



**Northwest
Technical College**

Bemidji, Minnesota

2011 Campus Crime Report #

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INTRODUCTION

The Department of Public Safety publishes the Annual Security Report each year. The report is distributed to all potential learners, and employees. This report is posted on the college website http://www.ntcmn.edu/about/pdf/campus_safety.pdf, 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 information regarding campus safety and security as required by the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**.

Pursuant to the Act, the Department of Public Safety monitors criminal activity and publishes this report containing a three-year statistical history of select crimes or incidents that occur. The statistics are gathered from three specific geographic areas; 1) campus, 2) public property that is adjacent to campus, 3) non-campus college property or college sanctioned buildings or property.

DEPARTMENT OF PUBLIC SAFETY AUTHORITY

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

The Bemidji Police Department provides fully licensed police protection for Northwest Technical College. The Department of Public Safety has developed a working relationship with the Bemidji Police Department that allows for immediate response to all crimes, emergencies, or requests for service generated by the campus. On occasion, the Department of Public Safety works with other law enforcement agencies such as the Beltrami County Sheriff's Department, the Minnesota Bureau of Criminal Apprehension, the Paul Bunyan Drug Task Force, the Federal Bureau of Investigation, and the Minnesota State Patrol.

It is the policy of Northwest Technical College to report all criminal activity to the Bemidji Police Department by reporting incidents directly to their office or to the Department of Public Safety. All crimes, or potential crimes, that are reported to the Department of Public Safety will be forwarded to the Bemidji Police Department. It is also the college's position that all campus community members are responsible for reporting any criminal activity they become aware of to the Department of Public Safety, Walnut Hall at Bemidji State University, 218-755-3888, or the Beltrami County Law Enforcement Center, 218-333-9111 (emergency 911).

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

CRIME PREVENTION PROGRAMS

The Department of Public Safety offers programs to the campus community through a Campus Crime Prevention Professional. The programs are designed to inform the campus community regarding security procedures and practices, and to encourage responsibility for personal safety. The programs present personal safety, and crime prevention techniques. The programs are presented by a certified Campus Crime Prevention Professional who is a full time staff member with the Department of Public Safety. The programs can be scheduled by request by contacting the Assistant Director of Public Safety, at 218-755-3888.

CAMPUS SEX CRIME PREVENTION ACT

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student

Information regarding individuals on the registered sex offenders' list can be obtained from the Bemidji Police Department, 613 Minnesota Avenue NE, 218-333-9111, and from the Minnesota Department of Corrections web site <http://www.corr.state.mn.us/>, or you can follow the link to the DOC web site from the Department of Public Safety home page www.bemidjistate.edu/offices/safety

PERSONAL SAFETY RESPONSIBILITY

Department of Public Safety staff members are available to assist you in protecting yourself by providing regular foot and/or vehicle patrols. However, only you can protect yourself by being aware of your surroundings and taking appropriate precautions to avoid being the victim of a crime.

CRIMES AND SUSPICIOUS ACTIVITY

Learners, faculty, staff, and guests of the college are encouraged to immediately report emergencies and criminal activity to the Department of Public Safety or the Bemidji Police Department (911). You can reach the Department of Public Safety by calling 218-755-3888. This number is answered all day, every day.

The dispatcher will alert on-duty public safety officers and call Bemidji Police when necessary. The Public Safety officer will respond, assist any victim, and prepare reports and other documentation for follow-up. The Public Safety officer can also assist crime victims in reporting a crime to the Bemidji Police Department.

CRIME REPORTING PROCEDURES/POLICY

All learners, faculty, staff, and campus visitors are urged to report any crime they become aware of to the Department of Public Safety and/or the Bemidji Police Department, (non-emergency) 218-333-9111, (emergency) 911.

Individuals reporting to the Department of Public Safety who also wish to file a complaint with the Bemidji Police Department will be provided assistance in making that contact. In addition, if the Department of Public Safety becomes aware that a crime has been committed, college policy requires this information be forwarded to the Bemidji Police Department in a timely manner.

For on-campus emergencies, dial 911. Emergency services will immediately be dispatched from local agencies to your location, and that information will also be relayed to the Department of Public Safety who will also dispatch personnel to the incident location.

For off campus crimes please contact the Bemidji Police Department. The Department of Public Safety and Bemidji Police Department have a mutual working agreement and each department augments the other, within their jurisdiction, during mutual investigations. The Director of Public Safety has weekly meetings with the Bemidji Police Captain to exchange ideas and discuss problems which are relevant to the college community as well as the community of Bemidji.

ACCURATE AND PROMPT CRIME REPORTING

Northwest Technical College strongly encourages accurate and prompt reporting of all crimes, especially those on or near campus, to local law enforcement and the college. Accurate and prompt crime reports allow the Department of Public Safety, the Bemidji Police Department, and others to effectively track crime patterns and alert the community. Public Safety officers are NOT sworn police officers. Public Safety officers can assist crime victims in making a police report.

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime, and do not wish to pursue action within the college or criminal justice systems, you should still consider making a confidential report. With your permission, the Director of Public Safety, or their designee, may file a report that documents the details of your incident without revealing your identity. With this information, the college can keep accurate records of incidents and better identify crime trends. Reports filed in this matter are counted and disclosed in the annual crime statistics for the institution, but again are entirely confidential.

CRIME ALERTS (AKA "SECURITY ALERTS")

If the Department of Public Safety receives information that a crime has been committed that may pose a continuing threat to the safety of any campus member, a "Security Alert" will be issued. Security Alerts are distributed by the Department of Public Safety 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 the proper personal safety measures necessary to insure their individual safety. The alert may also contain a request for information regarding an incident.

Security Alerts will be posted on bulletin boards throughout campus. Security Alerts will remain posted as long as it is determined a threat exists, or will be removed after thirty days if no similar incidents occur. Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Upon confirmation of a significant emergency, or dangerous situation, involving an immediate threat to the health or safety of learners or staff occurring on campus, it is the policy of the Department of Public Safety to make every effort available to contact every learner, staff, and faculty member, unless issuing a notification will compromise the efforts to contain the emergency.

Northwest Technical College has several methods of mass notification. The Department of Public Safety is a user of Connect-Ed, a system that both calls primary contact phone numbers learners, staff and faculty as well as sending an instant e-mail to all campus accounts. Connect-Ed along with Northwest Technical College's evacuation procedures are tested independently several times a year. During Minnesota's Severe Weather Awareness Week a full scale test of all emergency notification systems on campus is conducted.

The information collected and inputted 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 Public 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 Public Safety website: <http://www.bemidjistate.edu/offices/safety/Connect%20Ed%20Form.pdf>. Once completed the form must be submitted to the Department of Public Safety.

PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

It is the policy of Northwest Technical College that the Department of Public Safety is recognized as the office responsible for the collection and publication of crime statistics, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistics in this report are gathered from the following sources: Public Safety Incident Reports, Beltrami County Law Enforcement Records, College Conduct Officials, Campus Security Authorities and Third Party Anonymous Reports.

Statistical information is gathered in two different categories; 1) On-campus 2) Public property that borders campus. In addition, for each of the categories listed, separate statistics are included for crimes classified as hate crimes by the Uniform Crime Reporting system. Hate crimes are reportable crimes where it has been determined that the crime was motivated by a victim's race, gender, religion, sexual orientation, ethnicity or disability.

The statistical information that is required to be published includes:

- Homicide

- Murder and Non-Negligent Manslaughter

- Negligent manslaughter

- Sex Offenses

- Forcible

- Non-Forcible

- Robbery

- Aggravated Assault

- Burglary

- Motor Vehicle Theft

- Arson

In addition to the aforementioned crimes, statistics are kept for the following crimes when it is determined that they were motivated by a victim’s race, gender, religion, sexual orientation, ethnicity or disability.

- Larceny-Theft

- Simple Assault

- Intimidation

- Destruction, Damage or Vandalism of Property

- Any Other Crime Involving Bodily Injury

The law further requires that statistical information for the following categories of arrests or referrals for campus disciplinary action if an arrest was not made:

- Liquor Law Violations

- Drug Law Violations

- Illegal Weapons Possession

* Note: In order to be included as a statistic, a referral for one of the three categories listed above must also constitute a violation of law.

Each year, an e-mail notification is made to all enrolled students, faculty, and staff members that provides the website to access this report. Copies of the Annual Security Report may also be requested by contacting the Department of Public Safety in Walnut Hall, Bemidji State University or by calling (218) 755-3888.

CAMPUS SECURITY AUTHORITIES

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the declaration of “Campus Security Authorities”. Campus Security Authorities are defined as, “An official of an institution who has significant responsibility for student and campus activities.” Campus Security Authorities are individuals that reports should be made to, for the purpose of making “Security Alerts” and the annual statistical disclosure. Northwest Technical College has determined that the following positions fit this criteria:

President and Vice Presidents, Faculty Advisors to student groups and organizations, Department of Public Safety employees, Deans, Student Development Officials, and other campus officials who have significant responsibilities for student and campus activities.

OFF-CAMPUS CRIME

All Northwest Technical College organizations that are off-campus are monitored by the Bemidji Police Department, which shares information with the Department of Public Safety.

The Department of Public Safety includes the off-campus student organizations' crime statistics in its annual report under the classification of "Non-Campus Building or Property". Currently there are no off-campus student organizations recognized by the college.

CAMPUS PASTORAL AND PROFESSIONAL COUNSELORS

Campus pastoral and professional counselors, when acting as such, are not required to report crimes for inclusion in the Annual Crime Report. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform individuals being counseled of the procedures to report crimes on a voluntary basis. This would then be included in the statistics of the Annual Crime Report.

A "pastoral counselor" is an employee of the institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A "professional counselor" is an employee of the institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

CRIME REPORT STATISTICS: JANUARY 2008 TO DECEMBER 2010

The following table is the statistical report of crimes occurring on the Northwest Technical College campus (as reported to the Department of Public Safety and/or the Bemidji Police Department). The table reflects crimes reported for the three calendar years of 2008, 2009 and 2010. The categories of crime are those required by the Clery Act.

NOTE: Northwest Technical College does not have any off-campus student organizations, which would be listed under the category of "Non-Campus Property". Included in "Non-Campus Property" is the Office of Institutional Effectiveness.

NORTHWEST TECHNICAL COLLEGE CRIME STATISTICS

	On-Campus			Non-Campus			Public		
	'08	'09	'10	'08	'09	'10	'08	'09	'10
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses : Forcible	0	1	0	0	0	0	0	0	0
Sex Offenses : Non-Forcible	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Burglary	0	0	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
	On-Campus			Non-Campus			Public		
	'08	'09	'10	'08	'09	'10	'08	'09	'10
Liquor Law Violations : Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations : Referrals	0	0	0	0	0	0	0	0	0
	On-Campus			Non-Campus			Public		
	'08	'09	'10	'08	'09	'10	'08	'09	'10
Drug law Violations : Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations : Referrals	0	0	0	0	0	0	0	0	0
	On-Campus			Non-Campus			Public		
	'08	'09	'10	'08	'09	'10	'08	'09	'10
Weapon Law Violations : Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Violations : Referrals	0	0	0	0	0	0	0	0	0

Hate Crime Statistics for 2008, 2009, and 2010

The statistics below have been classified as “Hate Crimes”. Hate crimes are defined as crimes in which the victim is intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

2010: No (0) Hate Crimes Reported

2009: No (0) Hate Crimes Reported

2008: No (0) Hate Crimes Reported

CRIME DEFINITIONS

The definitions below are taken from the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Handbook and used to classify the criminal offenses listed above.

Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

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

Sex Offenses, Forcible: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sexual Offenses, Non-forcible: Unlawful, non-forcible sexual intercourse.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce health or great bodily harm. (It is not necessary that injury 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.)

Burglary: The unlawful entry into a structure to commit a felony or theft. For reporting purposes this definition includes: 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.

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.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Liquor Law Violations: The 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. (Drunkness and driving under the influence are not included in this definition.)

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapons Law Violations: The violation of laws or ordinances dealing with weapons 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 aforementioned.

ACCESS TO CAMPUS FACILITIES

Access to all Northwest Technical College buildings and facilities are restricted to normal business hours, which is generally from 6:45 a.m. to 10:00 p.m. Monday through Friday during the academic year. Access during summer months and break periods may vary. Use of Northwest Technical 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 process if non-compliant.

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.

Although the Department of Public Safety routinely patrols all campus facilities, it is impossible to maintain a continuous presence in all facilities at all times. Learners, faculty, staff and visitors are urged to take

appropriate steps to insure their own personal safety. Please report suspicious individuals and activities or hazardous conditions immediately to the Department of Public Safety, 755-3888.

CAMPUS ALCOHOL POLICY AND ENFORCEMENT

Northwest Technical College forbids the use (consumption), possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. Northwest Technical College also forbids the maintenance of unlawful drinking places on campus. The prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special (non-student) functions. Only the President may authorize such use.

Any alcohol related violation of law that the Department of Public Safety becomes aware of, will be referred to the Bemidji Police Department. Violations of law regarding underage consumption or possession may, and frequently do result in prosecution. In addition to any action taken by local law enforcement authorities, persons found in violation of the campus alcohol policy will be referred to the College Conduct Officer.

CAMPUS ILLEGAL DRUG USE AND ENFORCEMENT

Northwest Technical College forbids the illegal use, possession, sale, manufacture, or distribution of drugs or actions involving drugs that may involve medical or psychological hazards to individuals, or actions involving drugs that may lead to interference with the rights and privileges of others.

Any use of drugs on campus that is a violation of law that the Department of Public Safety becomes aware of, will be referred to the Bemidji Police Department. Violations of law regarding illegal drugs may, and frequently do result in prosecution. In addition to any action taken by local law enforcement authorities, persons found in violation of the campus illegal drug policy will be referred to the College Conduct Officer.

EDUCATION & PREVENTION SERVICES AND PROGRAMS: ALCOHOL AND OTHER DRUGS

Primary prevention efforts will be to provide learners with appropriate information and developmental experience necessary to make responsible decisions regarding alcohol and illicit drug use and non-use. Prevention efforts shall address legal, social, and health consequences and that use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. See the campus counselor for information and assistance. Prevention efforts will include:

- Early identification and intervention efforts providing assistance to learner demonstrating behaviors of concern.
- Crisis intervention procedures for learners experiencing medical emergencies.
- Re-entry to the college support services for learners after completing therapy for drug or alcohol problems.

Minnesota State Alcohol Violations

Minnesota has many statutes which regulate and control alcohol use and misuse. Fines and penalties are given on the basis of minimum requirements and prior violations. Some crimes and violations are as follows:

Driving under the influence (blood alcohol content .08) *First offense*: \$700 fine, max. 90 days in jail, revocation of driver license min. 30 days. *Second offense* (within five years): \$3000 fine, max. One year in jail,

revocation of license min. 90 days. Driving with an alcohol concentration of .04 or more is relevant evidence of whether or not the person is under the influence of alcohol and therefore subject to arrest.

Implied Consent By driving a motor vehicle in this state, a person agrees to submit to testing for intoxication.

Persons under the age of 21 "Not A Drop" Law, If you drink any amount of alcohol and drive, you lose your license in for 30 day on a first offence, 6 months for a second violation in Minnesota. *Misdemeanors:* Consumption and possession unless in parent or guardian's home, purchase or attempts to purchase alcohol, entering licensed premises, misrepresenting age.

Aiding Minors Gross *Misdemeanor:* to sell, furnish or give a minor alcohol, to induce a minor to purchase alcohol, to lend or permit use of license to a minor.

Consent for Sexual Activity A person under the influence of any amount of an intoxicating substance including alcohol, marijuana, narcotics, or other substances, whether ingestion of the substance is known or unknown, cannot give legal consent for sexual activity. Sexual activity is defined as oral, anal, or vaginal penetration or contact on or near contact of breasts or genitals.

Misrepresentation of Age It is unlawful for any person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.

Furnishing Alcohol to Persons Under 21 It is unlawful to sell, barter, furnish or give alcoholic beverages to persons under 21. People who are injured by an underage drinker may sue adults who supplied alcohol to the underage drinker.

A violation of any law regarding alcohol is also a violation of NTC's Code of Conduct and will be treated as a separate disciplinary matter by the college.

PROPERTY PROTECTION

- Participate in Operation Identification. Contact the Department of Public Safety, 218-755-3888 for further information.
- Personal property (purses, brief cases, calculators, etc.) should not be left unattended. Take such items with you if you are leaving the office, classroom or residence hall room.
- Lock your door whenever you leave your room or office. Always lock your car doors.
- Protect all valuables in your room or office. Do not leave valuables in plain view.
- Take valuables home with you during vacations.
- You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your residence. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
- Utilize bike racks and always lock your bike. There are several good anti-theft devices available and casehardened heavy locks and chains afford the best protection.

VEHICLE PROTECTION

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in well lit areas.
- Avoid leaving property where it's visible; utilize your trunk if necessary.

PERSONAL SAFETY

- Avoid walking alone at night.
- Refrain from taking short cuts, walk where there is plenty of light and traffic.
- Avoid walking and jogging alone after dark
- 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.
- Watch for suspicious persons in and around college buildings or parking lots. Do not pursue them. Immediately contact the Department of Public Safety (755-3888).
- If you see any suspicious activity or people on or near campus, call the Department of Public Safety (755-3888). Do not assume the person is a visitor or staff member that you have not seen before.

CAMPUS POLICY ON SEXUAL ASSAULT AND HARASSMENT

(Minnesota State Colleges and Universities System's Policy 1B.3.1, Sexual Violence Procedure, has been adopted by Northwest Technical College for campus use. Complete MnSCU 1B.3.1 procedure can be accessed at: www.mnscu.edu/board/procedure/1b03p1.html). In support of the system policy, Northwest Technical College reaffirms the policy that sexual assault and harassment will not be tolerated. Every effort will be made to assure that all members of the College community are provided an atmosphere free from sexual assault and harassment. To prevent sexual assault and harassment, educational efforts have been undertaken 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.

Northwest Technical College conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include nightly security patrols of the campus, campus escorts, Security Alerts, and campus inspections designed to identify and correct facility and grounds deficiencies. In addition the Department of Public Safety, Health Services and the Counseling Center, provides educational staff training and student programs pertaining to sexual assault awareness. Literature on sexual assault reporting, risk reduction and college response is available at the Department of Public Safety.

A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any of the several Northwest Technical College departments or community services listed further in this report for assistance. These resources provide immediate aid or on-going consultation for survivors of sexual assault.

PROCEDURE FOR REPORTING SEXUAL ASSAULT

Contact the Department of Public Safety (218-755-3888) or the Bemidji Police Department (218-333-9111) as soon as possible after the offense. If you are a victim of a sexual assault your first priority should be to get to a safe place. Please remember it is important to preserve evidence. Do not bathe, douche, use the toilet, or change clothing. Note everything about the location.

The Department of Public Safety advocates that a victim of a sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a report will not obligate you to pursue prosecution, nor will it subject the victim to scrutiny or judgment. Filing a report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence that is helpful for prosecution, and cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change prior to a medical exam).
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual crisis intervention.

Every attempt is made 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 Bemidji Police Department. The Department of Public Safety will attempt to provide support and advice for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection for the survivor of a sexual assault 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.

The Department of Public Safety is the office of official record for reports of sexual assault, as it is in all reported law violations. Learners, faculty and staff are encouraged to contact the Department of Public Safety to report any information regarding assaults.

Sexual assault survivors have the right to make anonymous (third-party) reports to the Department of Public Safety. Third party reports may prevent the college and the Bemidji Police Department from actively investigating the criminal activity.

Counseling and medical services are available both on and off campus. If you are the victim of a sexual assault, Northwest Technical College encourages you to contact one or more of the following:

RESOURCES ON CAMPUS

Public Safety	218-755-3888
Affirmative Action	218-755-2900
Campus Counseling	218-755-2024
Health Services	218-755-2053

RESOURCES OFF CAMPUS

Bemidji Police Emergency	911
Bemidji Police Non-Emergency	218-333-9111
Sexual Assault Program	218-444-9522 or 1-800-708-2727
Sanford Hospital	218-751-5403

If the Director of Public Safety (or a designee) determines that a threat continues to exist for the campus community, information about the reported sexual assault will be reported to the community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding the incident will be released, such as, location, date, time, and information that might help identify the assailant. The Department of Public Safety will inform the campus community of the reported sexual assault by posting “Security Alerts”.

Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all the facts presented.

The college will take appropriate action to safeguard the survivor and, at the same time, protect the rights of the alleged perpetrator.

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.

CAMPUS DISCIPLINARY ACTION

The college disciplinary process is an option for any person wishing to report a case of learner misconduct or violation of the campus Code of Conduct. In order for the college to proceed with the conduct process, a written complaint (whether by the victim or a third party) must be filed with the College Conduct Officer. If the complaint is criminal in nature, it will be forwarded to the Department of Public Safety. The Department of Public Safety will inform local law enforcement officials of the complaint.

CAMPUS CODE OF CONDUCT

The following information was taken directly from the Northwest Technical College Code of Conduct, which is available in its entirety from the Student Development & Enrollment, Deputy Hall, 755-2075

A. Jurisdiction of the college Learner Code

The college Learner Code shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct in the following circumstances:

1. Hazing is involved;
2. The violation is committed while participating in a college sanctioned or sponsored activity;
3. The victim of the violation is a member the college community;
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research, or service functions of the college.

The administrator shall decide whether the Learner Code shall be applied to conduct occurring off-campus, on a case by case basis, in his/her sole discretion.

Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity (see [NTC Policy 1030-1-01](#)), System Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy (see [NTC Policy 1032-1-01](#)), System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts (see [NTC Policy 1036-1-01](#)).

B. Conduct - Rules and Regulations

Any learner found to have committed or to have attempted to commit the following misconduct *in circumstances falling under the jurisdiction of this code* may be subject to the disciplinary sanctions outlined in Article III:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty;
 - b. Furnishing false information to any college official, faculty member, or office;
 - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college *premises*.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
5. Hazing.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.

8. Violation of any college or board policy, rule, or regulation published in hard copy or available electronically on the college or MnSCU Web site.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by college or MnSCU regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Any violation of the College Computer Use Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources (see [NTC Policy 5200-1-01](#)).
17. Abuse of the learner conduct system, including but not limited to:
 - a. Failure to obey the notice from a learner conduct panel or college official to appear for a meeting or hearing as part of the learner conduct system;
 - b. Falsification, distortion, or misrepresentation of information before a learner conduct panel;
 - c. Disruption or interference with the orderly conduct of a learner conduct panel proceeding;
 - d. Institution of a learner conduct code proceeding in bad faith;
 - e. Attempting to discourage an individual's proper participation in, or use of, the learner conduct system;
 - f. Attempting to influence the impartiality of a member of a learner conduct panel prior to, and/or during the course of the learner conduct panel proceeding;

- g. Harassment (verbal or physical) and/or intimidation of a member of a learner conduct panel prior to, during, and/or after a learner conduct code proceeding;
- h. Failure to comply with the sanction(s) imposed under the Learner Code;
- i. Influencing or attempting to influence another person to commit an abuse of the learner conduct code system.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a learner charged with conduct that potentially violates both the criminal law and this Learner Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Learner Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the administrator. Determinations made or sanctions imposed under this Learner Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

CAMPUS SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services or is a student.

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Any questions regarding the program may be directed to the Criminal Assessment Program at 888-234-1248 or 651-603-6748. Information regarding this program can be found at the following website:

<http://www.dps.state.mn.us/bca/invest/documents/page-07.html>

In addition, information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections at 651-642-0200. An offender locator, for offenders that have the highest risk for re-offense, can be accessed from the Minnesota Department of Corrections website:

<http://www.doc.state.mn.us/level3/search.asp>

Visit the Department of Public Safety

web site at:

www.bemidjistate.edu/offices/safety/



*Note: Northwest Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activity in a local commission as defined by law. Inquiries regarding compliance, rights and other information may be addressed to the Affirmative Action Officer/Americans with Disabilities Coordinator at 218-755-2900.