



Hennepin Technical CollegeSM

Fall 2014
Campus Security Report

In compliance with the Jeanne Cleary Disclosure of Campus Security Policy and
Campus Crime Statistics Act

Brooklyn Park Campus
9000 Brooklyn Boulevard,
Brooklyn Park, MN 55445

Eden Prairie Campus
13100 College View Drive,
Eden Prairie, MN 55347



Hennepin Technical College is a member of the Minnesota State Colleges and Universities

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Welcome

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

History

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. The Higher Education Opportunity Act Amendments of 2008 added additional requirements for crime reporting, including expansion of hate crimes which must be reported and the requirement of a written campus policy for coordination with local law enforcement.

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

To be in compliance with Clery Act regulations, an institution has several obligations. These fall into three main categories:

- policy disclosure;
- records collection and retention; and
- Information dissemination.

Campus Security

Hennepin Technical College encourages all students and college community members to be fully aware of the safety issues on campus. The College encourages all students and staff 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* (20 USC § 1092(f)), Hennepin Technical College monitors criminal activity and publishes this report, maintaining a three-year statistical history of criminal activities at on-campus and off-campus facilities used by Hennepin Technical College. Hennepin Technical College distributes information about this report to students and employees. A copy of this report is also available to prospective students and employees upon request.

Hennepin Technical College has policies and procedures relating to campus security, 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 successive issues of this report.

Overview of Campus Security

The Hennepin Technical Campus Security office is open during regular business hours of the College to assist the Hennepin Technical College community by providing services for the following:

- Protection of the College and its community from all manner of significant danger, injury, harm, or property damage
- Law and code enforcement services, including uniformed patrol and incident response, and crime prevention, suppression and investigation
- Fire, rescue services, emergency medical services, and hazardous materials response
- Emergency communications, including interfacing with public emergency communications telephone systems (internal phones: press 9, then 9-1-1; cell phones: 9-1-1)
- Emergency management services and crisis response during emergencies, disasters, and special events
- Security services, including alarm and video monitoring, and lost and found services
- Parking enforcement services
- Inspections, including building safety, lighting, site security surveys, etc.
- Unified command and liaison services with public agency counterparts, including the Federal Bureau of Investigations, United States Department of Homeland Security, Federal Emergency Management Agency of the United States, Minnesota Department of Public Safety and Bureau of Criminal Apprehension, Brooklyn Park Police Department, Eden Prairie Police Department, Hennepin County Sheriff's Office, Brooklyn Park Fire Department and Eden Prairie Fire Department.

College Security Procedures and Crime Statistics

Additional Definitions that Apply to this Report

Business day

Monday through Friday, excluding any day when the institution is closed.

Campus

- (1) Any building or property owned or controlled by Hennepin Technical College within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and
- (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus security authority

- (1) A campus police department or a campus security department of an institution.
- (2) Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring the entrance of individuals onto institutional property.
- (3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- (4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. If such an official is a professional counselor as defined below, the official is not considered a campus security authority when acting as a professional counselor.

Non-campus building or property

- (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- (2) Any building or property owned or controlled by Hennepin Technical College that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Professional counselor

A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Public property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Referred for campus disciplinary action

The referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Crime Reporting Procedures

Campus Security - located in H101 at each Campus (Office adjacent to each Reception Desk) is the office to which all criminal reports should be made. All faculty, staff, students, and visitors of Hennepin Technical College are encouraged to immediately report any and all potential criminal or suspicious activity and other emergencies to Campus Security.

Criminal or suspicious activity committed on and near Hennepin Technical College property that is reported to Campus Security will be investigated by Campus Security personnel. Any information regarding these incidents, including investigatory follow-up, will also be shared with the local police department. Other emergencies reported to Campus Security will be investigated by Security personnel and/or referred to the proper department or agency for follow-up.

To report criminal activity, an emergency, or to request Campus Security assistance, contact the following Campus Security office:

Hennepin Technical College Campus Security

Brooklyn Park Campus
4141 –from any campus phone
763-354-4168 - Security mobile phone
763-488-2655 Security desk phone

Eden Prairie Campus
5151–from any campus phone
952-358-1972 – Security mobile phone
952-995-1433 Security desk phone

Local police agencies can be reached at the following phone numbers:

Brooklyn Park Police
Emergency - 911
Non – Emergency -763-493-8222

Eden Prairie Police
Emergency - 911
Non- Emergency - 952-949-6200

The reporting of criminal or suspicious activity and campus emergencies to Campus Security allows the department to continually reassess services and develop better methods of crime prevention.

Individuals reporting incidents to the College who wish to file a complaint with Brooklyn Park/Eden Prairie Police Departments will be provided with assistance from Hennepin Technical College Campus Security upon request.

Hennepin Technical College normally requires a written complaint from someone to begin the investigation process. Hennepin Technical College usually needs the assistance of the complainant in any disciplinary process against the accused. Hennepin Technical College will make exceptions when necessary, including cases presenting clear danger to the victim and/or the college community.

Hennepin Technical College will issue an annual report of criminal reports made to Campus Security and other law enforcement agencies for crimes occurring on College property or adjunct facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by Hennepin Technical College and/or recognized student organizations.

This annual Crime Report includes the following reports of crime:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Hate Crimes

This report also includes arrests or disciplinary referrals for the following:

- Liquor law violations
- Drug abuse violations
- Weapons possession

Campus Security serves as the primary liaison for criminal or suspicious activity and other emergencies with all law enforcement agencies. When reports are made to Campus Security personnel, the Director of Security(or designee) will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

Timely Warnings

Campus Security is authorized by the College to maintain accurate law enforcement records of all criminal activity on campus, near campus, or involving the college community.

Campus Security has a strong working relationship with the Dean of Student Success, and other College departments, and campus security authorities. Campus Security works closely with these reporting authorities to ensure timely reporting of criminal information while maintaining or extending confidentiality (except where required by law or College policy).

In order to make timely warnings to the Hennepin Technical College community, it is important for all faculty, staff, students, and visitors to notify Campus Security and proper authorities when a crime occurs.

Multiple efforts are made to inform the campus community in a timely manner about crime and suspicious activity, personal safety issues, and other crime-related concerns on campus and in the neighboring community. Sharing timely information educates the campus community and aids in the prevention of similar incidents. For these reasons, Campus Security and the College go beyond the reporting requirements established in the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))*.

Campus Security shares additional security and safety information on an on-going basis. For the latest and most up-to-date information on timely warnings, students, faculty, staff, and visitors should watch for Campus Security Alerts distributed through broadcast emails.

These Alerts describe crimes or security concerns and solicit information from the college community regarding the reported incidents. They also share important crime prevention tips, ways to report crime, and phone numbers to use to share information.

Campus Security Alerts

Campus Security alerts will be issued to alert the college community to situations or incidents of immediate importance. Alerts can include incidents such as robberies, burglaries, multiple thefts on campus, or aggravated assaults.

Students, faculty, staff and visitors should watch for Campus Security alerts posted in campus buildings and distributed via email throughout the year. Alerts will also be placed on the Campus Security webpage. The safety of the college community depends on each person staying informed.

Procedures for Preparing the Annual Disclosure of Crime Statistics

Campus Security compiles all required information and statistics for this report.

Statistics are collected using Campus Security Incident Reports and from other reporting authorities including, but not limited to, local law enforcement agencies and officials of the College who have significant responsibility for student and campus activities. These college officials, known as Campus Security Authorities, include individuals in departments such as Student Success, Student Life, and Academic Deans.

Other required information included in the annual report required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))*, including Hennepin Technical College security-related policies and procedures, are also compiled from multiple sources.

By October 1st of each calendar year, all current employees and students are notified of the availability of this report and how to request a copy. This report is accessible on the Campus Security webpage <https://www.hennepintech.edu/about/pages/Security> and is also made available upon request at either campus Security desk.

All reasonable attempts have been made to identify all reported criminal activity and to present the crime statistics in this report in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))* and its amendments.

Campus Security encourages all faculty, staff, students, and visitors of the College to report all crimes and suspicious activity directly to Campus Security. At the request of the reporting victim or witness, Campus Security will make every effort to maintain or extend confidentiality while respecting applicable federal, state, and local laws and college policy.

Campus Security Authorities and Reporting

Campus Security Authorities are required to notify Campus Security of reportable offenses.

Hennepin Technical College is required under federal law to report specific criminal offenses to the United States Department of Education as detailed in the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))*. These criminal offenses are as follows:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Alcohol, Drug and Weapon violations

The Director of Security coordinates this effort for the College by compiling relevant data for crimes occurring in the following places:

- On-campus buildings
- Non-campus buildings or non-campus property
- Public property immediately adjacent to and accessible from campus

The above noted crimes within these geographic locations are statistically counted if they are reported to local police agencies, Hennepin Technical College Campus Security, or to a **Campus Security Authority**.

The Department of Education defines a Campus Security Authority as —any official of the [college] who has significant responsibility for students and campus activities.!

The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to campus security:

- President
- Vice Presidents
- Dean of Student Success
- Dean of Enrollment
- Director of Student Life
- Directors of Disability Services
- Director of Career Services
- Director of Financial Aid
- Academic Deans
- Human Resources Director
- Affirmative Action Officer
- Chief Information Officer
- Director of Institutional
- Director of the LECJEC
- Financial Aid Advisors
- Bookstore Director
- Safety Officer

These individuals should not attempt to investigate; instead, they should report the potential criminal activity and allow Campus Security to investigate.

All persons in the college community are encouraged to assist anyone in reporting alleged criminal activity by contacting Campus Security and/or the Brooklyn Park/Eden Prairie Police Department, as well as providing assistance in making the report.

Student Organizations with control of any facility are encouraged to report safety and security concerns to Campus Security.

Counselors are required to provide statistical information relating to crimes on campus, but may continue to honor the confidentiality of victims.

Safety of and Access to Campus Facilities:

Academic and Administrative Building Access

Campus Security receives requests each year by faculty, staff, and students for access to offices, and other rooms. Campus Security personnel strive to maintain the balance between personal safety, building security and community needs of accessing campus facilities. This presents unique challenges in maintaining safety and security at the College.

Access to academic and administrative offices varies by use and campus. Campus Security maintains and implements a schedule to lock and unlock exterior and interior doors on each campus.

Maintenance of Campus Facilities

The Facilities Department maintains college buildings and grounds with an interest to promote the general safety and security of college faculty, staff, and students. Campus Security staff also spot and report safety and security hazards during routine patrol.

A safety committee comprised of representatives from the faculty, non-academic departments, and administration meets to discuss safety concerns. The committee accepts suggestions, reviews problems, and makes recommendations for changes and improvements.

Campus Security Personnel Enforcement and Arrest Authority

Campus Security functions as an independent agent of the college to provide a sensitive, measured response to all situations requiring security services. During the fall and spring semesters, except on nationally recognized holidays, Campus Security is open between the hours of 6:00 a.m. – 10:00 p.m., Monday through Friday; and 7:30 a.m. – 4:00 p.m. on Saturdays. Campus Security staff are responsible at all times for the enforcement of college regulations and all federal, state and local laws as they apply to Hennepin Technical College.

Campus Security Officers are authorized to make citizen arrests and will detain people for local police agencies.

Reporting Procedures

All criminal activity occurring on campus should be reported immediately to Campus Security at:

Brooklyn Park Campus	Eden Prairie Campus
4141 –from any campus phone	5151 –from any campus phone
763-354-4168 - Security mobile phone	952-358-1972 – Security mobile phone
763-488-2655 Security desk phone	952-995-1433 Security desk phone

Local police agencies can be reached at the following phone numbers:

Brooklyn Park Police	Eden Prairie Police
Emergency - 911	Emergency - 911
Non – Emergency -763-493-8222	Non- Emergency - 952-949-6200

Campus Security personnel will assist the complainant in completing criminal reports. These reports will also be shared with the Brooklyn Park/Eden Prairie Police Departments. In appropriate cases, Campus Security will assist the Brooklyn Park/Eden Prairie Police Departments with gathering information for investigations.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

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

1. Contact Campus Security or the Brooklyn Park/Eden Prairie Police Departments at for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
2. Obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Attempt to provide a description and license number of any vehicle involved. Note the direction taken by offender(s) or vehicles and report those to Campus Security and/or the Brooklyn Park/Eden Prairie Police Departments.
3. Preserve the crime scene and maintain all physical evidence by not touching any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Campus Security and/or the Brooklyn Park/Eden Prairie Police Departments arrive.
4. Keep third-party reports. Campus Security will accept third-party reports in cases of sexual assault in order to protect the victim's identity.
5. Ask for a copy of the College Incident Report. Persons filing a complaint with Campus Security will be provided a copy of the College Incident Report upon request to the Director of Security.

All employees, faculty, or staff members who become aware of an allegation of a violation of the Hennepin Technical College policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Campus Security.

College Response to Reports

All allegations will be investigated. These investigations may be made in conjunction with the Brooklyn Park/Eden Prairie Police Departments.

Reports will be classified by the Director of Security in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions. When alleged perpetrators are identified as students, the case will be forwarded to the Dean of Student Success Services at 763-488-2465, for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently, before, during, or after the campus judicial process.

The College will issue a timely warning 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, in cases where the Director of Security (or designee) determines there is a continuing threat. In such cases, warnings will be issued via Blackboard Connect, KACE alerts, and via e-mail.

Personal Security Recommendations

Campus Security personnel are available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Call for an Escort! The Campus Security Office is open between the hours of 5:00 a.m. – 10:00 p.m., Monday through Friday; and 7:30 a.m. – 4:00 p.m. on Saturdays during the fall and spring semesters. Call or stop by the Campus Security Desk to arrange for an escort.

Brooklyn Park Campus	Eden Prairie Campus
4141 –from any campus phone	5151 –from any campus phone
763-354-4168 - Security mobile phone	952-358-1972 – Security mobile phone
763-488-2655 Security desk phone	952-995-1433 Security desk phone

Be aware of when officers are on duty. Campus Security personnel normally patrol the campus during normal operating hours and can be reached at the above noted numbers.

Protect your property

- Personal property (cell phones, purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
- Lock your door whenever you leave your room or office.
- Always lock your car doors.
- Always escort your guests to and from the main entrance doors.
- Protect all valuables in your room or office. Do not leave valuables in plain view. Take valuables home with you.
- Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

Protect your automobile

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

Protect yourself at night

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Protect yourself when walking and jogging.
- 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.
- Have your keys ready when returning to your residence and keep your personal or valuable items concealed and close to your body.

Help us protect you

Watch for suspicious persons in and around College buildings and in parking lots. Do not pursue them. Call Campus Security immediately at;

Brooklyn Park Campus
4141 –from any campus phone
763-354-4168 - Security mobile phone
763-488-2655 Security desk phone

Eden Prairie Campus
5151 –from any campus phone
952-358-1972 – Security mobile phone
952-995-1433 Security desk phone

Suspicious Activity

If you see suspicious activity or people on or near campus, call Campus Security. Do not assume the person is a visitor or College staff member that you have not seen before.

Suspicious people may be:

- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances, and going from room to room trying door handles.

Report all thefts and property loss immediately to Campus Security. Be security conscious at all times.

Security Considerations of Campus Facilities

Building access and maintenance

The campus is for the use of students, faculty, staff and their escorted guests, and those on official business with Hennepin Technical College. All others are subject to being charged with trespassing.

- Access to campus buildings is limited to normal business hours.
- Faculty and Staff are to report needed repairs via the Facilities Website:

<http://htcmaint.myworksites.com/> Students and visitors are encouraged to report safety concerns or needed repairs to the Maintenance Department through the Campus Security Desk located at the Main entrance on each campus.

Policies and procedures for safe access to buildings

- Keys are issued to authorized administration, faculty, and staff only.
- Exterior building doors should not be blocked open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Hennepin Technical College is normally open from 6:00 a.m. until after evening classes and for scheduled weekend classes and special events.
- Employees and students in buildings after normal working hours should have a Hennepin Technical College identification card to present when requested. Personnel, other than Maintenance, Campus Security personnel, must vacate the campus no later than the designated closing times noted as a standard safety measure, except for previously authorized events.
- Faculty or staff members who think they are the last persons in the building should ask unauthorized people to leave the premises or contact Campus Security. The building will be secured when the last employee leaves.
- On-campus telephones are located in most classrooms, hallways, and offices for emergency calls to Campus Security. These telephones are also capable of reaching Emergency 911 by dialing 9 (To Access outside Line) and then 9-1-1.
- Problems related to people in buildings after hours should be reported to Campus Security immediately.

Brooklyn Park Campus

4141 –from any campus phone
763-354-4168 - Security mobile phone
763-488-2655 Security desk phone

Eden Prairie Campus

5151–from any campus phone
952-358-1972 – Security mobile phone
952-995-1433 Security desk phone

Procedures Concerning Law Enforcement

Campus Security Officers are contracted through G4S Security Services, and are not employees of Hennepin Technical College; they are not certified or sworn peace officers. Campus Security personnel are authorized, when appropriate, to make a citizen's arrest. When arrests are made, the Brooklyn Park/Eden Prairie Police Departments will be notified. Campus Security works closely with the Brooklyn Park/Eden Prairie Police Departments to track and respond to campus criminal activity.

Report all crime immediately

All criminal activity on campus should be reported immediately to Campus Security and/or the Brooklyn Park/Eden Prairie Police Departments.

Brooklyn Park Police

Emergency - 911

Eden Prairie Police

Emergency - 911

Non – Emergency -763-493-8222 Non- Emergency - 952-949-6200

Hennepin Technical College will assist the complainant in completing criminal reports.

Preserve the crime scene and maintain all physical evidence by not touching any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Campus Security and/or the Brooklyn Park/Eden Prairie Police Departments arrive.

Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime.

If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

- | | | |
|--|---|--|
| <input type="checkbox"/> Gender | <input type="checkbox"/> Description of face, including: eye color, hair color and style, jaw, nose | <input type="checkbox"/> Glasses |
| <input type="checkbox"/> Approximate age | <input type="checkbox"/> Distinguishing marks, including scars | <input type="checkbox"/> Voice |
| <input type="checkbox"/> Height | | <input type="checkbox"/> Distinguishing gait |
| <input type="checkbox"/> Weight/build | | |
| <input type="checkbox"/> Dress/clothing | | |
| <input type="checkbox"/> Facial hair | | |

Educating the Campus

Educational Programming on Campus

Hennepin Technical College encourages students and employees to be responsible for their own security and the security of others.

Campus Security has available, at no cost, brochures, flyers, pamphlets, movies, videos, and posters concerning various safety and security issues.

A Hennepin Technical College counselor is available to assist students with personal, educational, social, and developmental concerns. The counselor also provides crisis intervention services, career counseling, mediation, referrals to community agencies, and consultations when necessary.

Crime Prevention Programs

Campus Security will present safety/security presentations on demand, and will coordinate speakers, including members of city and county law enforcement, to discuss the prevention of crimes that may occur to you and/or your property. Prevention strategies will be discussed.

Crime Statistics

Crimes that must be reported

Hennepin Technical College must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of the following that are reported to local police agencies or to a campus security authority. Definitions of each type of crime are provided below.

Criminal Homicide – Defined

(A) Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Non-negligent Manslaughter (1a).

(B) Criminal Homicide – Negligent Manslaughter

The killing of another person through gross negligence.

As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide—Manslaughter by Negligence (b).

Sex Offenses – Defined

(A) Forcible Sex Offenses.

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

Reported offenses may include:

- **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 in instances 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).

Carnal knowledge is defined by Black's Law Dictionary, 6th ed. as —the act of a man having sexual bodily connections with a woman; sexual intercourse.¶ There is carnal knowledge if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

—Against her will includes instances in which the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity (or because of her youth). The ability of the victim to give consent must be a professional determination by the law enforcement agency. The age of the victim, of course, plays a critical role in this determination. Individuals do not mature mentally at the same rate. For example, no 4-year-old is capable of consenting; whereas victims aged 10 or 12 may need to be assessed within the specific circumstances regarding the giving of their consent.

- **Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances 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** - To use 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 in instances 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.

Note: An object or instrument is anything used by the offender other than the offender's genitalia. Examples include but are not limited to a finger, bottle, handgun, or a stick.

- **Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, 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 incapacity.

Note: Forcible Fondling includes Indecent Liberties and Child Molesting. Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault with an Object, it should be reported only if it is the sole Forcible Sex Offense committed against a victim.

(B) Sex Offenses, Non-forcible.

Unlawful, non-forcible sexual intercourse.

Reported offenses may include:

- **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.

Note: If force was used or threatened, or if the victim was incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity, then the offense should be classified as forcible rape, not statutory rape.

Robbery - Defined

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 that force will be used.

Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

Aggravated Assault - Defined

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 displays weapon in a threatening manner) or by means likely to produce death or great bodily harm (e.g. victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness).

Burglary - Defined

The unlawful entry of a structure with the intent to commit a felony or theft.

Motor Vehicle Theft - Defined

The theft or attempted theft of a motor vehicle.

Note: A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails and that fits one of the following property descriptions:

- **Automobiles** - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people
- **Buses** - motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis
- **Recreational Vehicles** - motor vehicles that are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes
- **Trucks** - motor vehicles that are specifically designed (but not necessarily used) to transport cargo
- **Other Motor Vehicles** - any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, or golf carts.

Arson - Defined

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.

Liquor law violations – Defined

Arrests or referrals for the violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor.

Drug law violations - Defined

Arrests or referrals for the violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons law violations - Defined

Arrests or referrals for the violation of laws or ordinances dealing with weapon offenses.

Recording crimes

Hennepin Technical College must record a crime statistic in its annual security report for the calendar year in which the crime was reported to a campus security authority.

Hate Crime Reporting

Hennepin Technical College must report, by category of prejudice, the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability:

- (i) Any crime it reports pursuant to paragraph (c)(1)(i) through (vii) of this section, or Criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson.
- (ii) The crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.
 - **Larceny-theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.
 - **Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
 - **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack. Note: This offense includes stalking.
 - **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- (iii) Any other crime involving bodily injury.

Crime Statistics for the Period 2011-2013

In the crime statistics table below, the abbreviations BPC & EPC represent the following locations:

BPC - Brooklyn Park Campus – 9000 Brooklyn Boulevard, Brooklyn Park, MN.

EPC - Eden Prairie Campus – 13100 College View Drive, Eden Prairie, MN.

Alleged Criminal Activity (Does not necessarily constitute an arrest or conviction)

Category	Venue	2011		2012		2013	
		BPC	EPC	BPC	EPC	BPC	EPC
Murder	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Negligent Manslaughter	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Forcible Sex Offenses	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0

Category	Venue	2011		2012		2013	
		BPC	EPC	BPC	EPC	BPC	EPC
Non-forcible Sex Offenses	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Robbery	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	1	0
Aggravated Assault	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Burglary	On Campus	0	0	0	1	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Motor Vehicle Theft	On Campus	0	0	1	0	0	1
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Arson	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0

Arrests

Category	Venue	2011		2012		2013	
		BPC	EPC	BPC	EPC	BPC	EPC
Arrest For:							
Liquor Law Violation	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	1	0	0	1	2	0
Drug Law Violation	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	1	1	6	2	0
Weapons Violation	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	1	0	0	0	0

Disciplinary Referrals

Category	Venue	2011		2012		2013	
		BPC	EPC	BPC	EPC	BPC	EPC
Disciplinary Referrals for:							
Liquor Law Violation	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Drug Law Violation	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Weapons Violation	On Campus	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0

SaVE Act

Category	Venue	2011		2012		2013	
		BPC	EPC	BPC	EPC	BPC	EPC
Domestic Violence	On Campus					0	0
	Non-Campus	Information for these years is not available. Collection of statistics for Dating Violence, Domestic Violence and stalking are part of the 2013 Campus Sexual Violence Elimination(SaVE)Act				0	0
	Public Property					0	0
Dating Violence	0					0	
Dating Violence	On Campus	Information for these years is not available. Collection of statistics for Dating Violence, Domestic Violence and stalking are part of the 2013 Campus Sexual Violence Elimination(SaVE)Act				0	0
	Non-Campus					0	0
	Public Property					0	0
Stalking	On Campus	Information for these years is not available. Collection of statistics for Dating Violence, Domestic Violence and stalking are part of the 2013 Campus Sexual Violence Elimination(SaVE)Act				0	0
	Non-Campus					0	0
	Public Property					0	0

Hennepin Technical College does not have dormitories or residential facilities for students on or off campus. The College collects information on the above crimes to determine if the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability (hate crimes).

None of the reported violations occurring in 2011 through 2013 have been identified as hate crimes. No other hate crime cases were reported based on the reporting requirements.

Key to Hate Crimes Notations (Type of Bias or Prejudice):

Race=ra; Gender=g; Religion=re; Sexual Orientation=s; Ethnicity=e; Disability=d

Off-Campus Locations Monitoring and Records

The Brooklyn Park and Eden Prairie Police Departments collect crime statistics for Hennepin Technical College and areas defined in HTC's Clery geography. These statistics are included in this report. The same procedure is followed for any college-approved, off-campus student organization activity.

Enforcement of Under-Age Drinking Laws and Alcoholic Beverages on Campus.

The College forbids the use, possession, manufacture, sale, transportation, or furnishing of alcohol beverages on campus. Hennepin Technical College also forbids the maintenance of unlawful drinking places on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special functions through the Minnesota State Colleges and Universities (MnSCU) Board of Trustees.

Hennepin Technical College enforces the Minnesota drinking laws, including the prohibition of use by persons less than 21 years of age. Possession or consumption of alcohol on campus is prohibited by Hennepin Technical College and may result in student disciplinary action.

If the accused is not cooperative or is under age, the Brooklyn Park/Eden Prairie Police Departments may be called to assist.

Drugs on Campus and the Enforcement of Federal and State Drug Laws

Hennepin Technical College forbids the possession, use, or sale of illegal drugs (other than by a doctor's prescription) on campus. This includes but is not limited to possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Hennepin Technical College enforces both Minnesota and federal drug laws regarding the use, possession, and sale of illegal drugs.

Drug and Alcohol Abuse Education Programs

The purpose of drug and alcohol abuse education programs 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 is available from the Human Resources Department.

Hennepin Technical College recognizes the reality of chemical dependency and is aware of its occasional presence in the College community. As a safeguard against dependency, numerous campus organizations provide prevention programs to the Hennepin Technical College community.

The College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on chemical dependency or treatment for chemical dependency. Counselors or the Directors of Disability Services are available to provide information about prevention programs for those seeking help with substance abuse.

Sexual Assault Programs and Procedures

Hennepin Technical College's policy on sexual abuse and harassment is governed by the Minnesota State Colleges and Universities System's 1B.3 Sexual Violence Policy and 1B.3.1 Sexual Violence Procedure. In support of the System policy, Hennepin Technical College reaffirms the policy that sexual abuse and harassment will not be tolerated. Every effort will be made to assure that all members of the Hennepin Technical College community are provided an atmosphere free from sexual abuse and harassment. To prevent sexual abuse and harassment, educational efforts will be undertaken to help employees and students understand their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and harassment, and what steps can be taken if instances of sexual abuse and harassment are experienced.

Hennepin 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, providing escorts, inspecting the campus for potentially dangerous areas and activities, and implementing programs to inspect campus lighting and shrubbery.

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 one of several College departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

Emergency Numbers:

- Brooklyn Park Police Department 763-493-8222
- Eden Prairie Police Department 952-949-6200
- Director of Security 763-248-1354
- Director of Safety 763-248-1348
- HTC Counseling - BPC 763-488-2410
- HTC Counseling - EPC 952-995-1412
- Crisis Intervention Center 651-221-8922
- Crisis Support Hotline 800-642-1525
- Support Group -1st Call for Help 651-224-1133

Definitions

The following definitions apply to these Procedures:

Sexual Violence

Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

Sexual Assault

Sexual assault means an actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under the Hennepin Technical College student conduct codes and employee disciplinary standards. Sexual assault includes, but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Consent

Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Non-forcible Sex Acts

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

Hennepin Technical College Property

Hennepin Technical College Property means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, the Minnesota State Colleges and Universities System Office, and Hennepin Technical College.

Employee

Employee means any individual employed by Hennepin Technical College, including student workers.

Student

Student means an individual who is:

- a. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at Hennepin Technical College;
- b. between terms of a continuing course of study at Hennepin Technical College, such as summer break between spring and fall academic terms; or
- c. expelled or suspended from enrollment as a student at Hennepin Technical College, during the pendency of any adjudication of the student disciplinary action.

Procedure Regarding Sexual Assault

1. Contact Campus Security as soon as possible after the offense. Please remember it is most important to preserve evidence. Do not bathe, douche, use the toilet, or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.
2. 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 privacy is requested by the sexual assault survivor, names and addresses of survivors are released to the Brooklyn Park/Eden Prairie Police Departments. Campus Security 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 to the survivor of a sexual assault and all members of the College community. Sexual assault survivors should be aware of the need of the College to release information regarding the fact that an assault has occurred for the protection and safety of others.
3. The Vice President of Academics and Student Affairs will be the office of official record for reports of sexual assault. Students, faculty, and staff are encouraged to contact Campus Security to report any information regarding assaults.
4. Sexual assault survivors have the right to have reports made anonymously (third party) to the Brooklyn Park/Eden Prairie Police Departments. Campus Security will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third-party reports may prevent the College and the Brooklyn Park/Eden Prairie Police Departments from actively investigating the criminal activity.
5. Counseling and emergency medical services are available both on and off campus. Medical services should be accessed through a hospital emergency room. If you are the victim of a sexual assault, Hennepin Technical College encourages you to contact one or more of the following:

Medical Resources

- Fairview Southdale Hospital 952-924-5000
- Methodist Hospital 952-993-3123
- North Memorial Hospital 763-520-5200

Counseling Resources

- Hennepin Technical College Counseling(BPC) 763-488-2410
- Hennepin Technical College Counseling (EPC) 952-995-1412
- Crisis Intervention Center 651-221-8922
- Sexual Offense Services (SOS) 651-643-3006

6. If the Director of Security (or designee) determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location, date and time of the assault, and any information which might help identify the assailant will be reported. Campus Security will inform the campus community of the reported sexual assaults by email alert.
7. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by Brooklyn Park/Eden Prairie Police Department personnel.
8. The College will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the College will attempt to provide, if reasonably available, a change in classes.
9. 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.

Procedures for Campus Disciplinary Action for Sex Offenses:

The College disciplinary process is an option for any person wishing to report a case of student misconduct. In order for Hennepin Technical College to proceed with an investigation that might lead to disciplinary action, a written complaint (whether by the victim or a third party) must be filed with the Dean of Student Success Services 763-488-2465 or the Vice President of Academic and Student Affairs 952-995-1400. If the complaint is criminal in nature, it will also be forwarded to Campus Security and to law enforcement agencies.

There are different standards of proof in the College conduct proceeding than in the possible criminal action. The College conduct proceeding determines whether the accuser's status as a student will be altered, whereas the criminal process determines if there will be limitations on the accuser's liberty. As there are different standards, and the purpose of each proceeding is different, Hennepin Technical College encourages students who are the victims of sexual assault to go forward with the College process.

- Both the accuser and the accused are entitled to have others present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.

- Both the accuser and the accused have the right to call a reasonable number of witnesses during the hearings to testify on their behalf. The other party may ask the witnesses questions.
- Both the accuser and the accused have the right to request, in advance, the names of witnesses and shall have the right to question witnesses during the hearing.
- 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 generally.

Sanctions following a College disciplinary proceeding include, but are not limited to, expulsion and suspension.

A decision reached by the student conduct panel or a sanction imposed by the administrator may be appealed by the accused student(s) or complainant(s) to the Dean of Student Success Services within five (5) school or business days of the notification of the decision. Such appeals shall be in writing and shall be delivered to the administrator or his or her designee.

Dating Violence, Domestic Violence and Stalking

Hennepin Technical College prohibits acts of dating violence, domestic violence and stalking and takes allegations of these crimes very seriously. The perpetration of acts of dating violence, domestic violence, and stalking are criminal law violations as well as violations of the HTC Student Code of Conduct and non-discrimination policy. HTC will take action to hold all students accountable under the applicable policies.

If you are a victim of dating violence, domestic violence, or stalking:

Go to a safe place.

If you are on campus contact Campus Security, even if you do not want to file a report, Campus Security personnel will arrive on scene and ensure your safety. Your safety is our priority. Campus Security is located in H101 on each campus.

Brooklyn Park Campus	Eden Prairie Campus
4141 –from any campus phone	5151–from any campus phone
763-354-4168 - Security mobile phone	952-358-1972 – Security mobile phone
763-488-2655 Security desk phone	952-995-1433 Security desk phone

If you would like to file a report with the college, contact Campus Security at the above noted numbers or stop by H101, even if the incident didn't occur recently. An officer will interview you to gather your statement. If you would like to pursue action through the College's judicial process your statement will be forwarded to the Dean of Student Success Services.

You may also report the incident to any college employee, however all college employees who are designated as campus security authorities have a duty to report knowledge of incidents of dating violence, domestic violence or stalking to Campus Security. You may still request confidentiality.

Timely and prompt reporting of a crime of dating violence, domestic violence or stalking within 72 hours is critical in preserving evidence important in proving a criminal case against your abuser. Document any injuries and damage to personal property. Save any text messages, e-mails, or voice mail messages left by your abuser. If you are being stalked document the stalking behavior

when and where it occurred and how it impacted you.

If you have been injured, you should seek medical attention immediately, even if you do not want to report the incident to the police.

If you would like assistance in filing a police report Campus Security can assist you.

Hennepin Technical College has counselors available in the Student Services areas on each campus. Campus Security has information on additional local resources available to victims of dating violence, domestic violence, and stalking.

In order to reduce contact between you and your abuser, the College will, upon your request, attempt to provide a change in classes if the accommodation is reasonably available.

You have the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO). Campus Security has information available on how to file for and request an OFP or HRO. Campus Security will assist in the enforcement of all lawful OFPs and HROs. If an OFP or HRO is issued you are encouraged to file a copy with the Campus Security office on the respective campus.

You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violent crime. You may also visit <https://dps.mn.gov> for additional information.

Information Regarding Registered Sex Offenders

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, 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 Predatory Offender Unit at 888-234-1248 or 651-763-7070. Information regarding this program can be found at the following website:

<http://www.por.state.mn.us>

Information regarding registered sex offenders may be obtained through the Brooklyn Park/Eden Prairie Police Departments. General information on registration requirements and notification procedures for each municipality can be found at the following websites:

<http://www.brooklynpark.org/city-government/police/>

<http://www.edenprairie.org/city-government/departments/police-department>

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>

Emergency Response and Evacuation Procedures

Whenever an incident occurs on campus, Campus Security should be contacted immediately at:

Brooklyn Park Campus	Eden Prairie Campus
4141 –from any campus phone	5151–from any campus phone
763-354-4168 - Security mobile phone	952-358-1972 – Security mobile phone
763-488-2655 Security desk phone	952-995-1433 Security desk phone

Upon arrival, the officers will confirm the reported incident, assess the situation and determine if additional resources are necessary to resolve the situation. If the incident is determined to be a significant emergency that will impact the campus community, the Emergency Response Team (ERT) will be activated to respond. The ERT is comprised of Campus Security, Maintenance, Deans and leadership representing the entire College campus. The ERT will be assembled to assist with a response to an incident and, if appropriate, initiate the emergency notification system and begin the transition to emergency operations.

Emergency response training for the ERT is conducted annually. Hennepin Technical College has adopted an—all hazards approach to campus emergencies utilizing the Incident Command System (ICS) of incident management. Campus Security and other key college officials have received incident command training through the National Incident Management System (NIMS) to enhance the College’s response to and recovery from critical campus events.

Emergency Notification

Hennepin Technical College will notify the community when a significant emergency or dangerous situation occurs involving an immediate threat to the health and safety of the campus community. This notification will be initiated utilizing the College’s emergency notification system, Blackboard Connect. All community members are automatically enrolled, but do have the option to opt out of the system. The College will also utilize other systems such as e-mail, the KACE alert system and public address system to enhance the distribution of information.

In the event of a significant emergency, an emergency notification will be issued by Hennepin Technical College to students and employees without delay. This notification process must take into account the safety of the community, determine the content of the notification, and initiate the notification. If the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, the notification may be delayed. Hennepin Technical College has several notification messages that are prepared in advance for immediate outreach. Notifications will be issued through collaborative discussion between Campus Security personnel and senior decision makers. Information regarding the emergency may also be posted, when appropriate, on the Hennepin Technical College website and/or through the Executive Director of Institutional Advancement and Marketing to inform the larger community.

When serious crimes are reported on campus, as defined by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) (Clery Act), Campus Security will distribute a —timely warning (a crime alert) to inform the community that an incident has been reported, general information surrounding the incident, and how incidents of similar nature might be prevented in the future. The criteria for the issuance of timely warnings would include —crimes that are considered to represent a serious and/or continuing threat to students and employees. These alerts are sent by electronic mail to all employees and students. In addition, a daily crime log listing crimes reported to Campus Security is maintained in the Campus Security office on each campus and is available for public review during normal business hours.

Evacuation Procedures

All faculty, staff, and students should learn the evacuation routes, stairwells, and Areas of Rescue Assistance for each respective campus they occupy. Evacuation maps and information are posted throughout the campus. Emergency drills are conducted during the year. The purpose of these drills is to prepare building occupants for an organized evacuation in case of an emergency. Such drills may include fire, severe weather, active shooter, bomb threat, etc. If Campus Security, law enforcement, or fire department personnel are on the scene, please follow their direction.

