



# 2011

Concordia College  
Moorhead MN  
Campus Public Safety  
Annual Report

Jeanne Clery Act Compliance Document

# CONCORDIA COLLEGE

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# CONCORDIA COLLEGE

## 1 CAMPUS PUBLIC SAFETY:

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

Pursuant to the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**; the college monitors criminal activity, publishes this annual report and maintains a three year statistical history on the main campus and at off-campus property or facilities owned and or used by the college or recognized college organizations. A copy of the report will be made available on request at the Campus Information office located in the Knutson Campus Center. The college will inform prospective students and employees of its availability and the college will provide a copy of the report upon request. **Details of the act may be found at <http://www.securityoncampus.org>.**

The college currently has a variety of policies and procedures relating to campus public safety and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in future issues of this report.

## 2 CRIME REPORTING POLICIES:

### 2.1 Reporting Policies:

2.1.1 The Campus Public Safety Office (218-299-3123) is located at the Knutson Campus Center in the Campus Information offices. It is the office to which all criminal reports should be made. Everyone on campus (including students, faculty, staff and visitors) is encouraged to report immediately any and all potentially criminal activity to any member of the Campus Public Safety Office and/or the Moorhead Police Department. Individuals reporting to the college who wish to file a complaint with the Moorhead Police Department will be provided assistance. The college permits victims or witnesses to report crimes on a voluntary confidential basis for inclusion in the annual disclosure of crime statistics.

2.1.2 The college normally requires a complaint to begin an investigation. The college usually needs the assistance of the complainant in the disciplinary process. The college may make exceptions when necessary if there is clear and present danger to a member of and/or the whole college community.

2.1.3 The college shall issue an annual report of criminal reports made to Campus Public Safety and other law enforcement agencies of crimes occurring on college property or in its facilities. The annual report includes reported crimes alleged to have occurred on campus, in residence halls, on certain public property adjacent to campus and in facilities owned or rented by the college and/or recognized student organizations.

Report includes the following crimes		
<b>A) Criminal Homicide</b>	Murder and Non-Negligent Manslaughter	Negligent Manslaughter
<b>B) Sex Offenses</b>	Forcible: Rape, Sodomy, Sexual Assault with object and fondling	Non-Forcible: Incest and Statutory rape
<b>C) Robbery</b>	<b>D) Aggravated assault</b>	<b>E) Burglary</b>
<b>F) Motor vehicle theft</b>	<b>G) Arson</b>	
Also includes arrests or persons referred for campus disciplinary action for the following		
<b>A) Liquor law violations</b>	<b>B) Drug-related violations</b>	<b>C) Weapons possession</b>

It also includes reports of the above crimes and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim that are reported to campus security authorities or local police agencies, which will be classified according to category of prejudice.

2.1.4 The Director of Public Safety is the primary liaison for Campus Public Safety with all law enforcement agencies.

2.1.5 When serious or threatening reports are made to the Director of Public Safety, the Director shall consult with the Dean of Student Life or, in his or her absence, an associate dean or other appropriate Senior Administrator to determine if a threat continues to exist, a warning shall be sent out informing the college community.

2.1.6 The Director of Public Safety shall gather statistics from the following individuals, organizations or entities in preparing the annual disclosure of crime statistics:

<i>Moorhead Police Department</i>	<i>Fargo Police Department</i>	<i>Campus Security Authorities</i>
<i>Clay County Sheriff's Department</i>	<i>Cass County Sheriff's Department</i>	<i>Director of Language Villages – Bemidji</i>
<i>Sheriff's offices in counties where Language Village sites are operated</i>		

In addition, a map identifying campus boundaries and public property on or adjacent to the college is provided to reporting entities.

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## 2.2 Reporting Procedures:

- 2.2.1 All criminal activity occurring on campus should be reported **immediately** to Campus Public Safety (218-299-3123) and/or the Moorhead Police Department. Campus Public Safety will assist in completing criminal reports. Reportable crimes will also be forwarded to the Moorhead Police Department. In such cases, reports will also be shared with the Dean of Student Life for possible disciplinary action (see Section 11 for more details). Campus Public Safety shall assist the Moorhead Police Department as needed with investigations.
- 2.2.2 Every effort should be made to preserve and protect physical evidence. Immediate reporting will help in this.
- 2.2.3 If you are the victim of a crime or witness a crime:
- 2.2.3.1 Call Campus Public Safety (218-299-3123) or the Moorhead Police Department (9,911) for any emergency including medical assistance, fires, suspicious people or activities, traffic accidents or illegal activities.
- 2.2.3.2 Describe the offender(s); include gender, age, race, hair, clothing and other distinguishable features. Attempt to obtain descriptions of any vehicles and license numbers. Report the direction taken by the offenders to Campus Public Safety or Moorhead Police Department.
- 2.2.4 Campus Public Safety will receive third-party reports in cases of sexual assault in order to protect the victim's identity.
- 2.2.5 A person filing a complaint will be provided, at their request, a copy of the Student Responsibility Code, which outlines the college's disciplinary process.
- 2.2.6 All employees, faculty or staff who become aware of an alleged violation of college policy, student code of conduct, civil or criminal law should report the incident to their supervisor and proper authorities. Unauthorized individuals should not investigate, but should report the incident and allow proper authorities to investigate.
- 2.2.7 All persons in the college community are encouraged to assist anyone reporting alleged criminal activity by contacting Campus Public Safety and/or the Moorhead Police Department.
- 2.2.8 Student Organizations using any facility are encouraged to report safety and security concerns to Campus Public Safety.
- 2.2.9 Counselors are required to provide statistical information relating to reportable crimes on campus, but may continue to honor the confidentiality of clients. Counselors are encouraged, if and when they deem it appropriate; to inform persons they are counseling that the college permits reporting of crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## 2.3 College's Response to Reports:

- All allegations of reportable crimes will be investigated. These investigations may be made with assistance of the Moorhead Police Department or the Clay County Sheriff's Department.
- The Director of Public Safety or designee using the FBI Uniform Crime Reporting Definitions will classify reports.
- When alleged perpetrators are identified as students of Concordia College, with the cooperation of the victim, the case will be adjudicated in accordance with the Student Responsibility Code. Criminal investigations, arrest and prosecution can occur independently, during or after the campus judicial process.
- The college will issue timely warnings to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity) of murder, forcible rape or aggravated assault if there is a continuing danger to the campus community. The Director of Public Safety will consult with the Dean of Student Life, or in his or her absence, an associate dean, to determine if a threat continues to the college community. If it is determined that a threat exists because of a reportable offense, the college will issue a timely warning to members of the campus community. Warnings may be communicated through means such as e-mail messages, text messages, video displays, campus information channels, webpage, bulletin boards and any other appropriate available means.

## 2.4 College's Response to Fire Reports: Concordia College collects and publishes statistics involving fires in residence halls on an annual basis. This information includes, but is not limited to the following information:

- Number of fires and causes of each fire.
- Number of persons who received injuries that resulted in treatment at a medical facility (including an on-campus health center).
- Number of deaths related to a fire.
- Value of damage caused by a fire.
- College policies regarding fire safety education and training in residence halls.

## 2.5 A copy of the annual Fire Report may be obtained by contacting the Public Safety Office at (281) 299-3123 or online at:

- <http://www.concordiacollege.edu/firereport>

## 3 CAMPUS COMMUNICATION IN THE EVENT OF AN EMERGENCY:

- 3.1 The college will make every effort to notify the campus community of emergency situations. Depending on the origin and nature of the campus-wide emergency, the campus community will be alerted by one or more of the following methods immediately upon confirmation of an emergency:

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- 3.1.1 **e2Campus:** This system will send text messages to cell phones and to email addresses. Students can sign up two cell phones and two email addresses for this service. Students may share this service with family members.
- 3.1.2 **E-mail:** Any correspondence from [emergency@concordia.edu](mailto:emergency@concordia.edu) should be opened immediately. This address is reserved exclusively for emergency information.
- 3.1.3 **Web site:** In the event of an ongoing campus emergency, regular updates will be provided on the following web site: [www.concordiaemergency.com](http://www.concordiaemergency.com). This will help ensure access to online emergency information, even if the College server is not operational.
- 3.1.4 **Video displays:** There are video displays in various locations in the Knutson Campus Center.
- 3.1.5 **Manually:** Officers may be dispatched to different buildings to notify occupants of an emergency.
  - 3.1.5.1 Some or all of the systems may be used depending on the emergency.
  - 3.1.5.2 Updated information will be posted to [www.concordiaemergency.com](http://www.concordiaemergency.com)
- 3.2 Once an emergency has been reported to the college, the Director of Public Safety, or his/her designee, in consultation with other members of the emergency response team and/or the Moorhead Police Department, will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
- 3.3 Once authorization has been granted, the emergency notification system may be administered by:
  - The Director of Public Safety
  - The Director of Risk Management
  - The Director of Online Communications
  - The Systems Administrator for Infrastructure Services
- 3.4 The Office of Communications and Marketing will notify the media and community at large.
- 3.5 The emergency notification system will be tested twice per year. Documentation of these tests may be viewed at the Campus Public Safety Department.

## 4 POLICIES AND PROCEDURES CONCERNING SAFETY OF AND ACCESS TO CAMPUS FACILITIES:

- 4.1 **Building access and maintenance:**
  - 4.1.1 The college campus is for the use of the students, faculty, staff and their invited guests and those on official business.
  - 4.1.2 The college campus covers approximately 120 acres and includes 42 buildings that are open to students and staff during normal business hours. Normal business hours vary significantly from building to building. Academic buildings remain open later. Access to some of the buildings, depending on their schedule, is limited in the evening, holidays, breaks and weekends. Room reservations are made through Campus Information. If you would like access to an area after normal operating hours a reservation is necessary. Passes for access to classrooms or labs should be arranged with the faculty in charge of the area.
  - 4.1.3 Students, faculty, staff and visitors are encouraged to report needed repairs or concerns to Facilities Management.
  - 4.1.4 These precautions include nightly security patrols of the campus, providing escorts, inspecting the campus for potentially unsafe areas and implementing programs to inspect campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided by residence hall staff, Campus Public Safety, health center and counseling offices.
- 4.2 **Policies and procedures for safe access to buildings:**
  - 4.2.1 Keys are only issued to authorized faculty, staff and students.
  - 4.2.2 Locked outside doors should not be propped open.
  - 4.2.3 Building evacuation is mandatory for all fire alarms.
  - 4.2.4 Individual academic buildings are normally open from 7AM until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have their college I.D. and shall present the I.D. when asked.
  - 4.2.5 If a faculty or staff member is the last person in the building, he/she should ask unauthorized people to leave the premises or contact Campus Public Safety (218-299-3123). The building should be locked when the last person leaves. Outside windows should be closed and locked before leaving the building.
  - 4.2.6 On-campus telephones are located in common areas in some buildings for emergency calls to Campus Public Safety. These telephones are also capable of dialing 9-911.
  - 4.2.7 Problems caused by people in buildings after hours should be reported to Campus Public Safety (218-299-3123) immediately.

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## 4.3 Policies and procedures for safe access to residence halls:

- 4.3.1 Residence hall doors are locked 24 hours a day with electronic door access control. All Concordia students have access to residents' halls with a staffed desk 24 hours a day. The following buildings are only accessible to the assigned residents and other individuals authorized by Residents Life; Brown Hall, Bogstad East & Manor, Boe-Olsen and Townhouse East & West. Visitors shall require an escort.
- 4.3.2 Residents shall not prop doors open.
- 4.3.3 Visitors of the opposite sex are permitted in the residence hall lounges and student rooms during established visiting hours.

## 5 EMERGENCY OPERATIONS PLAN AND EVACUATION PLAN:

- 5.1 The Concordia Emergency Operations Plan utilizes the National Incident Management System and Incident Command System template to manage all college emergencies. The design of this plan is intended to be easily understood and incorporated by every member of the campus community. A copy of the plan is available at the Campus Public Safety Office or at the following website: <http://www.cord.edu/emergencyplan>
- 5.2 The Emergency Operations Plan is tested on an annual basis. Notification of this test and a copy of the plan are distributed to the campus community electronically. A review and assessment is conducted after each test. Copies of this assessment are available for viewing at the Campus Public Safety Department. Tests of the emergency operations plan, the emergency notification system, evacuation plans, and fire drills may be announced or unannounced.
- 5.3 In cooperation with the Campus Department of Public Safety, the Campus Risk Management Department conducts evacuation drills in academic and administrative buildings on a routine basis. Designated evacuation coordinators in each building assist with the evacuation drill. Documentation of evacuation drills is available at the Campus Public Safety Department.
- 5.4 Residence Hall fire drills are conducted two times per year in each residence hall. Each fire drill conducted is documented. This documentation is available for viewing at the Campus Public Safety Department.

## 6 PERSONAL SECURITY RECOMMENDATIONS:

- 6.1 Campus Public Safety staff is available to assist you by providing regular foot and/or vehicle patrols, safety and security programs, and various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps to prevent crime.
- 6.2 **Call for an Escort!** Campus Public Safety services are available 24 hours a day. Escort services are available by calling Campus Public Safety at 218-299-3123.
- 6.3 **Be aware of when patrol is on duty.** Officers normally patrol the campus between the hours of 4 PM and 8AM weekdays and 24 hours on weekends. The Campus Public Safety Office (218-299-3123) is staffed 24 hours a day.
- 6.4 **Protect your room or apartment.**
  - 6.4.1 Lock your door - even if you are only going out for a short time or only going a short distance.
  - 6.4.2 Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.
  - 6.4.3 Do not prop open locked doors. These doors are locked for your protection and protection of other residents.
  - 6.4.4 Never open doors for strangers or non-residents. Always escort your guests to and from the main entrance.
  - 6.4.5 Do not loan your keys to anyone - even classmates or friends. They may not be careful and may misplace them, giving the wrong person access.
  - 6.4.6 Do not leave your keys in public places or in your jacket pocket when you are not wearing it.
  - 6.4.7 Do not put your name or address on key rings, this may give the wrong person access to your room.
- 6.5 **Protect your property.**
  - 6.5.1 Personal property (purses, briefcases, laptops, media players, calculators, etc.) should never be left unattended. Take them with you when leaving the office or classroom. Do not leave unattended in common areas.
  - 6.5.2 Lock your door whenever you leave your room or office. Always lock your door when you are sleeping. Always lock your car doors. Do not leave valuables visible in a vehicle, store in the trunk, a storage compartment or remove and store in your room or office.
  - 6.5.3 Protect all valuables in your room or office. Do not leave valuables in plain view, store in a secure drawer or area.
  - 6.5.4 Take valuables home with you during vacations.
  - 6.5.5 You are encouraged to open a savings or checking account rather than having large sums of money in your room. If you have a checking account, remember the number of the last check written. Theft of a check can go undetected until you receive the bank statement. Monitor your credit card balances online for unauthorized activity.
  - 6.5.6 DO NOT provide personal or credit information over to random callers. Your financial institution will contact you via mail with appropriate details for you to respond to them. If there is a question, contact them directly to verify if this is valid request for information.
  - 6.5.7 Park your bike where you can keep an eye on it when possible. Always lock your bike. Good anti-theft devices are available, case-hardened heavy locks and chains provide the best protection. This is an example of "you get what you pay for". Document your bicycle information and keep a copy in your room. Register your bicycle with Parking Services; they will use the documentation to assist Campus Public Safety if there is a need to investigate a loss or theft.
- 6.6 **Protect your automobile:**
  - 6.6.1 Always lock your car doors and never leave your keys in your car.

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- 6.6.2 Try to park in a well-lit area.
- 6.6.3 Avoid leaving valuables in plain sight.
- 6.7 **Protect yourself while walking and jogging, day or night:**
  - 6.7.1 Don't walk or jog alone after dark. If you must walk alone at night, call for an escort from Campus Public Safety (218-299-3123). Escorts are provided in a three block perimeter of campus.
  - 6.7.2 Don't take shortcuts, walk where there is plenty of light and traffic.
  - 6.7.3 If you have a cell phone, keep it within easy reach, program important safety numbers for one-touch dialing.
  - 6.7.4 Be aware of your surroundings. If you think you are being followed, go in a different direction or to the other side of the street and yell for help. Quickly go to a lighted area or to a group of people.
  - 6.7.5 Have your keys ready when returning to your room and keep your personal or valuable items concealed and close to your body.
- 6.8 **Help us protect you:**
  - 6.8.1 Watch for suspicious persons in and around buildings and parking lots. Do not pursue them. Call Campus Public Safety immediately (218-299-3123). Call Campus Public Safety if you find a stranger in your room, regardless of the "story" supplied. Authorized service personnel are expected to have a visible name/photo badge.
    - 6.8.1.1 Suspicious activity:
      - If you see any suspicious activity or people on or near campus, contact Campus Public Safety immediately (218-299-3123). Do not assume the activity is innocent or that it has already been reported.
      - Do not assume the person is a visitor or college staff member.
    - 6.8.1.2 Suspicious people may be:
      - Loitering about at unusual hours and locations; running, especially if something of value is being carried.
      - Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or may need medical or psychiatric assistance.
      - Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
  - 6.8.2 Door-to-door soliciting is not permitted in college residence facilities.
  - 6.8.3 Rule violations should be reported to your hall director immediately.
  - 6.8.4 Immediately report all thefts and losses of property to Campus Public Safety (218-299-3123). Lost and found property is located at Campus Information (218-299-4000)
  - 6.8.5 Be security conscious at all times, if something doesn't "feel right" trust your instincts and report the situation. Let professionals determine if there is a need to act or not.

## 7 POLICIES CONCERNING CAMPUS PUBLIC SAFETY AND LAW ENFORCEMENT:

- 7.1 Campus Public Safety staff are employees of the college; they are not certified or sworn peace officers. Campus Public Safety staff are authorized, when necessary, to make a citizen's arrest. Typically, such arrests are made only in the presence of a sworn peace officer.
- 7.2 Campus Public Safety works closely with the Moorhead Police Department, Clay County Sheriff's Department, and the State and Federal law enforcement agencies to track and respond to campus criminal activity. Currently, a mutual aid agreement does not exist with local law enforcement.
- 7.3 All criminal activity on campus **should be reported immediately** to Campus Public Safety (218-299-3123) and/or the Moorhead Police Department (9-911). The Moorhead Police Department is the primary investigative agency for reported criminal activity.
  - 7.3.1 The college will assist in completing criminal reports.
  - 7.3.2 The college will accept the third party reports in certain cases, like reportable sex offenses. The college prefers to receive reports from the victim because the detail from the victim is often more accurate.
  - 7.3.3 Preserve all physical evidence. Do not wash off or destroy evidence that may be critical.
- 7.4 Report as much detail as possible. If you are a victim of a crime, your immediate recall is often the best. Write down as much information as you can after a crime. If you cannot identify the perpetrator by name, list as many details as possible, including:

<b>Gender</b>	<b>Approximate Age</b>	<b>Height</b>	<b>Weight/Build</b>
<b>Dress/Clothing</b>	<b>Facial Hair</b>	<b>Glasses</b>	<b>Jewelry</b>
<b>Description of face including; eye color, hair color, hair style, other {tattoos, ear/nose/tongue ring(s), etc}</b>			
<b>Voice</b>	<b>Distinguishing walk</b>	<b>Distinguishing marks including scars</b>	

The College maintains a written, daily crime log that records, by the date the crime was reported, any crime that occurred on campus, non-campus building or property, public property, or within the patrol jurisdiction of the Campus Public Safety department, and that was reported to Campus Public Safety. The crime log for the most recent 60-day period is open to

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public inspection during normal business hours. The college will make any portion of the log older than 60 days available within two business days of a request for public inspection.

## **8 PROGRAMS TO EDUCATE THE COLLEGE COMMUNITY REGARDING SECURITY AND TO INFORM THE COLLEGE COMMUNITY ABOUT PREVENTING CRIME:**

### **8.1 Educational Programming on Campus:**

8.1.1 The college encourages students and employees to be responsible for their security and the security of others.

8.1.2 Campus Public Safety provides assistance in presenting programs on campus security and safety. Campus Public Safety will assist in presenting educational programs in the area of crime prevention, sexual assault awareness, personal safety, fire prevention, etc. Campus Public Safety will also work with the Moorhead Police Department and Rape and Abuse Crisis Center in presenting needed programs. This assistance may be scheduled with the Director of Public Safety, please allow appropriate amount of time to prepare material for the presentation.

8.1.3 The College Health Center and Counseling Center provide staff to aid students in coping with alcohol and drug abuse.

8.1.4 The link to the annual campus security report may be found on-line and printed as needed at <http://www.concordiacollege.edu/cleryreport>. It is required by the Jeanne Clery Act for this institution to have updated statistics on crime from the previous calendar year reported by October 1<sup>st</sup> of each year. Details of the act may be found at <http://www.securityoncampus.org>. Campus Public Safety also reminds the community of security concerns via e-mail announcements and C-News.

8.2 **Educational Programming in Residence Halls:** At the beginning of each academic year, residence hall staff will review security and safety procedures.

## **9 MONITORING AND RECORDING ACTIVITY AT OFF-CAMPUS LOCATIONS:**

The college has recognized organizations exclusively on campus. While the Language Villages are located in Bemidji, MN and other locations, they shall report any crimes and fires to the college.

## **10 POLICIES REGARDING THE ILLEGALITY OF ALCOHOLIC BEVERAGES AND DRUGS ON CAMPUS AND ENFORCEMENT OF UNDER-AGE DRINKING LAWS AND FEDERAL AND STATE DRUG LAWS:**

10.1 The college seeks to promote healthy living in community and individual life. The college recognizes that the issues and abuse of alcohol and other chemicals is a serious health problem affecting every aspect of human life. Therefore, Concordia accepts the responsibility to provide education about alcohol and other drug use and to intervene in situations where individuals are losing control of their chemical use and/or where that use is harming them and others in any way. The college will intervene to help out of concern for both the individual and the college community. Concordia sets aside its campus and college owned housing with the intention of providing an alternative environment to living off campus in unsupervised housing. The college is also committed to providing alternatives to chemical use through social and recreational opportunities. Therefore, the possession, use, and/or sale of alcohol or illegal chemicals by any person or group using college facilities will not be permitted. Students possessing or using alcoholic beverages or illegal chemicals on campus or in college owned housing, and students selling illegal chemicals or persuading others to use them will be subject to disciplinary action. Similarly, Concordia College does not allow alcohol use off campus by registered campus organizations or at college sponsored events off campus. In instances where college officials are informed that Concordia students have caused a disturbance off campus in connection with the use of alcohol or that Concordia students have been found to be in possession, using or distributing illegal chemicals off campus, the college reserves the right to take disciplinary action.

10.2 The college enforces the Minnesota and Federal drinking laws, including the prohibition of use by persons less than 21 years of age, and the college's policy. The college prohibits possession or consumption of alcohol on campus and students possessing or using alcohol are subject to disciplinary action. Disciplinary sanctions can include, but is not limited to monetary fines.

10.3 The college enforces both Minnesota and Federal drug laws regarding the use, possession, and sale of illegal drugs.

## **11 DRUGS AND ALCOHOL ABUSE EDUCATION PROGRAMS:**

The purpose of this policy is to set forth the college's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace information may be obtained from Student Affairs or Human Resources Offices. Interested individuals may obtain a copy of the brochure as it lists policies and programs. The college recognizes the existence of chemical dependency and is aware of its occasional presence in the college community. Counseling and prevention programs are provided to the college community. The college provides reasonable assistance to any student, faculty or staff member seeking information on chemical dependency or treatment. Various offices on campus, including Kjos Health Center, Counseling Center, and Campus Pastors, provide information and prevention programs for

those seeking help with substance abuse. The college counseling staff makes off-campus referrals to area agencies and professionals specializing in chemical dependency.

## 12 POLICY REGARDING SEXUAL ASSAULT PRGRAMS AND PROCEDURES:

### 12.1 Policy:

The college condemns sexual violence, be it stranger rape, date rape, acquaintance rape or sexual assault. It is the goal of the college to be a community free of sexual assault. Accordingly, this policy which covers all members of the college community will be distributed annually. This policy statement should also be considered in relation to the college's policy on sexual harassment. Whenever sexual violence occurs, be it on or off campus, it is strongly recommended that the victim report the incident to the police and to Campus Public Safety. Victims are advised that the College will assist and support them in reporting the incident to the police. At the direction of the police, the college will assist in obtaining, securing and maintaining evidence. The victim can report an incident to the police even if she/he does not wish to have charges filed. Whether or not criminal charges are filed depends, first and foremost, upon the wishes of the victim and secondly upon the decision by the county attorney on whether or not there are sufficient grounds to prosecute. If the accused is a member of the campus community, the college will investigate the complaint and, with the consent of the complainant, initiate appropriate disciplinary action against the accused, even in cases also being handled by civil authorities. The college will also, at the victim's request, shield him/her from unwanted contact with the alleged assailant by providing, if available and feasible, alternative college owned housing and alternative classes. The college's decision to initiate disciplinary action will be influenced by the wishes of the victim and the results of an investigation. The disciplinary process will be explained and possible outcomes of the proceedings discussed with the victim(s) prior to proceeding. Victims can participate in the disciplinary hearing and be accompanied by a support person. Consistent with the laws relating to data practices, under Minnesota law, victims now have a right to be informed of the final outcome of any disciplinary proceedings. The college will support and assist any victim throughout the process and preserve for the complainant or victim, materials relevant to a campus disciplinary proceeding. The college will continue its efforts to deal with the issue of sexual violence through education, counseling and appropriate disciplinary and/or legal action. All members of our campus community should take responsibility for preventing sexual violence, and if it does occur, take appropriate action to report it to appropriate civil and college authorities. The college offices of the Dean of Students, Counseling, Health Service and Human Resources have informational brochures available from the Minnesota Crime Victims Reparation Board and the Minnesota Office of Crime Victims Ombudsman.

### 12.2 Definitions:

Sexual violence is any sexual behavior between two or more people to which one person does not or cannot consent. This includes all forms of sexual violence including sexual harassment, sexual assault, acquaintance rape, date rape and stranger rape. NIBRS definitions may be found in section 16.

### 12.3 What to do if you are assaulted:

12.3.1 Go to a safe place.

12.3.2 Please contact one of the following agencies even if you do not want to press charges. They will assist you in getting immediate and critical medical attention. Regardless of whether you choose to contact authorities, we encourage you to seek medical attention.

- Campus Public Safety (218-299-3123)
- Local police – Moorhead (218-299-5120) / Fargo (701-235-4493)
- Emergency – 911 (9,911 from campus landline)

12.3.3 For crisis intervention and support services there are several services available:

- Rape and Abuse Crisis Center –Fargo (701-293-7273)
- Hot Line (701-235-7335 [SEEK])
- Concordia Counseling Center (218-299-3514)
- Concordia Rape and Abuse Advocate (218-299-3662)

12.3.4 Consider talking with someone you trust; a relative, an RA, close friend, hall director, counselor, pastor for the support you need and deserve.

12.3.5 Do not shower or douche in order to preserve physical evidence. While at the hospital, you will be checked for physical injuries, and evidence will be collected in case you decide to press charges. Going to the hospital does not mean that you will need to press charges. You can decide that later.

12.3.6 Explore legal avenues for criminal and/or civil action as well as utilizing on campus reporting procedures, including the college's disciplinary system.

12.3.7 Allow yourself time to heal. Seek counseling services at the Rape and Abuse Crisis Center (701-293-7273) and/or campus counselors (218-299-3514).

12.4 **Educational Programs:** The College conducts a number of programs to educate the campus community about sexual offenses and to make the college community aware of the potential of such crimes. Residence Life staff provide programming on this issue and campus-wide programs are available through the Counseling Center.

# CONCORDIA COLLEGE

## 13 PROCEDURES FOR CAMPUS DISCIPLINARY ACTION FOR SEX OFFENSES:

- 13.1 The College disciplinary process is an option for any person wishing to report a case of student misconduct. In order for the college to proceed, a written complaint (whether by the victim, college staff or a third party) must be filed with the Office of Student Affairs or Campus Public Safety. If the complaint is criminal in nature, it will also be forwarded to Campus Public Safety and law enforcement.
- 13.2 The standard of proof in the college conduct proceeding is different than in a criminal action. The college conduct proceeding determines if the accused's status as a student will be affected, a criminal proceeding determines if the accused's freedom will be affected. The standards and purposes of each proceeding are different. The college encourages students who are victims of sexual assault to proceed with the college disciplinary process.
- 13.3 Both the accuser and the accused are entitled to have others present during disciplinary hearing.
- 13.4 Both the accuser and the accused have the right to call a reasonable number of witnesses during campus hearings to testify on their behalf. The witnesses may be asked questions by the other party or members of the board.
- 13.5 Both the accuser and the accused shall be informed of the outcome of the college disciplinary proceeding concerning the complaint of sexual offense. This information should not be disclosed to the public.
- 13.6 Sanctions following a college disciplinary proceeding include any one or more of the following: admonition or warning, restraints, restitution, fines, probation, suspension or expulsion.

## 14 MISSING PERSONS POLICY:

- 14.1 The College has a policy and protocol for handling reports of missing persons. Each report of a missing person is taken seriously and responded to immediately. The initial responsibility of determining if a person is missing lies with the Director of Campus Public Safety or a designee. After a preliminary investigation, which will be conducted within two hours of the initial report of a missing person, Campus Public Safety will notify the Moorhead Police Department and the Dean of Student Life who will contact the parents, guardian, or designated contact person as appropriate. Once notified, the Moorhead Police Department will investigate. Campus Public Safety, as well as other college departments, will cooperate fully with the investigation.
- 14.2 Persons missing should be reported to:
  - The Director of Public Safety
  - The Office of Student Affairs
  - The Campus Health Center
  - The Campus Counseling Center
  - The Moorhead Police Department
- 14.3 Students may provide confidential contact information to the Director of Campus Public Safety for a person to be notified in the event the student is officially reported missing. This personal contact information will remain confidential and accessible only by campus officials and will only be disclosed to law enforcement during a missing persons investigation.
- 14.4 Reports of missing persons residing off-campus will immediately be reported to the law enforcement agency of residency.

## 15 INFORMATION REGARDING SEX OFFENDERS:

Law enforcement agency information by the state concerning registered sex offenders may be found at [WWW.DOC.STATE.MN.US](http://WWW.DOC.STATE.MN.US).  
Community Notification of Sexual Offenders

In 1996 the Minnesota Legislature passed the Community Notification Law (Minnesota Statutes 244.052) that permitted the release of information about certain offenders in Minnesota. The intent of the legislature was as follows: "If members of the public are provided adequate notice and information about an offender's release, the community can develop constructive plans to prepare themselves.

Prior to this law, most information regarding predatory offenders was known to law enforcement agencies, and others in the criminal justice system, but beyond those agencies and individuals the information about offenders was classified as either private or confidential.

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.

Information regarding Level 3 sex offenders can be found at <http://www.doc.state.mn.us/level3/Search.asp> and information regarding Level 2 offenders is available through the Moorhead Police Department.

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## 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 reoffending 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).

## 16 CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK:

### Hierarchy Rule

There is a significance to the order in which the Part I offenses are presented, with criminal homicide being the highest in the hierarchy and arson being the lowest. The Part I offenses are as follows:

1. Criminal Homicide
  - a. Murder and Non-negligent Manslaughter
  - b. Manslaughter by Negligence
2. Forcible Rape
  - a. Rape by Force
  - b. Attempts to Commit Forcible Rape
3. Robbery
  - a. Firearm
  - b. Knife or Cutting Instrument
  - c. Other Dangerous Weapon
  - d. Strong-arm—Hands, Fists, Feet, etc.
4. Aggravated Assault
  - a. Firearm
  - b. Knife or Cutting Instrument
  - c. Other Dangerous Weapon
  - d. Hands, Fists, Feet, etc.—Aggravated Injury
5. Burglary
  - a. Forcible Entry
  - b. Unlawful Entry—No Force
  - c. Attempted Forcible Entry
6. *Larceny-theft (except motor vehicle theft) \*\*Not reported at this time in the Clery required statistics. May be found noted in the daily crime log maintained by Campus Public Safety.*
7. Motor Vehicle Theft
  - a. Autos
  - b. Trucks and Buses
  - c. Other Vehicles
8. Arson
  - a.- g. Structural
  - h.-i. Mobile
  - j. Other

The experience of law enforcement agencies in handling UCR data shows that, for the most part, offenses of law occur singly as opposed to many being committed simultaneously. In these single-offense situations, law enforcement agencies must decide whether the crime is a Part I offense. If so, the agency must score the crime accordingly. However, if several offenses are committed at the same time and place by a person or a group of persons, a different approach must be used in classifying and scoring. The law enforcement matter in which many crimes are committed simultaneously is called a multiple-offense situation by the UCR Program. As a general rule, a multiple-offense situation requires classifying each of the offenses occurring and determining which of them are Part I crimes. The Hierarchy Rule requires that when more than one Part I offense is classified, the law enforcement agency must locate the offense that is highest on the hierarchy list and score that offense involved and not the other offense(s) in the multiple-offense situation.

# CONCORDIA COLLEGE

## Crime Definitions From the Uniform Crime Reporting Handbook

<p><i>Criminal Homicide-Murder and Non-negligent Manslaughter</i> The willful (non-negligent) killing of one human being by another.</p>	<p><i>Motor Vehicle Theft</i> 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.)</p>
<p><i>Criminal Homicide-Manslaughter by Negligence</i> The killing of another person through gross negligence.</p>	<p><i>Arson</i> 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.</p>
<p><i>Robbery</i> 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.</p>	<p><i>Weapon Law Violations</i> The 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.</p>
<p><i>Aggravated Assault</i> 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 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.)</p>	<p><i>Drug Abuse Violations</i> 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, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).</p>
<p><i>Burglary</i> The unlawful entry of a structure to commit a felony or a 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.</p>	<p><i>Liquor Law Violations</i> 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. (Drunkenness and driving under the influence are not included in this definition.)</p>

## Sex Offenses Definitions From the National Incident-Based Reporting System (NIBRS) Edition of the Uniform Crime Reporting Program

### *Sex Offenses: Forcible*

Any sexual act directed against another person, forcibly and/or against that persons will; or not forcibly or against the persons will where the victim is incapable of giving consent.

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

### *Sex 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.

# CONCORDIA COLLEGE

Statistics include counts for Language Village Programs outside of Moorhead MN as Non-Campus Buildings & Property

CATEGORY OF CRIMINAL ACT	Total for Reporting Year			Total On Campus			On Campus Excluding Residential			On Campus Residential Facilities			Non-Campus Buildings & Property			Public Property Adjacent to Campus		
	2010	2009	2008	2010	2009	2008	2010	2009	2008	2010	2009	2008	2010	2009	2008	2010	2009	2008
Criminal Homicide																		
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses (breakdown below)																		
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault with a foreign object	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Battery / Touching	3***	0	0	0	0	0	0	0	0	0	0	0	3***	0	0	0	0	0
Non-Forcible Sex Offenses (breakdown below)																		
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Burglary	5	7	5	5	7	5	2	4	5	3	3	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES (BY PREJUDICE)</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Orientation	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES (BY OFFENSE)</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses (breakdown below)																		
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault with a foreign object	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Battery/Touching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses (breakdown below)																		
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	1*	NA	0	1*	NA	0	0	NA	0	1*	NA	0	0	NA	0	0	NA
Intimidation	0	1**	NA	0	1**	NA	0	1**	NA	0	0	NA	0	0	NA	0	0	NA
Theft	0	0	NA	0	0	NA	0	0	NA	0	0	NA	0	0	NA	0	0	NA
Property Damage/Destruction/Vandalism	0	0	NA	0	0	NA	0	0	NA	0	0	NA	0	0	NA	0	0	NA
<b>SPECIFIC ARRESTS</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Liquor Law Violations	26	14	13	24	11	5	4	9	5	20	2	0	0	0	0	2	3	8
Drug Violations	2	4	4	0	2	0	0	2	0	0	0	0	0	0	1	2	2	3
Weapons Violations	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRAL</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Liquor Law Violations	123	140	111	123	140	111	1	0	0	122	140	111	0	0	0	0	0	0
Drug Violations	10	1	2	10	1	2	1	0	0	9	1	2	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total for Reporting Year</b>			<b>Total On Campus</b>			<b>On Campus Excluding Residential</b>			<b>On Campus Residential Facilities</b>			<b>Non-Campus Buildings &amp; Property</b>			<b>Public Property Adjacent to Campus</b>		

**Explanation of Location**

\*\*\*Concordia Language Villages, Beltrami County, MN

**Bias of Hate Crime**

\*Sexual Orientation

\*\*Race