher will know your location and immediately dispatch an Officer to assist.



**Protect your property:**

Personal property (purses, backpacks, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.

- Lock your door whenever you leave your room or office. Always lock your car doors.
- Never open the exterior doors of the building to strangers. Protect all valuables in your room or office. Do not leave valuables in plain view.
- Take valuables home with you during vacations.
- Park your bike where you can keep an eye on it if possible. Always lock your bike to the bike racks provided. There are several good anti-theft devices available. Case hardened heavy (U-Bolt) locks and chains afford the best protection for security of these items.

**Protect your automobile:**

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving personal property where it is visible inside your vehicle.

**Protect YOURSELF:**

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Walk along well-lit routes at night.
- 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 vehicle and keep your personal or valuable items concealed and close to your body. If you must travel alone at night, use the Public Safety Department's Escort Service (952)358-8280 to escort you to your on-campus destination or back to your vehicle.

**Suspicious Activity:**

- If you see any suspicious activity or people on or near campus, call the Public Safety Department immediately at (952) 358-8280.
  - o Do not confront them.
  - o Do not assume the person is a College employee or student that you have not seen before.
  - o Do not assume that what you observe is an innocent activity.
  - o Do not assume somebody else will or has already reported it.

**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 in distress and need medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles. Report all thefts and property loss immediately to the Public Safety Department and/or the Bloomington Police Department.

## **ALWAYS KEEP SAFETY A HIGH PRIORITY!**

Special acknowledgment and thanks to the **Bloomington Police Department** for their help in gathering these statistics and for their professionalism and service to the Normandale community.