



2024 Annual Security Report

**East Grand Forks campus, Thief River Falls campus,
Aerospace site and Roseau site**

October 1, 2024

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INTRODUCTION

Northland Community and Technical College (Northland) is a comprehensive college, offering many technical programs designed for those looking to quickly join the work force. Northland also has a liberal arts AA degree which offers students the first two years of a bachelor's degree. Northland students are as diverse as their interests. Many students are recent high school graduates, some are employees interested in expanding or updating their skills, some are taking courses for personal enrichment; others are getting the education they never sought after high school. Whatever the goal, Northland offers the affordability, flexibility, and opportunity for success.

In 1990, congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-541), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Police and Campus crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act* and is in section 485(f) of the *HEA*.

On March 7, 2013 the *Violence Against Women Reauthorization Act of 2013 (VAWA)* (Public Law 113-14) was signed into law. VAWA includes amendments to the *Clery Act*. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

Northland does not have a dedicated security department but works closely with local law enforcement agencies for immediate response and investigation of all crimes, emergencies, or requests for service generated by the campuses. These law enforcement agencies include Thief River Falls police department, East Grand Forks police department and Roseau police department. Northland recognizes the Safety Officer as the primary Clery Compliance Officer for compiling this report and annual crime statistics. Statistics are collected using incident reports and from other reporting authorities including, but not limited to, law enforcement agencies and officials of Northland who have significant responsibility for student and campus activities. These college officials are known as Campus Security Authorities, who are listed later in the report.

The Thief River Falls, East Grand Forks, and Roseau police departments provide fully licensed police protection for Northland. The college has developed a working relationship with the Thief River Falls, East Grand Forks, and Roseau police departments that allows for immediate response to all crimes, emergencies, or requests for service generated by the campus.

It is the policy of Northland to report all criminal activity to the Thief River Falls, East Grand Forks, and Roseau police departments by reporting incidents directly to the Director of Security or Safety Officer. All crimes or potential crimes that are reported to the Safety Officer will be forwarded to the Thief River Falls, East Grand Forks, and Roseau police departments Police Departments. It is also the College's position that all campus community members are responsible for reporting any criminal activity they become aware of to campus security authorities or the local law enforcement center.

Northland's Safety Officer publishes the Annual Security Report each year by October 1. The report is distributed to all potential students on the college application form and prospective employees on the job announcement via a direct link to the report. All current students and employees are sent an email that briefly describes the content of the report and also the exact Internet address where it can be found:

<http://www.NCTCcollege.edu/safety>. Printed copies of the report may be obtained from the Safety Officer in room 549 or call 218-683-8633.

Group 1 CSAs (Those with campus security and disciplinary responsibilities)

| Office | Location | Phone | Comments/Hrs |
|-------------------------------------|--|--------------|---------------------|
| Safety Officer | Room 545H-TRF Campus | 218-683-8633 | 8:00 – 4:30 PM, M-F |
| East Grand Forks Police Department | 520 Demers Ave. East Grand Forks, MN | 218-773-1104 | |
| Thief River Falls Police Department | 102 First Street West Thief River Falls, MN | 218-681-6161 | |
| Roseau Police Department | 114 2nd Street NE Roseau, MN | 218-463-3129 | |

Group 2 CSAs (Others responsible for security including students and employees)

| Office | Location | Phone | Comments/Hrs |
|-------------------|---------------------|--|---------------------|
| Campus Attendants | Room 655-TRF Campus | TRF 218-684-5915 TRF 218-684-5916 EGF 218-791-0469 | 5:00 -9:00 PM, M-TH |

Group 3 CSAs (Those with significant responsibility for student and campus activities or disciplinary or judicial proceedings)

| Office | Location | Phone | Comments/Hrs |
|--|--|--------------|--------------|
| President | Office 461B - TRF Campus | 218-683-8665 | |
| VP of Academic and Student Affairs | Office 122 - EGF Campus | 218-793-2539 | |
| Interim Dean of Student Success | Office 525A –TRF Campus | 218-683-8560 | |
| Interim Dean of Academic Affairs | Office 545D - TRF Campus | 218-683-8621 | |
| Interim Associate Dean of Technical Programs | Office 120 – EGF campus & 13B – Aerospace Site | 218-793-2491 | |
| Dean of Student Life and Athletics | Office 451A - TRF Campus | 218-683-8680 | |
| Dean of Health, Public Services and Technical Programs | Office 121 - EGF Campus | 218-793-2609 | |
| Interim Director of Human Resources | Office 545G -TRF Campus | 218-793-2492 | |

| | | | |
|-------------------------------------|--------------------------|--------------|-------------------|
| Director of Workforce Development | Office 645I | 218-683-8647 | |
| Northland Housing Coordinator | Office 615 -TRF Campus | 218-683-8566 | |
| Title IX Coordinator | Office 545G -TRF Campus | 218-793-2492 | |
| Student Success Advisor | Office 525D - TRF Campus | 218-683-8548 | |
| Academic Success Center Coordinator | Office 205A – TRF Campus | 218-683-8560 | |
| Director of Technology | Office 545J – TRF Campus | 218-683-8584 | |
| Facilities Director - | Office 545E – TRF Campus | 218-683-8600 | |
| Campus Attendant Supervisor | Office 665 – TRF Campus | 218-683-8690 | |
| Head Volleyball Coach | Office 425C - TRF Campus | 218-683-8689 | Assistant Coaches |
| Head Men’s Basketball Coach | Office 425F - TRF Campus | 218-683-8707 | |
| Head Women’s Basketball Coach | Office 425B - TRF Campus | 218-683-8696 | Assistant Coaches |
| Head Baseball Coach | Office 425D - TRF Campus | 218-683-8683 | Assistant Coaches |
| Head Softball Coach | Office 425E - TRF Campus | 218-683-8556 | Assistant Coaches |
| Trap Shooting Coach | Office 515C - EGF Campus | 218-683-8600 | Assistant Coaches |
| Club Advisors | EGF/TRF Campuses | | |

GEOGRAPHY

Pursuant to the Act, the Safety Officer monitors criminal activity and publishes this report containing a three-year statistical history of select crimes or incidents that occur. The statistics are gathered from three specific geographic areas; 1) on campus (2) non-campus college property or college sanctioned buildings or property, 3) public property adjacent to the college, and are submitted on an annual basis to the U.S. Secretary of Education.

The following definitions are taken from the Higher Education Act of 1965, 485(f) (20 U.S.C. 1092(f)), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” and are used to classify the locations listed in Northland’s crime statistics.

Campus: The term “campus” means 1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and 2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). Campus property includes the Thief River Falls main campus, athletic fields, River Walk trail, Multi-Events Center, Northland Foundation Housing, the Aerospace branch campus and the East Grand Forks Campus, annex, and cold storage.

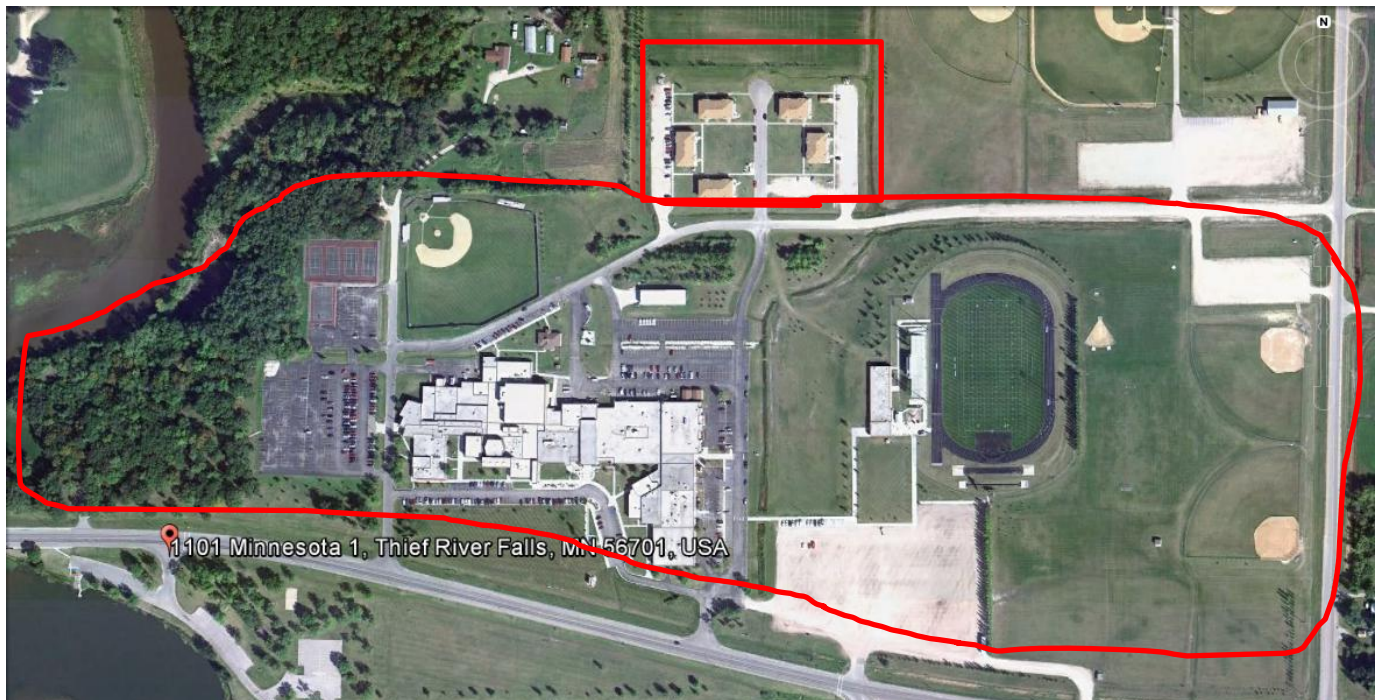
Residential Facilities: 1001 Longren Ave. Thief River Falls, MN 56701, 1002 Longren Ave. Thief River Falls, MN 56701, 1003 Longren Ave. Thief River Falls, MN 56701, 1004 Longren Ave. Thief River Falls, MN 56701, 1005 Longren Ave. Thief River Falls, MN 56701,

Non-Campus Building or Property: The term “non-campus building or property” means 1) any building or property owned or controlled by an institution; and 2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Non-campus property includes the Roseau site classroom and Farm Business Management off-campus, leased office spaces in Red Lake Falls, Fosston, Moorhead.

Public Property: The term “public property” means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes. Northland public property includes adjacent streets, parking lots, sidewalks, and stairwells.

THIEF RIVER FALLS MAIN CAMPUS & ADJOINING PUBLIC PROPERTY

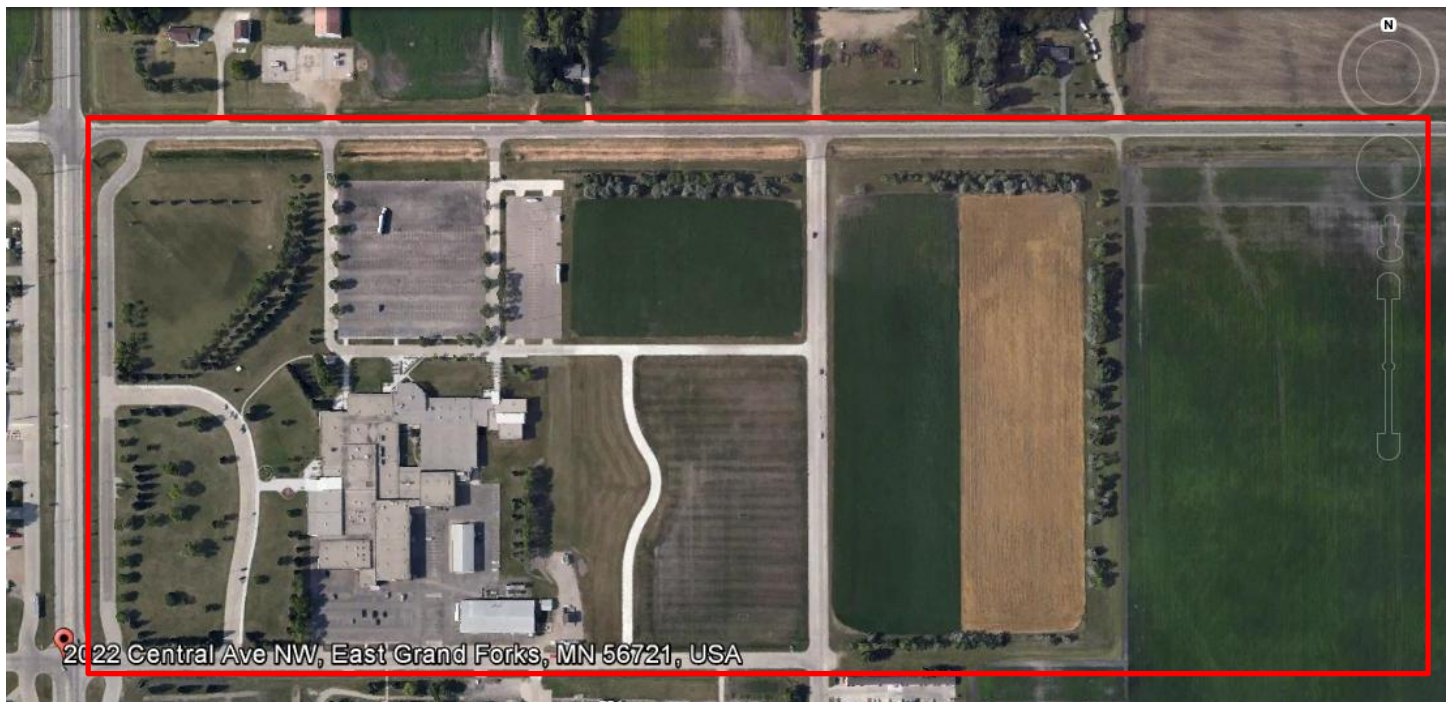


ROSEAU SATELLITE SITE & ADJING PUBLIC PROPERTY



AEROSPACE CAMPUS & ADJOINING PUBLIC PROPERTY





TYPES OF CRIMES (SEE APPENDIX 1)

Criminal homicide:

- Murder and non-negligent manslaughter
- Manslaughter by Negligence

Sex Offenses:

- Rape
- Fondling
- Incest
- Statutory rape

Robbery

- Aggravated assault

Burglary

- Motor vehicle theft

Arson

Arrests and referrals for disciplinary actions, including:

- Arrests for liquor law violations, drug law violations, and illegal weapons possession.
- Persons who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Hate crimes, including:

- The number of the following crimes that are determined to be hate crimes:
 - Larceny-theft

Simple assault
Intimidation
Destruction/damage/vandalism of property

For each hate crime recorded an institution must identify the category of bias that motivated the crime. For the purposes of this, the categories of bias include the victim's actual or perceived:

Race
Gender
Gender identity
Religion
Sexual orientation
Ethnicity
National origin
Disability

Dating violence
Domestic violence
Stalking

CRIME REPORT STATISTICS: JANUARY 2020 TO DECEMBER 2022

The following table is the statistical report of crimes occurring on the Northland campus (as reported to Northland's campus security authorities, safety director, and/or the local police department). The table reflects crimes reported for the three calendar years of 2021, 2022, and 2023. The categories of crime are those required by the Clery Act. NOTE: Northland does not have any off-campus student organizations, which would be listed under the category of "Non-Campus Property".

| East Grand Forks Campus | On-Campus Property | | | | Non-Campus Property | | | | Public Property | | |
|--|-------------------------------|------------|------------|--|--------------------------------|------------|------------|--|----------------------------|------------|------------|
| | '21 | '22 | '23 | | '21 | '22 | '23 | | '21 | '22 | '23 |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Rape | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Fondling | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Incest | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Statutory Rape | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Larceny | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Liquor Law Arrests | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Liquor Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Drug Law Arrests | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Drug Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Weapons Law Arrests | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Weapons Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |

EGF campus:1 unfounded Sexual Harassment crime reported in 2021.

| Thief River Falls Campus | On-Campus Property | | | | Non-Campus Property | | | | Public Property | | |
|--|-------------------------------|------------|------------|--|--------------------------------|------------|------------|--|----------------------------|------------|------------|
| | '21 | '22 | '23 | | '21 | '22 | '23 | | '21 | '22 | '23 |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Rape | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Fondling | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Incest | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Statutory Rape | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Larceny | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Liquor Law Arrests | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Liquor Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Drug Law Arrests | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Drug Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Weapons Law Arrests | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Weapons Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | | 0 | | 0 | | 0 | 0 | 0 |

No unfounded Crimes reported

| Roseau Site | On-Campus Property | | | | Non-Campus Property | | | | Public Property | | |
|---|--------------------|-----|-----|--|---------------------|-----|-----|--|-----------------|-----|-----|
| | '21 | '22 | '23 | | '21 | '22 | '23 | | '21 | '22 | '23 |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Rape | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Fondling | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Incest | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Sex Offenses - Statutory Rape | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Larceny | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Liquor Law Arrests | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Liquor Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Drug Law Arrests | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Drug Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Weapons Law Arrests | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Weapons Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 |

No unfounded Crimes reported

Hate Crime (Bias Motivated) Statistics for 2021, 2022 and 2023

The statistics below have been classified as “Hate Crimes” and are compliant in accordance with the definitions used in the Hate Crime Statistics Act. Hate crimes are defined as crimes in which the victim is intentionally selected because of their actual or perceived race, gender, religion, national origin, sexual orientation, gender

identity, gender expression, ethnicity, or disability of the victim. Such statistics shall not identify victims of crimes or persons accused of crimes.

2023: No (0) Hate Crimes were reported. 2022: No (0) Hate Crimes were reported. 2021: No (0) Hate Crimes were reported.

Sexual Violence Statistics for 2023

The statistics below have been classified as “Sexual Violence” and are compliant in accordance with the definitions used in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)). Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence. The statistics below exclude non-forcible and forcible sex offenses as they are listed in the “NCTC Crime Statistics” chart on the previous page. Such statistics shall not identify victims of crimes or persons accused of crimes.

2023: No (0) Dating Violence incidents were reported. No (0) Domestic Violence incidents were reported. No (0) Stalking incidents were reported.

EMERGENCY RESPONSE AND TIMELY WARNING

Northland is required by policy and fire code to have evacuation and emergency operations plans in place. Evacuation plans and emergency procedures can be found on the Northland Safety and Security website. Northland also has a current Emergency Operations Plan based on the all-hazards concept, incorporating the National Incident Management System and coordinated with the system office and local emergency response agencies. This plan is used to respond to any level of emergency impacting Northland and outlines the responsibilities and actions necessary to protect life, property and the environment. Some of the processes and procedures are included in this report.

Emergency Response: Northland will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty or staff occurring on campus. (Minnesota State) has numerous systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat. These methods of communication include but are not limited to:

Active messaging: Northland has the ability to address the campus through a public address system that covers all interior campus offices, classrooms and public spaces.

Passive messaging: Northland will provide emergency information via the main web page. The administration will use campus wide mass email (*if available*) and any other available media such as signs and internal closed-circuit televisions to disseminate emergency notifications to students, faculty and staff. Twitter and Facebook social media will also be used to disseminate emergency notification either individually or through the Star Alert system.

Individual messaging: Northland utilizes an emergency notification system branded Star Alert, provided by FinalSite Connect, which disseminates emergency notification through SMS text, direct phone calls and email, at the selection of the recipient. This is an opt out/in system.

Opt out: Upon enrollment or hiring students/faculty/staff are automatically enrolled in the system using the Star ID to associate them with students, faculty and staff are sent an automatic email, activating their account and encouraging them to enter additional phone and/or cell numbers, email addresses and selecting other deliver options for receiving emergency notifications. The emergency notification system is updated (daily, weekly, etc.) The College assumes no liability or responsibility for improper or outdated data.) Student data is collected from the student’s “NCTC Portal”. Every student must assure that the information in their portal is accurate and current for successful StarAlert notification. Employee data is

collected from the Northland directory. Every employee must assure that the information in their portal is accurate and current for successful StarAlert notification.

Emergency Procedures Guides are made available via website: www.northlandcollege.edu/safety and are also available upon request. This guide includes information on the following: general emergency procedures, severe weather, medical emergency, fire or smoke, mechanical/utility, crime reporting, terrorism, violent intruder, suspicious mail, hazardous materials and bomb threat.

Students, faculty and staff have the option of permanently opting out of Star Alert should they choose. For additional information on access, issues concerning individual accounts or other questions contact: Cory Feller, Safety Officer 218-683-8633.

Northland, upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus:

1. A Northland official will verify that a legitimate emergency or dangerous situation exists, even if all of the pertinent details are not known or are available at the time.
2. Northland officials, in coordination with and at the advice of local first responders, will determine the appropriate segment(s) of the campus community to receive notification.
3. Northland will, without delay, and taking into account the safety of the community, determine the content of the notification, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The following persons or organization(s) are responsible for emergency notification dissemination: President, Vice President of Academic and Student Affairs, campus Deans, Director of Human Resources, Director of Security, Safety Officer, or designees.

Northland, after ensuring that local first responders are notified, will activate the active messaging system to provide emergency notification to the campus community. An immediate Star Alert containing pertinent emergency notification and information will be disseminated. Other passive and individual messaging will provide redundant and detailed emergency information as soon as reasonably possible.

The systems mentioned above, along with Northland's evacuation procedures, are tested independently multiple times per year. During the annual lockdown drill, a full-scale test of all emergency notification systems on each campus is conducted. All drills are announced and documented. The Safety Officer sends email notification to all students and employees with details about the drills and exercises. In addition, the safety committee reviews feedback from students and employees for process improvement.

If Northland security authorities or the safety officer receives information that a crime has been committed, that may pose a continuing threat to the safety of any campus member; a StarAlert message will be issued. StarAlert messages are distributed by college administration or designee for the purpose of informing the campus community of a potentially dangerous condition that may affect personal safety. The alert contains information regarding an incident that will allow campus community members to take the personal safety measures to insure their individual safety. The alert withholds the names of victims as confidential and may also contain a request for information regarding an incident.

StarAlert message will be posted on the web at www.northlandcollege.edu. Security Alerts will remain posted as long as it is determined a threat exists. Anyone with information warranting a StarAlert message should report the circumstances to any of the designated employees listed above.

Timely Warning: Northland will issue a timely warning for all Clery Act crimes reported to Campus Security Authorities or local police agencies and considered by Northland officials to represent a serious or continuing

threat to students, faculty and staff. Timely warnings will not be limited to violent crimes or crimes against persons and may include against property or other types of serious or continuing threats.

Issuance of a Timely Warning is determined on a case-by-case basis. Factors included are the nature of the crime or threat, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Northland will consult with local law enforcement and other officials when determining the need and content of any Timely Warning.

The intent of a Timely Warning is to enable the campus community to protect themselves and will include all information that would promote safety and aid in the prevention of similar crimes or protection from specific threats. Timely Warnings will be disseminated using the Star Alert text and email features, campus email system, or any other passive or individual method of notification to students, faculty and staff.

In the event that a situation arises, either on or off campus, that, in the judgment of college administration, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students and employee.

CAMPUS SECURITY POLICIES

Students, employees, and guests of the College are encouraged to immediately report emergencies and criminal activity to Northland’s campus security authorities or the local police department (911). Northland’s Safety Officer can be reached by calling 8633 from an on-campus phone or 218-683-8633 from an off-campus phone. Individuals may also visit the Safety office, which is located on the Thief River Falls campus.

All criminal activity occurring on campus should be reported immediately to the Safety Officer in Office 549 or by telephone at 218-683-8633. If the victim chooses, an additional report can be filed with the appropriate local law enforcement agency. Internal reports may be shared with other departments on campus as necessary to complete an investigation and/ or to ensure the safety of the campus community. The Director of Security, Safety Officer or other designee will assist Police Department(s) with investigations as required. Depending on many factors Northland may or may not hold reports of crime in confidence and may be required by law to release information based on the events or nature of the crime. Whenever possible Northland will attempt to protect the identity of crime victims. In addition, crimes can be reported to any of the Campus Security Authority below who have significant responsibility for student and campus activities (not including counselors).

- Refer to table (pages 3-4)

Northland officials will share information as necessary to appropriately address a situation but will make efforts to maintain confidentiality. **Absolute confidentiality of reports made to Northland officials cannot be promised.**

The campus security authorities can also assist crime victims or witnesses of crimes in reporting a crime to the local police department. Victims or witnesses of crimes may also contact the local police department (emergencies) at 911 directly.

Northland’s campus attendants ARE NOT certified or sworn peace officers and do not possess law enforcement (arrest) authority. Northland personnel may utilize private person arrest authority pursuant to Minnesota State Statute 629.37 when appropriate.

Northland works closely with the East Grand Forks, Thief River Falls police department and have a Memorandum of Understanding with each department.

Northland strongly encourages students, faculty and staff to accurately and promptly report all crimes to one of the above listed agencies and offices when the victim of a crime elects to, or is unable to make, such a report.

Northland **continuously or annually** reviews the physical security infrastructure to ensure appropriate steps are taken to maintain and enhance the safety and security of the campus. Landscaping and lighting are checked by the Facilities Department annually and discrepancies are addressed. The campus works closely and routinely with the system Emergency Preparedness and Security Specialist and the Facilities department to evaluate campus physical security and vulnerability, programming resources to address any potential threats, vulnerabilities or contingencies. The campus and all facilities is/are open during the following hours:

| | | |
|-------------------|-------------|------------------|
| East Grand Forks | Mon – Thurs | 7:00AM to 9:00PM |
| | Friday | 7:00AM to 6:00PM |
| Thief River Falls | Mon – Thurs | 7:00AM to 9:00PM |
| | Friday | 7:00AM to 6:00PM |
| Aerospace site | Mon – Fri | 7:00AM to 6:00PM |

Access to facilities after normal business hours is allowed only by special approval of the individual responsible for a specific space. The individual using a specific space outside of normal business hours must possess verifiable proof of approval. All other use of Northland's facilities outside of normal hours of operation must be approved and scheduled by contacting the EMS event scheduler at 218-683-8633.

Students, employees, and visitors are urged to take appropriate steps to ensure their own personal safety. It is recommended to report suspicious individuals and activities or hazardous conditions immediately to the Northland administration or the Safety Officer, 218-683-8633. It is recommended to take advantage of the escort service provided by Northland's campus attendants which is available in the evenings when classes are in session. College campus attendants are normally on duty from 5:00 PM until 9:00 PM, Monday through Thursday evenings when classes are in session, August through May. There are emergency telephones installed within the main entrances on the College campuses. These telephones provide a direct line to the campus attendants during their regularly scheduled shift.

Northland's safety officer works closely with the Directors of Facilities and Security regarding security considerations of the facilities. Safety or security deficiencies regarding Northland facilities, are to be reported to the Safety Officer, 218-683-8633 and/or the Directors of Facilities and Safety, 218-683-8600.

Protect your room or apartment:

- Lock the door - even if only going out for a short time or only going a short distance. It only takes seconds to walk into an open home, apartment, or room and steal valuables.
- Always lock the door when asleep. Students and employees are also encouraged to lock the door when awake.
- Do not prop open locked exterior building doors. These doors are locked for everyone's protection.
- Never open exterior doors of the building for strangers or non-residents. Always escort guests to and from the main entrance doors.
- Do not leave keys lying around in public places or in a jacket pocket when not wearing it.
- Do not put name and address on key rings as they may be used to steal property if found by the wrong person.
- Smoke detectors are provided in each housing unit for your safety. **AT NO TIME SHOULD THEY BE DISCONNECTED OR REMOVED**

Protect your property:

- Personal property (purses, brief cases, calculators, etc.) should not be left unattended.
- Take valuables home during holidays and vacations.
- Park your bike where you can keep an eye on it.

Protect your automobile:

- Always lock car doors and never leave keys in the vehicle.

- Try to park in a well-lit area.

Protect yourself at night:

- Avoid walking alone at night.
- Refrain from taking shortcuts, walk where there is plenty of light and traffic.
- Call for an escort in advance

Protect yourself walking and jogging:

- Avoid walking and jogging alone after dark.
- Walk along well-lit routes.
- Be alert to surroundings. If a student or employee suspects he/she is 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 keys ready when returning to residence or apartment and keep personal or valuable items concealed and close to body.

Help us protect you:

- Watch for suspicious persons in and around College buildings or parking lots. Do not pursue them. Call 911 first:

Suspicious activity:

- (a) If you see any suspicious activity or people on or near campus, call law enforcement. Do not assume that what you observe is an innocent activity or that it has already been reported.
- (b) Do not assume the person is a visitor or college staff member that you have not seen before.

Suspicious people may be:

- (a) Loitering about at unusual hours and locations; running, especially if something of value is being carried.
 - (b) Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
 - (c) Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
- Report all thefts and property loss immediately to the Safety Officer
 - Be security Conscious at all times.

DAILY CRIME LOG

Northland's Safety Officer creates, updates, and maintains a daily crime log recording all Clery crimes reported to the campus attendants within the Clery geography. The public crime log contains information regarding the nature, date, time, and general location of each crime and disposition of the crime if known for crimes on campus, off campus property that is controlled by Northland and public property that borders campus. The Safety Officer will make an entry or addition to the entry within two days of the report of the information unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

The institution may withhold information required if there is clear and convincing information that the release of the information would:

- 1) Jeopardize an ongoing criminal investigation or the safety of an individual,
- 2) Cause a suspect to flee or evade detection, or
- 3) Result in the destruction of evidence.

Northland may disclose any information withheld once the adverse effect described above is no longer likely to occur. The institution can withhold only that information that would cause the adverse effect.

The Safety Officer makes the crime log for the most recent 60-day period open to public inspection during normal business hours. Northland must also make any portion of the crime log, older than 60 days available within two

business days or a request for inspection. Make any requests to the Safety Officer, Office 549 or call 218-683-8633.

MISSING PERSON POLICY AND PROCEDURE

If at any time a student, faculty or staff member becomes aware or suspects a student is missing for 24 hours, report **immediately** to the college Safety Officer. Any missing student report by any other Campus Security Authority, will be referred immediately to the Safety Officer and/or the Police Department(s) having jurisdiction for the campus.

Students have the option of identifying and designating a contact person or persons whom Northland shall notify within 24 hours of the determination that the student is missing, as determined by the Safety Officer or local law enforcement agency. The student contact can but does not need to be their general emergency contact. They have an annual option to change their contact person for the missing student. Contact. Students are advised that their contact information will be registered confidentially and will only be accessible to authorized campus officials. Information may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If students are under 18 years of age and not emancipated, Northland *MUST* notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Northland will notify local law enforcement within 24 hours of the determination that the student is missing, unless law enforcement was the agency that made the determination that the student is missing.

SEXUAL ASSAULT AND RELATED OFFENSES

Northland does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relations violence, stalking, as well as aiding acts of sexual violence. As a result, Northland issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a Northland official. In this context, Northland prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of Minnesota State Board Policy 1B.3 Sexual Violence Policy, visit <http://www.minnstate.edu/board/policy/1b03.html>. For a complete copy of Northland's policy governing sexual misconduct, visit : <http://www.northlandcollege.edu/support-services/sexual-violence/policyprocedure/>

Definitions: The following definitions apply:

Affirmative Consent: Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Sexual Assault: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. An actual, attempted,

or threatened sexual act with another person without that a 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 Minnesota State 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. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Rape: is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

Domestic Violence: The term “domestic violence” means felony or misdemeanor crimes of violence committed.

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: The term “dating violence” means violence committed by a person – who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated; and that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

1. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows,

monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
3. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Northland engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking. Northland has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students and participating in and presenting information and materials during new employee orientation. Primary prevention and awareness programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome. Environmental risk and protective factors are considered as they occur on the individual, relationship, institutional, community and societal levels. The College also conducts a sexual assault program called "Preventing Sexual Harassment online training for Minnesota State" for members of the College community. All employees are required to participate in the training, which provides information about many different aspects of sexual violence. Additionally, sexual violence awareness training is provided to all students through the D2L Brightspace sites on Northland's website.

On-going prevention and awareness campaigns for students and employees are discussed and implemented through the college safety committee and healthy campus committees.

Procedures for reporting a complaint: Northland has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Northland will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to the college Safety Officer or local law enforcement. Students and employees should contact Sara Johnson, Interim Dean of Student Success, 218-683-8560, Room 525A, Thief River Falls campus or Michelle Benitt, Interim Director Human Resources, 218-683-8634, Room 545G, Thief River Falls campus.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at

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|------------------|----------------------------|
| Sanford Hospital | 218-681-4747 (TRF) |
| Altru Hospital | 701-780-5000 (Grand Forks) |

In Minnesota, evidence may be collected even if you chose not to make a report to law enforcement.

Evidence collected during a medical forensic exam will only be tested if a report is made to law enforcement.

Under Minnesota law, the county in which the sexual assault or rape occurred is responsible for the cost of collecting evidence during your medical forensic examination. The county must pay regardless of whether or not you report to law enforcement. After your medical forensic examination has been performed, the county may be reimbursed from your insurance with your permission. Counties must obtain your approval prior to billing your insurance. Whether or not the county uses your insurance is your choice. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the

alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to Northland investigators or police. Although Northland strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. Northland will assist any victim with notifying local police if they so desire.

The Thief River Falls Police Department may also be reached directly by calling 218-681-6161, in person at 102 First Street West Thief River Falls, MN. Additional information about the Thief River Falls Police Department may be found online at: <https://www.citytrf.net/police>

The East Grand Forks Police Department may also be reached directly by calling 218-793-1104, in person at 520 Demers Ave., East Grand Forks, MN. Additional information about the East Grand Forks Police Department may be found online at: <https://www.eastgrandforks.us/158/Police-Department>

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, by calling, writing, going online or coming into the office to report in person and Northland Safety Officer if the victim so desires. Northland will provide resources, on campus, off campus or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the college Safety Officer or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the institution, below are the procedures that the institution will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Northland's Safety Officer, Title IX Coordinator, Interim Dean of Student Success, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested. Northland will:

1. Provide complainant with written information to access medical care, depending on when reported (immediate vs. delayed report).
2. Assess immediate safety needs of complainant.
3. Assist complainant with contacting local police if complainant requests and provide contact information for local police department.
4. Provide complainant with referrals to on and off campus mental health providers.
5. Assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties.
6. Provide a "No Trespass" directive to accused party if deemed appropriate.
7. Provide written instructions on how to apply for an Order of Protection.
8. Provide a copy of the Sexual Violence Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.

9. Inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.
10. Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

When appropriate, Northland may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.

Community Violence and Intervention Center 702-746-8900 (EGF/GF) 1-866-746-8900
Violence Intervention Project 218-681-5557 (TRF)

Assistance for Victims – Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Northland will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Minnesota, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. Be informed of prosecutor's decision to decline prosecution or dismiss the case along with information about seeking a protective or harassment order at no fee.
2. Protection against employer retaliation for victims to take reasonable time off to attend order for protection or harassment restraining order proceedings.
3. Domestic abuse victims have the ability to terminate a lease without penalty.
4. Sexual assault victims can make a confidential request for HIV testing of a convicted offender
5. Sexual assault victims do not have to pay the cost of a sexual assault examination.
6. Sexual assault victims may not be required to undergo a polygraph examination in order for an investigation or prosecution to proceed.

Further, Northland complies with Minnesota law in recognizing Orders of Protection and Harassment Restraining Orders. Any person who obtains an order of protection from Minnesota or any reciprocal state (Under VAWA's full faith and credit provision, every state must recognize and enforce protection orders issued in other states, as if issued in the enforcing state) should provide a copy to the Dean of Student Affairs and the Office of the Title IX Coordinator. A complainant may then meet with the Dean of Student Affairs to develop a Safety Action Plan, which is a plan for campus officials and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. Northland cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. Protection from abuse orders may be available through the local county court at no cost. Northland may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, Northland officials will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal investigation of the complaint. If reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/ adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, Northland will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

| Type of Order | Who Can File For One | Where to go for assistance | Criteria for Order |
|---|--|---|--|
| <p>Order for Protection (OFP)</p> <p>Domestic Abuse</p> | <ul style="list-style-type: none"> • Spouses • Former Spouses • Parents and Children • Persons related by blood • Persons who live together or who have lived together in the past • Persons who have a child in common, even if they have not been married or lived together • Persons who have an unborn child in common • Persons involved in a significant romantic or sexual relationship | <p>Visit the Pennington County Courthouse (TRF campus) or Polk County Courthouse (EGF campus) in Crookston, MN. District Court staff will help you complete the paperwork (Affidavit and Petition) needed to ask for a temporary "ex parte" Order for Protection. You are called the "Petitioner" and the person you are filing against is called the "Respondent."</p> | <ul style="list-style-type: none"> • physical harm, bodily injury, or assault; • the infliction of fear of imminent physical harm, bodily injury, or assault; or • terroristic threats, within the meaning of section 609.713, subdivision 1; criminal sexual conduct, within the meaning of section 609.342, 609.343, 609.344, 609.345, or 609.3451; or interference with an emergency call within the meaning of section 609.78, subdivision 2. |
| <p>Harassment Restraining Order (HRO)</p> | <p>Anybody who does not fall under the criteria for the Order for Protection.</p> | <p>To file a Harassment Restraining Order, you must first fill out a Court Administration form titled "Petitioner's Affidavit and Petition for Harassment Restraining Order." You may pick up a copy of this form from the Pennington County Courthouse (TRF campus) or Polk County Courthouse (EGF campus) in Crookston, MN., or download it from the Minnesota Court System's web site. Provide as many details as possible on the form, and return it to Court Administration.</p> | <p>A single incident of physical or sexual assault or repeated incidents of intrusive or unwanted acts, words, or gestures that have a substantial adverse effect or are intended to have a substantial adverse effect on the safety, security, or privacy of another, regardless of the relationship between the actor and the intended target.</p> |

*Criteria for Order reflects Minnesota Statutes

The institution does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request to the college registrar.

Resources for victims (On Campus)

| Service | Name of Person/Office Contact | Contact Information |
|---|---|------------------------------|
| Counselor | Rebecca Johnson Office 525G - TRF | 218-683-8543 |
| Immigration and Refugee status International Student status | Lisa Bottem Office 525I - TRF Lindsey Kuntz Office 405B - EGF | 218-683-8544 218-793-2527 |
| Discrimination based on protected class | Title IX Coordinator Becky Lindseth Office 545G - TRF Sara Johnson Office 525A - TRF | 218-793-2492 218-683-8560 |
| Harassment based on protected class | Title IX Coordinator Becky Lindseth Office 545G - TRF Sara Johnson Office 525A - TRF | 218-793-2492 218-683-8560 |
| Sexual Assault | Title IX Coordinator Becky Lindseth Office 545G - TRF | 218-793-2492 |
| Student Code of Conduct (including bullying, hate crimes and physical violence) | Title IX Coordinator Sara Johnson Office 525A - TRF | 218-683-8560 |

Off Campus Resources

| Service | Office Location | Contact Information |
|--|---|----------------------------|
| Mental health - Agassiz Associates | 24242 32 nd Ave S, Suite 202 Grand Forks, ND 58201 | 701-746-6336 |
| Altru Psychiatry Center | 860 S Columbia Road, Bldg 1 Grand Forks, ND 58201 | 701-780-5000 |
| Center for Psychiatric Care | 1451 44 th Ave S, Grand Forks, ND 58201 | 701-732-2500 |
| Center for Self Growth & Renewal | 1551 28 th Ave S. Grand Forks, ND 58201 | 701-746-4400 |
| Gregory Psychology Solutions | 1407 24 th Ave S, Grand Forks, ND 58201 | 701-213-0426 |
| Third Street Clinic | 311 S. 4 th Street, Suite 117 Grand Forks, ND 58201 | 701-772-1263 |
| Grand Forks County Public Health | 151 South 4 th Street, Grand Forks, ND 58201 | 701-787-8100 |
| Third Street Clinic | 311 S. 4 th Street, Suite 117 Grand Forks, ND 58201 | 701-772-1263 |
| Life Care Medical Center Behavioral Health | 715 Delmore Drive Roseau, MN 56751 | 218-463-4732 |
| NW Mental Health Crisis Line Crisis Line | Polk County | 1-800-282-5005 |
| Northwestern Mental Health Center | 603 Bruce Street Crookston, MN 56716 | 218-281-3940 |
| Polk County Public Health | 721 S. Minnesota Street, Suite 1 Crookston, MN 56716 | 218-282-3385 |

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| Life Care Medical Center Behavioral Health | 715 Delmore Drive Roseau, MN 56751 | 218-463-4732 |
| Sanford Mental Health – TRF area | 120 Labree Ave S. Thief River Falls, MN | 218-683-4351 |

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network <http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

Bystanders: Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some of the ways to be an active bystander. If you or someone else is in immediate danger, call 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
2. Confront people who seclude, hit on, and/or try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in the Annual Security Report or other resources for support in health, counseling, or with legal assistance.

Reducing the Risk of Sexual Assault: You can reduce the chances of sexual assault by doing the following:

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas, it is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (call 911)
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink unattended, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come and get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave that to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgement before doing anything you may regret later.

Complainants' rights: are as follows:

1. Complainants have the right to file criminal charges with local law enforcement officials in any sexual assault case
2. They have all of the rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety
3. Complainants are afforded the availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident
4. Campus Security Authorities will assist in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding
5. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved
6. Upon a sexual assault complainant's request, Northland will take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible. Any accommodations or protective measures provided to the victim will be maintained in confidence, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
7. Upon the request of the complainant, students who report sexual assaults to (Minnesota State) and chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring

Investigation and Disciplinary Procedures: Investigations and disciplinary procedures will be conducted by Northland officials who, at a minimum, receive annual training on the issues related to dating violence,

domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Northland officials who conduct investigations and disciplinary procedures will not have any bias or conflict of interest toward either the accuser or the accused.

Procedures used in response to a complaint of sexual violence complainants should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. The process will be respectful of the needs and rights of individuals involved and they will be treated with dignity. It is never assumed or suggested that the complainant or victim was at fault for the sexual assault or should have behaved differently to prevent the assault. All proceedings will be acted on promptly and conducted within reasonable timeframes. The process will allow for extensions of those timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. The process will be consistent with these policies and transparent to the complainant and the respondent. Student complainants and respondents will have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law. Employees have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan. All procedures will be conducted in accordance with applicable due process standards and privacy laws. The complainant and respondent will simultaneously be informed, in writing, of the outcome in a timely manner, as permitted by applicable privacy law. Outcomes will be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated. The past sexual history of the complainant and respondent are deemed irrelevant except as that history may directly relate to the incident being considered. A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

Northland takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

If a complainant no longer desires to pursue a complaint through a Northland proceeding, Northland reserves the right to investigate and resolve the complaint as it deems appropriate. Northland reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of Northland.

Part 6. Investigation and Disciplinary Procedures (1080P – Response to Sexual Violence Procedure)

Subpart A. Immediate action

A college or university may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated Board Policy 1B.3, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

A college or university may summarily suspend or take other temporary measures against a student alleged to have committed a violation of Board Policy 1B.3, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

Subpart B. General Principles

Colleges, universities, and the system office shall use System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.

College and university investigation and disciplinary procedures concerning allegations of sexual violence against employees or students must:

1. Be respectful of the needs and rights of individuals involved and treat them with dignity;
2. Not suggest to the complainant that he or she was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible
4. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
5. Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
6. Be conducted in accordance with applicable due process standards and privacy laws;
7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

Subpart C. Relationship to parallel proceedings

In general, college, university, and system office investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for college, university, and system office procedures.

Subpart D. Memorandum of Understanding with local Law Enforcement

Each college or university shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus(es). Prior to the start of each academic year, each college or university shall distribute an electronic copy of the MOU to all employees on the campus that are subject to the memorandum. Colleges and universities are exempt from the MOU requirement if they and local or county law enforcement agencies establish a sexual assault protocol team to facilitate effective cooperation and collaboration between the college or university and law enforcement.

Subpart E. False statements prohibited

Colleges, universities, and the system office take allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

Subpart F. Withdraw complaint

If a complainant no longer desires to pursue a complaint through the college's or university's proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

Subpart G. Discretion to pursue certain allegations

Minnesota State Colleges and Universities reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college, or university, or system office.

Subpart H. Sanctions

Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, or expulsion of students, or termination from employment for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

Subpart I. Retaliation prohibited

Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

Sanctions: Northland may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated Board Policy 1B.3, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

Northland may summarily suspend or take other temporary measures against a student alleged to have committed a violation of Board Policy 1B.3, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, or expulsion of students, or termination from employment for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate. Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by Northland for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

Actions by a student or employee intended as retaliation, coercion, discrimination, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne CLERY ACT, *SECTION 121 OF THE ADAM WALSH CHILD PROTECTION AND SAFETY ACT OF 2006*, and the Family Educational Rights and Privacy Act of 1974, the NCTC Safety Officer is providing a link to the Minnesota Sex Offender Registry. This act requires institutions of higher education issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The Minnesota Level 3 Sex Offender Registry is available via Internet. **Information regarding Level 3 sex offenders can be found at <https://coms.doc.state.mn.us/PublicRegistrantSearch/> and information regarding Level 2 offenders is available at the East Grand Forks, Thief River Falls and Roseau Police Departments.**

Filing an Appeal: The complainant or the respondent may appeal the decision of the decision maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision maker.

For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondents' administrative remedies under this procedure except as provided herein.

DRUG AND ALCOHOL POLICIES

Northland prohibits the unlawful possession, consumption (use), sale, or distribution of alcohol by all students and employees and enforces all applicable drinking/liquor laws and policies on campus, including Federal law, Minnesota State law, City of East Grand Forks/City Of Thief River Falls Ordinances and institution policy.

The possession or consumption of alcohol is prohibited in all campus buildings and applies regardless of age. Consuming alcohol and loitering with an open container of alcohol is a violation of the law in accordance with City of East Grand Forks/City of Thief River Falls. The only exception is for special events authorized by the Minnesota State Colleges and Universities Board of Trustees.

Students are subject to the Student Code of Conduct while participating in school sponsored activities at off campus locations- any violations of the Student Code of Conduct while participating in any such activities will be investigated by the Dean of Student Services (218-683-8544)

Students who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the East Grand Forks/Thief River Falls Police Department may be called to assist, and the student may be subject to citation or arrest. **Employees** who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action. **Non-students/ non-employees** who are found to be in possession of an open container or consuming alcohol while on campus may be asked to leave campus, may be prohibited from returning for one year, if uncooperative the East Grand Forks/Thief River Falls Police Departments may be called to assist, and the individual may be subject to citation or arrest.

Students who are believed to be under the influence of alcohol may be subject to disciplinary action for violating the Student Code of Conduct. **Employees** who are believed to be under the influence of alcohol may be subject to disciplinary action. **Non-students/ non-employees** who are believed to be under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative the East Grand Forks/Thief River Falls Police Departments may be called to assist, and the individual may be subject to citation or arrest.

Illegality of Drugs on Campus and the Enforcement of Federal and State Drug Laws: Northland enforces Federal, State, and local drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia. Northland forbids the possession, use, or distribution of illegal drugs on campus. This includes but is not limited

to possession, sale, and use, growing, manufacturing and making of narcotic drugs. Exceptions would be drugs prescribed by a doctor's order.

Students who are believed to be under the influence of a controlled substance may be subject to disciplinary action for violating the Student Code of Conduct. **Employees** who are believed to be under the influence of a controlled substance may be subject to disciplinary action. **Non-students/ non-employees** who are believed to be under the influence of a controlled substance may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative the East Grand Forks/Thief River Falls Police Departments may be called to assist, and the individual may be subject to citation or arrest.

For petty misdemeanor crimes, such as possession of marijuana, the following actions will be taken:

Students who are found to be in violation of the law may be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the East Grand Forks/Thief River Falls Police Departments may be called to assist, and the student may be subject to citation or arrest. **Employees** who are found to be in violation of the law while on campus may be subject to disciplinary action. **Non-students/ non-employees** who are found to be in violation of the law while on campus may be asked to leave campus, may be prohibited from returning for one year, if uncooperative the East Grand Forks/Thief River Falls Police Departments may be called to assist, and the individual may be subject to citation or arrest for misdemeanor and felony level drug crimes the East Grand Forks/Thief River Falls Police Departments will be contacted.

Drug and Alcohol Abuse Education Programs: Northland recognizes the reality of chemical dependency and is aware of its occasional presence in the higher education community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the campus community. Northland encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various offices, including Counseling and Human Resources, provide information and referral to prevention programs for those seeking help with substance abuse.

Community Resources

- Center City, MN Hazelden Foundation (651) 213-4200
- Crookston, MN Glenmore Recovery Center (218) 281-9511
- Crookston, MN Migrant Chemical Health Program (218) 281-7442
- East Grand Forks, MN Douglas Place (218) 793-0420
- Grand Forks, ND Altru Health Systems (701) 780-3440
- Thief River Falls, MN Glenmore Recovery Center (218) 681-8019
- Thief River Falls, MN Sanford (218) 681-4747
- Thief River Falls, MN Northwest Recovery (218) 681-6561

Alcoholics Anonymous

- Crookston (218) 779-3600
- Grand Forks/East Grand Forks (701) 772-2952 or (218) 779-3600 (24 hrs)
- Thief River Falls (218) 681-1469

A copy of the Drug Free Colleges and Schools Compliance Report may be obtained from the Dean of Student Success, Director Human Resources and Safety Office. Interested individuals may obtain a copy of the report as it lists policies and programs.

The student services office provides counselors to aid students in coping with alcohol and drug abuse. Employees are referred to the Employee Assistance Program.

FIREARMS POLICY

Board Policy 5.21 Possession or Carry of Firearms <https://www.minnstate.edu/board/policy/521.html>

Purpose and Scope. The purpose of this policy is to establish restrictions on possession or carry of firearms applicable to the Minnesota State Colleges and Universities System, in accordance with the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714, and other applicable law.

Definitions:

Employee. "Employee" means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and the system office, including student employees

Firearm. "Firearm" means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas or compressed air.

Pistol. Means a weapon as defined in Minnesota Statutes section 624.712, subd. 2

Student. "Student" means an individual who is:

1. registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any system college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Campus property. "Campus property" means the facilities and land owned, leased, or under the primary control of Minnesota State), Minnesota State Colleges and Universities, its Board of Trustees, and system office.

Visitor. "Visitor" means any person who is on campus property, but does not include (1) an employee of the Minnesota State Colleges and Universities acting in the course and scope of their employment; or (2) a student, when that student is on campus property. No person is permitted to carry or possess a firearm on campus property except as provided in this policy.

Employees.

1. **Prohibition.** Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off campus property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.
2. **Employee reporting responsibility.** An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the official designated in the applicable policy included in this report. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

Students. Students are prohibited from possessing or carrying a firearm while on campus property, regardless of whether the student has a permit to carry a firearm, except as otherwise provided in this policy.

Visitors. Visitors are prohibited from possessing or carrying a firearm while on system property, except as otherwise provided in this policy.

Exceptions. The following are exceptions to this policy:

Parking areas. This policy does not prohibit the lawful possession or carry of firearms in a parking area or parking facility.

Authorized uses. This policy does not prohibit:

1. Lawful possession or carry related to an academic use or use at a campus shooting range, such as law enforcement programs, approved in writing by the college or university president; or
2. Transport of an unloaded firearm directly between a parking area or parking facility and the location authorized for its use, or transport of an unloaded firearm directly between a parking area or parking facility and a storage facility provided by the college or university.
3. Possession or carry of a pistol by a visitor who has a lawful permit to carry a pistol pursuant to [Minnesota Statutes section 624.714, subd. 1a](#).
4. Possession or carry of a firearm by a licensed peace officer under Minnesota Statutes section 626.84, subd.1(c) or by a qualified law enforcement officer pursuant to 18 [United States Code section 926B](#) (, when possession or carry is otherwise authorized by law.

Violations. Violations of this policy by students or employees are misconduct subject to discipline, up to and including expulsion or termination.

Referral to Law Enforcement. Northland may refer suspected violations of weapons law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.



2022 Annual Fire Safety Report

**This is a separate report
to the Annual Security Report**

(This is for the Thief River Falls Campus only)

October 1, 2024

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to Northland Community and Technical College.

Description of On-campus Student Housing Fire Safety Systems

| Residential Facilities (Must include street address) | Fire Alarm Monitoring By Whom) | Full Sprinkler System | Smoke Detection | Fire Extinguishers | Evacuation Plans and Placards | Number of Evacuation Drills (Calendar year/Semester) |
|---|-----------------------------------|-----------------------|-----------------|--------------------|-------------------------------|---|
| 1001 Longren Ave, Thief River Falls, MN 56701 | Johnson Controls | X | X | X | X | No drills conducted |
| 1002 Longren Ave, Thief River Falls, MN 56701 | Johnson Controls | X | X | X | X | No drills conducted |
| 1003 Longren Ave, Thief River Falls, MN 56701 | Johnson Controls | X | X | X | X | No drills conducted |
| 1004 Longren Ave, Thief River Falls, MN 56701 | Johnson Controls | X | X | X | X | No drills conducted |
| 1005 Longren Ave, Thief River Falls, MN 56701 | Johnson Controls | X | X | X | X | No drills conducted |

Statistics and Related Information Regarding Fires in Residential Facilities

| Residential Facility | Total Fires | Cause of fire | Number of Injuries Requiring Treatment | Number of Deaths Related to Fire | Value of Property Damage Caused |
|----------------------------|-------------|---------------|--|----------------------------------|---------------------------------|
| 1001 Longren Ave., TRF, MN | 0 | 0 | 0 | 0 | 0 |
| 1002 Longren Ave., TRF, MN | 0 | 0 | 0 | 0 | 0 |
| 1003 Longren Ave., TRF, MN | 0 | 0 | 0 | 0 | 0 |
| 1004 Longren Ave., TRF, MN | 0 | 0 | 0 | 0 | 0 |
| 1005 Longren Ave., TRF, MN | 0 | 0 | 0 | 0 | 0 |

Value Ranges:

\$0 – 99
 \$100 – 999
 \$1,000 – 9,999
 Etc. using \$25,000 increments

Fire Safety Policies: For your own safety and the safety of others, residents are expected to maintain their rooms in an orderly manner at all times in compliance with the following fire regulations:

1. Northland Foundation Student Housing is a smoke-free facility. Smoking is not allowed in tenant's apartment or any public areas, e.g. hallways, lounges, or courtyard.
2. Sprinkler heads are located throughout the apartments and complex. Any contact with these heads could result in severe water damage and flooding. Any damage as a result of Tenant's contact with sprinkler heads will be the responsibility of said Tenant. Landlord may pursue all remedies provided to Landlord in such instance.
3. Students are responsible for notifying Foundation Housing staff immediately after identifying problems with smoke detectors.
4. Anyone caught tampering with smoke detectors or fire alarms may face criminal charges.
5. Windows and doors shall not be obstructed. The use of foil and other similar materials over windows is not permitted.
6. Storage or use of barbecue grills in or on any building, walkway, stairway or balcony. Grills found on the premises will be disposed of by landlord.
7. Live-cut Christmas trees are not permitted
8. Portable heaters are prohibited in the apartments.
9. Motorcycles, motor scooters, mopeds, or other devices with internal combustion engines may not be stored in apartments.

Candles: The use of candles are not permitted on the premises.

Burning of Incense: No incense or other odor producing items shall be used in or about the premises. It is understood by Tenant that offensive noises and odors are expressly prohibited.

Fire Safety Education: The following are required fire safety education activities:

Fire Drills: There have been no scheduled fire drills conducted. Northland Foundation Housing is currently working with alarm monitoring company to configure the system so a drill can be done simultaneously with all buildings at once.

Fire Safety Equipment: Fire extinguishers are located throughout each apartment for the protection of the residents. Fire warning devices and safety equipment are to be used only in case of emergency. The sounding of a fire alarm should be taken seriously. In the event of an alarm, tenants are to vacate the premises immediately. Tenants will be instructed by Northland Foundation student housing staff when they will be allowed to return to their unit. Tenants who do not vacate their unit during a fire alarm are subject to disciplinary action. State law requires Northland Community and Technical College to provide smoke detectors and smoke alarms in each apartment. At lease commencement Landlord will test the smoke detectors in premises (room) for proper operation and working batteries. It is a misdemeanor punishable by 90 days in jail and/or \$300 to either remove the batteries or alarm from its location. While this represents a violation of state law, it also poses a threat to the safety of students living in the apartment complex. Most rooms also have a sprinkler system that will automatically turn on in case of fire. The system will continue to operate until turned off by campus personnel or the fire department. This system can be accidentally activated when hit by an object; therefore, take proper precautions not to accidentally bump the system. There must be at least an 18 inch radius around the sprinkler, with no objects placed on or near it. Students will be held financially responsible for costs associated with damage to the sprinkler system. Vandalism/damages may result in disciplinary action including possible suspension and/or removal from the Northland Foundation Student Housing landlord.

Evacuation Procedures: Emergency evacuation routes and severe weather locations are posted in all buildings in each individual apartment. Fire emergency procedures are in the lease agreement also.

If you hear an alarm:

1. Close windows, open curtains, and turn on lights.

2. Check for heat on door and then open slowly and check for smoke.
3. If smoke is thick and/or fire is present, remain in your room with the door closed. Block air vents and door crack with towel or clothing. Call the NCTC Foundation Student Housing landlord and identify yourself and your location.
4. If smoke is absent, exit the building using the nearest exit. Close and lock your door when you leave.
5. Stand away from the building and do not re-enter until the all-clear is given by the Northland Foundation Student Housing staff or civil authorities.

If you see a fire:

1. Call 911.
2. Exit the building. Evacuation procedures are posted in each apartment.

Regardless of 911 reports, all fires that occur on Northland property should be reported to the college Safety Officer. Institutions must maintain a fire log that reflects the nature of the fire, date, time and general location of each fire in on-campus student housing facilities. Northland complies with this rule by including all fire related incidents in the Daily Fire Log. The College Safety Officer maintains a Fire Log of all incidents reported.

This log includes the incident type, date incident is reported, date and time of occurrence, general location of each reported incident type and the disposition of the incident if that information is known. The Safety Officer posts specific incidents in the Fire Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law. The most current (up to 60 days) of information is available in the office of the Safety Officer.

APPENDIX 1

TERMS AND DEFINITIONS

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)

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

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

Affirmative Consent

Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

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).

Dating and Relationship Violence

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

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.

Drug law violations

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.

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.

Larceny-theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.

Liquor law violations

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

Motor Vehicle Theft

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.

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).

Robbery

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

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 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.

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.

Sex Offenses – Defined

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).
- **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.

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.

Sexual Violence

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

Stalking

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

Weapons law violations

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

Resources: 2016 Handbook for Campus Safety and Security Reporting

Title 34: Education PART 668—STUDENT ASSISTANCE GENERAL PROVISIONS

Subpart D—Institutional and Financial Assistance Information for Students

Bystander intervention strategies Stanford University's Office of Sexual Assault & Relationship Abuse

Various Minnesota State Colleges and Universities Annual Security Reports.

APPENDIX 2

COLLEGE DRUG FREE SCHOOLS AND COMMUNITIES ACT

Biennial Review –

Compliance Guidelines as taken from the Higher Education Compliance Alliance website

<http://higheredcompliance.org/matrix/> and specifically

<http://higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf>

Complying with the Drug-Free Schools and Campuses Act EDGAR (34 CFR Part 86)

At a minimum, each school must distribute to all students and employees annually:

- **Standards of conduct that clearly prohibit the unlawful possession, use, or distribution** of illicit drugs and alcohol on school property or as part of any school activities
- **A description of the applicable legal sanctions** under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- **A description of the health risks** associated with the use of illicit drugs and the abuse of alcohol
- **A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs** that are available to employees or students
- **A clear statement that the institution will impose sanctions** on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct
- The law further requires an institution of higher education to conduct a **biennial review** of its program to:
 - determine its **effectiveness** and implement changes if they are needed
 - ensure that the **sanctions developed are consistently enforced**

Northland has met the minimum requirements as delineated in the Drug-Free Schools and Campuses Act EDGAR (34 CFR Part 86) through:

Policy Language and Information

Northland's Drug-Free campus policy language which includes **standards of conduct that clearly prohibit the unlawful possession, use, or distribution** of illicit drugs and alcohol on school property or as part of any school activities, a **description of the applicable legal sanctions** under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol, a **description of the health risks** associated with the use of illicit drugs and the abuse of alcohol, and a **description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs** that are available to employees or students.

The link to Northland's website for this policy is: www.northlandcollege.edu/files/1070-alcoholic-beverages-controlled-substances-on-campus.pdf. Or to find the policy one may retrieve from the main web page. Go to <https://www.northlandcollege.edu/about/policies/>, click on 1070.

Northland also presents extended information in the online Student Handbooks (2020-21, 2021-22 and 2022-23) which may be found online <http://www.northlandcollege.edu/academics/student-handbook/> (See Appendix A for a copy of the most

current policy language and information) The online Student Handbook (2024-25) version also references the Drug Free College Information.

Northland Drug Free Colleges and Schools compliance material is located specifically under the Student Conduct heading- Drug Free College Information <https://www.northlandcollege.edu/files/DRUG-FREE-COLLEGE-INFORMATION.pdf>. Students may print out hard copies of the information if they wish.

Policy Distribution

1. The policy distribution process to **Students** is handled through a variety of methods. One way is through the Student Accuplacer Assessment test sessions in East Grand Forks and Thief River Falls. The students review the Online Orientation either prior to coming to campus or prior to assessment or registration. If campuses hold on-campus orientation sessions the Drug Free College Information is highlighted at the session.
2. The Online Orientation includes a section titled, "Things You Should Know" and the Alcoholic Beverages and Controlled Substances Policy and the drug free campus required information is included for students to review. The following link is the link referring to the "Things You Should Know" section and the drug free campus required language <http://www.northlandcollege.edu/admissions/orientation/online/13-thingstoknow/>
3. New students are provided with the link to the online Student Handbook that contains the Drug Free Information (aka Alcoholic Beverages and Controlled Substances Policy) at the beginning of each semester.
4. **Returning students** are also notified of the updated handbooks during the first couple of weeks of each term. Both new and returning students are notified at the same timeframe each term.
5. Distribution of materials
 - a) Besides students accessing the online Student Handbook every semester,
 - b) a **postcard/flyer** was developed and disseminated electronically to all students at the beginning of every semester with mandatory notification information and links from the College's website (i.e. Drug-Free Schools and Colleges, Campus Crime (Cleary Act), Student Code of Conduct, Student Right to Know-Graduation and Transfer-out Rates, Sexual Harassment and Violence Policy/Procedure, Personal Financial Management brochure, etc.). (Appendix B - 2017 and 2018 Official Policy Notification)

Employees receive the information also through a variety of methods.

1. Distribution of Materials to Employees
 - a) Besides employees having access to the online Student Handbook every term,
 - b) a **postcard/flyer** is disseminated electronically to all employees at the beginning of every semester with mandatory notification information and links from the College's website (i.e. Drug-Free Schools and Colleges, Campus Crime (Cleary Act), Student Code of Conduct, Student Right to Know-Graduation and Transfer-out Rates, Sexual Harassment and Violence Policy/Procedure, Personal Financial Management brochure, etc.).

New employees, due to hire dates not being consistent with term start dates, are directed to the New Employee resource webpage for the drug free information notification (Postcard/Flyer) as part of their New Employee Information.

NOTE: Northland College has adopted the policies 2205 and 5015 Use of Email as Official Form of Correspondence <https://www.northlandcollege.edu/files/2205-use-of-e-mail-for-official-correspondence-with-students.pdf> and <https://www.northlandcollege.edu/files/5015-use-of-email-for-official-correspondence-with-employees.pdf> so email postcard notification to student and employee email accounts is the preferred mode of notification at Northland.

Biennial Review of Drug-Free Schools and Colleges Information and Programming

Policies and procedures at Northland are reviewed annually as per policy 2010 Policy Statement found at <https://www.northlandcollege.edu/files/2010-policy-statement.pdf>

The Drug-Free campus Policy (aka Alcoholic Beverages and Controlled Substances on Campus Policy) was last revised August 12, 2008 through the College revision process. The most current policy was placed in the online Student Handbook.

When the policy and information was reviewed in spring 2009 to current date, the following list was created to address and enhance the information we provide to our employees and students:

1. Disseminate the Drug-Free campus brochure to all employees and students and/or post to the web (See Appendix C),
2. Utilize the College Safety Officer to review and make recommendations to enhance activities at the College.
3. Take an biennial inventory of all Drug Free College activities in and outside the classroom (See Appendix D)
4. Identify Drug Free program strengths and weaknesses and
5. Identify Drug Free Action Plan for implementation for FY23 and FY24

Biennial Review of Drug-Free Schools and Colleges Biennial Review Report

The Northland Dean of Student Success and the Northland Director Human Resources have been designated as the College contacts in reference to compliance of the Drug Free Schools and Campuses Regulations. The Compliance Checklist was completed for this review September 19, 2022 (See Appendix E- Part 86 Compliance Checklist)

Students

Sara Johnson, Interim Dean of Student Success
1101 Highway One East
Thief River Falls, MN 56701
(218) 683-8560
sara.johnson@northlandcollege.edu

Employees

Becky Lindseth, Interim Director of Human Resources
1101 Highway One East
Thief River Falls, MN 56701
(218) 793-2492
becky.lindseth@northlandcollege.edu

Students and Employees

Cory Feller, Safety Officer - Northland
1101 Highway 1 East
Thief River Falls, MN 56701
(218)683-8633
cory.feller@northlandcollege.edu

The Dean of Student Success and Director Human Resources will compile and submit to the Minnesota State College and University (Minnesota State) System office contact the Biennial Report as requested.

Copies of the Northland Biennial Review may be accessed by contacting one of the College contacts:

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Thief River Falls, MN 56701
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sara.johnson@northlandcollege.edu

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Appendix A - [1070 Alcoholic Beverages or Controlled Substances on Campus](#)

Appendix B - [Official Policy Notification Email](#)

Appendix C - [Drug and Alcohol Free Campus Information](#)

Appendix D – [Drug and Alcohol Activities](#)

Appendix E - [Part 86- compliance checklist](#)

Legal Penalties

Minnesota State Law

Under Minnesota law, it is a crime for any person to drive, operate, or be in physical control of any motor vehicle when the person is under the influence of alcohol or a controlled substance.

A person who commits first-degree driving while impaired is guilty of a felony and may be sentenced to imprisonment for not more than seven years, or to payment of a fine of not more than \$14,000, or both.

Other penalties for violating state laws prohibiting driving under the influence include:

- driver's license suspension or revocation;
- impounding motor vehicles;
- further criminal prosecution

Under Minnesota law, it is also a crime for a person under the age of 21 years to consume, possess or purchase any alcoholic beverages.

- Underage consumption: \$100 fine.
- Possession by persons under 21: \$100 fine.
- Use of false identification for alcohol purchase: \$100 fine.
- Furnishing alcohol to persons under 21: \$3,000 fine and/or 1 year in jail

Guidelines for the sentencing of any person convicted of drug and alcohol-related criminal offenses are established by the Minnesota Sentencing Guidelines Commission. The actual length of a sentence depends upon the individual's criminal and driving history. Possession or sale of controlled substances, including but not limited to, narcotics, depressants, stimulants, Hallucinogens, and cannabis, is prohibited by Minnesota law. Penalties for controlled substance crimes include:

First Degree

Sale: 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a school zone, park zone, or public housing zone.

Possession: 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 110+ kilos marijuana.

Penalty: 0 to 40 years, 4-year mandatory minimum if prior drug felony; up to \$1,000,000 fine. 0 to 40 years, 2nd offense.

Second Degree

Sale: 3+ grams cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25+ kilos marijuana, or sale of a Schedule I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone.

Possession: 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.

Penalty: 0 to 40 years, 3-year mandatory minimum if prior drug felony; up to \$500,000 fine.

Third Degree

Sale: Narcotic drug, 10+ doses hallucinogen, 5+ kilos marijuana, or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.

Possession: 3+ grams cocaine, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone.

Penalty: 0 to 30 years, 2-year mandatory minimum if prior drug felony; up to \$250,000 fine. Between 0 to 30 years, 2nd or subsequent offense.

Fourth Degree

Sale: Any Schedule I, II or II drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same.

Possession: 10 doses hallucinogen, any amount of a Schedule I, II or III drug (except marijuana) with the intent to sell it.

Penalty: 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to \$100,000 fine.

Fifth Degree

Sale: Marijuana, or any Schedule IV drug.

Possession: All Schedule I, II, III, IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery.

Penalty: 0 to 5 years, 6 month mandatory minimum if prior drug felony; up to \$10,000 fine.

Federal Law

Schedule I Drugs (Penalty for possession)

First Offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, 20 year minimum; up to \$4 million fine individual, \$10 million other than individual.

Second Offense: 20 years to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to \$8 million fine individual, \$20 million other than individual.

Schedule II Drugs (Penalty for Possession)

First Offense: 5 to 40 years, 5 year mandatory minimum; if death or serious injury, 20 year minimum; up to \$2 million fine individual, \$5 million other than individual.

Second Offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.

Schedule I or Schedule II Controlled Drugs (Penalty for Possession)

First Offense: 0 to 20 years, if death or serious injury, 20 year minimum, not more than life; up to \$1 million fine individual, \$5 million other than individual.

Second Offense: 0 to 30 years, if death or serious injury, not less than life; up to \$2 million fine individual, \$10 million other than individual.

Schedule III Drugs (Penalty for possession) First Offense: 0 to 5 years, up to \$250,000 fine individual, \$1 million other than individual. Second Offense: 0 to 10 years; up to \$500,000 fine individual, \$2 million other than individual.

Schedule IV Drugs (Penalty for possessions) First Offense: 0 to 1 year, up to \$100,000 fine individual, \$250,000 other than individual. Second Offense: 0 to 2 years, up to \$200,000 fine individual, \$500,000 other than individual.

Schedule V Drugs (Penalty for possession)

First Offense: 0 to 1 year, up to \$100,000 fine individual, \$250,000 other than individual. Second Offense: 0 to 2 years, up to \$200,000 fine individual, \$500,000 other than individual.

Health Risks

The health risks associated with alcohol and illicit drug use and abuse can be significant and can have an impact on physical, mental, social and financial health as well as impact academic success.

Alcohol Use and Abuse

Alcohol use and abuse can lead to many health consequences which include, but are not limited to: cardiovascular disease, insomnia, compromised immune system, memory loss, diabetes, accidents/trauma/injury, violence, dementia, organ failure (liver cirrhosis), financial difficulties, and depression.

Drinking problems can negatively impact mental health as “alcohol abuse and alcoholism can also worsen existing conditions such as depression or anxiety”. Furthermore, alcohol problems often extend beyond the drinker to his/her spouse and children as well.

Controlled Substance Use and Abuse

Campus Resources

Counseling Office 218-683-8543, 525G

Human Resources 218-683-8634, 461D

Alcoholics Anonymous

Crookston (218) 779-3600

Grand Forks/East Grand Forks (701) 772-2952 or (218) 779-3600 (24 hrs)

Thief River Falls (218) 681-1469

Drug and Alcohol Related Courses

Dietetic Technician course – overall effect on health relating to alcohol and drug abuse.

Health & Wellness class – cover chapter on wellness and health.

Human Biology/Nutrition classes– drug and alcohol effects on the human body

Psychosocial class – discussion on alcohol and drug abuse.

Pharmacology class – Therapeutic uses and effects on the bodies system of alcoholic and narcotic analgesics

Sociology class: Social Problems – social issues regarding the use and abuse of drugs and alcohol.

Counseling

Northland’s counselor provides free and confidential counseling and consultation to promote personal development and well-being. These services include individual counseling and/or referrals for students who are currently dealing with or recovering from substance use.

Northland offers a free mental health self-assessment called “Screening for Mental Health” regarding alcohol and substance use along with other health related issues.

Distribution of Annual Notification

The Northland annually provides the alcohol and drug policies, resources, programs, and health risks to all employees and students through the Annual Compliance and Security Act. Employees and students receive the document via e-mail. A copy of the annual report is located online at the following link.

[Campus Security Report](#)