



Campus Security Procedures and Statistical Report

***Fall 2009
Statistics from 2008***

*A Publication of the Office of Institutional Effectiveness
in accordance with the requirements of the
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
Statistics Act.*

A Member of the Minnesota State Colleges and Universities System
An Equal Opportunity Educator/Employer

INTRODUCTION

The Office of Institutional Effectiveness of Northwest Technical College publishes the college's Campus Security Procedures and Statistical Report each year. This report is posted on the college website <http://www.ntcmn.edu> under About NTC, and it is available upon request in printed form at Office of Institutional Effectiveness, Northwest Technical College, 905 Grant Avenue SE, Bemidji, MN 56601, 800-942-8324, 218-333-6600. All employees and enrolled learners are notified of the posting of this report. The report contains campus safety and security information in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The statistics printed in this report are gathered from select crimes or incidents that occur on the campus property and on public land adjoining campus property.

Campus Sex Crime Prevention Act

The federal Sex Crime Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information may be obtained concerning registered sex offenders. This information is provided to law enforcement agencies by the State of Minnesota.

Information regarding individuals on the list of registered sex offenders can be obtained from the Bemidji Police Department, 613 Minnesota Avenue NE, Bemidji, MN 56601, (218) 333-9111 or from the Minnesota Department of Corrections web site (<http://www.corr.state.mn.us/>).

Campus Safety and Security

The Bemidji Police Department provides fully licensed police protection for Northwest Technical College. In addition, the college works with personnel at the Department of Security & Safety in the provision of some aspects of security services. As needed, college personnel work with the Beltrami County Sheriff's Department and/or other state law enforcement agencies.

It is the practice of the college to report criminal activity to the Bemidji Police Department and also to encourage individuals who may have been involved or impacted by any incident relative to safety and security directly to the Bemidji Police Dept. All members of the college community are responsible for reporting any criminal activity of which they are aware to the Beltrami County Law Enforcement Center, 333-9111 (emergency 911).

The college urges those college personnel or entities which are exempt from mandatory reporting, such as professional counselors, to advise clients

who are victims of crime to report those incidents to college and/or law enforcement authorities.

Campus Access

The Northwest Technical College campus building is open from 6:45 a.m. to 10:00 p.m. Monday through Friday for access by faculty, staff, learners and visitors to the campus; at all other times, the building is locked and the security system is activated. Access to the building at other hours is limited to those holding college-issued keys or through pre-arrangement with the Director of Facilities for activities approved by the President or Dean or designee. Keys are issued from the Office of the Dean.

Campus Patrol

During evening hours, the campus is patrolled by a student patrol officer from the BSU Department of Security and Safety. In addition to patrolling the building and grounds, the patrol officer will escort learners to their personal vehicles upon request and can be summoned by cell phone (209-1432) if he/she is not in the immediate vicinity.

Policies and Procedures

Workplace Violence

The College is committed to providing a safe working environment for its employees, learners, and visitors, free

from threats and acts of violence. In support of this commitment, the College shall implement the following policies in an attempt to reduce the potential for threats and workplace violence, including banning dangerous weapons from workplace sites:

- A. Low-risk work environment: College administrators are expected to promote positive behavior, and to lead by example, by treating employees with the respect and dignity each person deserves. Emphasis will be placed on creating a workplace where established standards of conduct are clear, are communicated, are consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.
- B. Training: College administrators will be provided training in workplace-related threats and acts of violence. This training will focus on prevention and de-escalation of violence, will include suggestions for appropriate responses to threats and acts of violence, and will identify those resources which are available to use once a potential problem has been identified, or an incident has occurred.
- C. Employee Counseling and Assistance: The administration encourages use of

the Employee Assistance Program (EAP), which is primarily an assessment, short-term counseling and referral agency. While administrators, family members, or union representatives may encourage employees to seek help from the EAP, the decision to use those services must be voluntary. Employees may also choose to seek assistance from private health services to deal with pressures, stress, emotional problems, or other personal issues which could, if ignored, lead to threats or acts of violence.

- D. Valuing and Respecting Diversity: The College values and respects individual differences among people. Harassment of any person in the workplace is strictly prohibited. Incidents of this nature, if not corrected, may result in workplace violence. The administration will continue to treat incidents of harassment and discrimination as outlined in MnSCU Board Policy 1B.1.
- E. A Safe Workplace: College and campus administrators have the primary responsibility for ensuring a safe work environment. They are empowered to take immediate action to resolve or stabilize violent situations in the workplace, and to protect people from harm. Administrators will also ensure that

appropriate disciplinary responses are made to internal workplace acts of violence or aggression.

- F. Dangerous Weapon Prohibition: The administration will work to eliminate dangerous weapons from the workplace. Effective immediately, the possession of any dangerous weapon, to include any firearm, in any college workplace by any person other than a law enforcement officer, is strictly prohibited. For the purposes of this plan and policy, the following items are considered to be "Dangerous Weapons":
1. Any weapon which, according to law, is illegal to possess.
 2. Any firearm, loaded or unloaded, assembled or disassembled, including pellet, "BB", and stun guns (electronic incapacitation devices).
 3. Replicate firearms, as defined in Minnesota Statute 609.713.
 4. Knives (and other similar instruments) with a blade length of more than three inches, other than those present in the workplace for the specific use of instruction or for food preparation and service.
 5. Any "switchblade" knife.
 6. "Brass knuckles," "metal knuckles," and similar weapons.
 7. Bows, crossbows and arrows.

8. Explosives and explosive devices, including ammunition, fireworks and incendiary devices.
9. "Throwing stars," "numchucks," clubs, saps, and any other item commonly used as, or primarily intended for use as, a weapon.
10. Any object that has been modified to serve as, or has been employed as, a dangerous weapon.

Concealed Weapons

The College is committed to providing a safe working environment for its employees, learners, and visitors. The College adopts in full [Policy 5.21 of Minnesota State Colleges and Universities](#). In addition to concealed firearms, employees, learners, and visitors are prohibited from carrying any concealed dangerous weapons (defined in policy 1090-1-01) on college property, exclusive of parking lots. Employees are prohibited from carrying concealed weapons while acting in the course and scope of employment. Violators will be subject to sanctions: employment-related civil sanctions for employees and academic sanctions for learners.

Sexual Violence

The Minnesota State College and Universities Board of Trustees policy 1B.3 and Procedure 1B.3.1 addresses sexual violence on MnSCU campuses. These

can be accessed at the MnSCU website under Policies and Procedures at www.mnscu.edu/Policies/1B3.html or www.mnscu.edu/Policies/Procedures/1B3p1.html.

Northwest Technical College has adopted and supports MnSCU Board 1B.3 Sexual Violence and its related Procedure 1B.3.1. The College will use the 1B.1 process to investigate complaints which can be accessed at www.mnscu.edu/Policies/1B3.html. The college's Sexual Violence pamphlet contains detailed information on policies, procedures, and reporting sexual violence. Learners are encouraged to read this pamphlet. It is posted on the college website or is available in hard copy upon request.

Drug Use

Northwest Technical College is committed to providing an environment free of alcohol and illegal drugs for its learners, employees, and visitors. The College prohibits the unlawful manufacture, possession, use, or distribution of controlled substances, including alcohol and illegal drugs, by learners and employees on its property, in college- or state-owned vehicles or vehicles rented on behalf of Northwest Technical College, or as part of any college-sponsored activities. Any person who appears to be under the influence of

drugs or alcohol on college premises or at any college-sponsored activities may be asked to leave. Law enforcement or security personnel will be involved as necessary.

NTC employees are subject to the MnSCU Code of Conduct Policy 1C and its companion [procedure 1C.0.1](#) for MnSCU employees, in which Subpart 1 states: "Employees are expected to perform their jobs efficiently, safely and in a professional business-like manner. An employee's ability to perform effectively may be hampered by alcohol or other drug use, and under state policy employees may not report to work under the influence, or operate machinery, vehicles or equipment while under the influence. Recognizing that alcoholism and other drug dependencies are a significant societal and personal problem, the state's employee assistance program is available to assist system employees who may have an alcohol or drug abuse problem. The state's policy on work-related substance abuse is non-discriminatory in intent and application. However, in accordance with Minnesota Statutes chapter 363A, disability does not include any condition resulting from alcohol or other drug abuse which prevents a person from performing essential functions of the job or creates a direct threat to property or the safety of individuals." Additionally, MnSCU policy

5.18 governs [Alcoholic Beverages and Controlled Substances on Campus](#) (see its companion [procedure](#)).

In addition, as employees of the State of Minnesota, employees must comply with the regulations of the [Minnesota Management and Budget \(MMB\)](#) policy regarding alcohol and other drug use, including unlawful drug use or abuse, in the workplace.

The College may impose disciplinary sanctions on employee violators consistent with [negotiated agreements and/or plans](#). Sanctions on learner employees, including suspension and termination, shall be in accordance with college administrative regulations and procedures. Sanctions on learners shall be consistent with the Learner Code of Conduct.

Employees with concerns about drug and/or alcohol use are encouraged to use the College's [Employee Assistance Program](#).

Timely Warning

In the event that a situation arises on campus that, in the judgment of the President and/or Director of Security and Safety, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued through the

college e-mail system to learners, faculty, and staff.

Depending on the particular circumstances of the situation, especially in situations that could pose an immediate threat to the college community and individuals, the Dean, President, and/or Director of Security may also post a notice on the NTC website home page at <http://www.ntcmn.edu> .

Anyone with information warranting a timely warning should report the circumstances to the Department of Security and Safety at Bemidji State University at 755-3888 or the President or NTC Dean at 333-6611.

Campus Security Report Policy

Northwest Technical College shall on September 30 of each year, publish and distribute a Campus Security Procedures and Statistical Report as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990. This report is prepared by the Office of Institutional Effectiveness and compiles statistics from college records and records of the Bemidji Police Department. A copy of the NTC Annual Security Procedures and Statistical Report is distributed to learners, faculty, and staff via posting on

the college website. Paper copies are available upon request.

Security Recommendations

Parking Lots:

- Always lock your car and never leave the keys in the vehicle.
- Secure valuable in the trunk, or better yet, leave them at home.
- When returning to your car, have your keys ready so that you can immediately enter your car. Lock the car upon entering, before you even start the car.
- Be alert to your surroundings. If someone appears to be lingering in the parking lot, do NOT park near that person. When you enter the building, report any suspicious persons or activity to any of the administrators or to a faculty member.
- If you know you'll be leaving the campus after dark, try to park as close to a security light as possible.
- If you are returning to your car after dark, ALWAYS walk with someone you know or a college employee.

Buildings:

- If you see any suspicious activity or people on the campus, call or report it to any administrator immediately. Do not assume that the activity is innocent or that

someone else has already reported it.

- Any phone on campus may be used to call emergency services. Dial 9 first, then dial 911 for an emergency or 751-9111 to report suspicious activity.
- Do NOT approach any individual whom you suspect of or whom you witness participating in illegal or unsafe activities. Contact a college administrator.
- Never leave personal belongings—including handbags, backpacks, book bags, or laptop computers—in an unlocked, unoccupied classroom or other area. The college is not responsible for your belongings—you are. Keep them in your possession.
- Be aware of which college faculty and staff are on-duty during the evening hours. Avoid entering any unlit or unoccupied areas of the building.

Reporting a Crime or Suspicious Activity:

Anyone who witnesses or is a victim of a crime on the college campus is encouraged to report the crime to the President or Dean at 333-6611 or to the Bemidji State University Department of Security and Safety at 755-3888 or to the Bemidji Police Department at 333-9111. In emergency situations, calls

should be made directly to 911. Reports of crimes made to the President, Dean or other college personnel will be referred to the Bemidji State University Department of Security and Safety. Individuals are also encouraged to report suspicious activity seen on or near the campus. Telephones are located in each classroom, at the main entrance, and by the Computer Kiosk area, in addition to phones in offices.

- Report any crimes, including theft and property loss, immediately to college administrators (333-6600) and/or the Bemidji Police Department (333-9111).
- Report any suspicious actions or people immediately to any college administrators or other college personnel. Suspicious persons may be:
 - Loitering about at unusual hours and locations
 - Running, especially if something of value is being carried.
 - Exhibiting unusual physical or mental symptoms. Such persons may be under the influence of drugs or otherwise needing medical or psychiatric assistance.
 - Carrying property that might be suspicious, depending on the circumstances.

Emergency Notification System

Northwest Technical College and Bemidji State University subscribe to the Connect-Ed Emergency Notification System. Connect-ED is only activated when a situation exists that presents an imminent danger to the campus. An "Imminent danger" is defined to be a situation that threatens the immediate safety of the campus community, is not anticipated, and failure to provide such a warning may result in serious harm. Examples of such emergencies may include: a tornado in the Bemidji area, chemical or hazardous material spills, an armed and actively violent person, etc. Connect-ED messages are only activated if the situation is determined to be imminent and requires immediate action.

The information collected and imputed into the Connect-Ed system is extracted from registration records individuals provided upon NTC entry. The Connect-ED system is only used for purposes of emergency communication and will not be sold or used for marketing or any purpose other than emergency communications. "Emergency communications" is defined to be communication that is vital information to help minimize any significant risk to the health and safety of the community.

Procedure

Connect-ED may be activated by: the

Vice President for Finance & Administration, Vice President for Student Development & Enrollment, Vice President of Academic Affairs, Director of Security & Safety or designees.

Connect-ED is tested once a semester to ensure the system is in good working order and to assist campus community members with emergency preparedness in the event of an actual emergency.

Registration

1. Learners, Faculty and Staff are automatically enrolled in Connect-ED. (Individuals are responsible for providing accurate data. The College assumes no liability or responsibility for improper or outdated data.)
2. Learner data is collected from the student's "NTC Portal". Every student must assure that the information in their portal is accurate and current for successful Connect-ED notification.
3. Faculty and Staff data is collected from the NTC directory. Faculty and Staff who would like to have their contact number changed to receive Connect-Ed notification must complete a Connect-ED permission form, which can be found at the BSU Security & Safety website:
<http://www.bemidjistate.edu/offices/security/Connect%20Ed%20Form.pdf>.
Once completed the form must be submitted to the Department of Security & Safety.

For more information on this Campus

Security Report, contact:

*Dr. Barbara Lee Schueppert
Director of Institutional Effectiveness
Northwest Technical College
905 Grant Ave SE
Bemidji, MN 56601
218-333-6896*

IMPORTANT PHONE NUMBERS:

Emergency 911

**Bemidji Police Department
333-9111**

**BSU Campus Security
755-3888**

**Sexual Assault Hotline
444-9524
800-708-2727**

**North Country Regional Hospital
751-5430**

**NTC Dean
333-6611**

**NTC Dir of Institutional Effectiveness
333-6652**

**NTC Counselor
333-6618**

**NTC Facilities Services Supervisor
333-6653**

Historical Crime Statistics at Northwest Technical College

On Campus	2006	2007	2008	Public Property Bordering Campus	2006	2007	2008
Murder:				Murder:			
Murder and Non-negligent Manslaughter	0	0	0	Murder and Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0	Negligent Manslaughter	0	0	0
Sex Offenses:				Sex Offenses:			
Forcible Sex Offenses	0	0	0	Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0	Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0	Robbery	0	0	0
Aggravated Assault	0	0	0	Aggravated Assault	0	0	0
Burglary	0	1	0	Burglary	0	0	0
Motor Vehicle Theft	0	0	0	Motor Vehicle Theft	0	0	0
Arson	0	0	0	Arson	0	0	0
Arrests:				Arrests:			
Alcohol Violations	0	0	0	Alcohol Violations	0	0	0
Drug Violations	0	0	0	Drug Violations	0	0	0
Weapon Violations	0	0	0	Weapon Violations	0	0	0
College Conduct Referrals:				College Conduct Referrals:			
Alcohol Violations	0	0	0	Alcohol Violations	0	0	0
Drug Violations	0	0	0	Drug Violations	0	0	0
Weapon Violations	0	0	0	Weapon Violations	0	0	0

There were no hate crimes reported for 2006, 2007 or 2008.