



RIDGEWATER

COLLEGE

2015 Annual Campus Crime and Security Report (covering the 2014 calendar year)

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Welcome:

Ridgewater College is committed to providing you with a quality education. The faculty, administration and staff are partners with students in this effort. There are many services and resources available to assist you and we encourage you to check them out and utilize them. The following pages contain Ridgewater's annual campus crime and security report. All students and staff are encouraged to familiarize themselves with the contents of this document as it contains information about topics that contribute to a positive campus environment. I encourage you to also refer to the Student Handbook (which can be found at: <https://www.ridgewater.edu/Student-Portal/Documents/Student%20Handbook%202016.pdf>) for additional information about other services at the College. We sincerely want you to have a positive learning experience at the College. If you have any questions about this document or other issues related to the College, please feel free to contact me at: heidi.olson@ridgewater.edu or 320-222-5209. We are sincerely glad that you chose Ridgewater College!

Heidi Olson, Dean of Student Services

Ridgewater College Vision:

Ridgewater College will be a dynamic educational leader exemplifying innovation and excellence within a student-centered learning environment.

Ridgewater College Mission:

Ridgewater provides quality educational opportunities for diverse student learners in an inclusive, supportive, and accessible environment.

Ridgewater College Values:

Ridgewater College values a learning environment that:

- Focuses on student needs and student success
- Equips students to think critically and creatively, solve problems, and adapt to a rapidly changing world
- Embraces diversity of thought, diversity of individual background, and affirms the worth and dignity of each individual
- Focuses on continuous improvement by establishing success indicators, measuring against those indicators, and using the results to make strategic decisions
- Promotes ethical and honest behavior and accountability at both an institutional and individual level
- Demonstrates and reinforces the value of lifelong learning
- Reaches beyond the College's walls to the community, the region, and the world.

Introduction/Policy for Preparing the Annual Disclosure of Crime Statistics:

It is up to each one of us to help foster a secure and supportive environment at Ridgewater College — an environment where individuals can feel safe to visit, learn and work. Primary to this goal are the principles of responsibility, respect, and integrity. These values are essential to any community, and serve as the foundation for the success and productivity of our students, faculty, and staff. Safety on campus is one of the highest concerns. A truly safe campus can only be achieved through the cooperation of everyone. This publication contains information about campus safety measures and reports statistics about crime in our College communities. It also describes our efforts to combat alcohol and drug abuse. Please take the time to read it and help foster a more caring and safe environment.

Ridgewater College encourages all members (students, employees, and visitors) of our College community to become fully aware of safety and security issues, campus-related departments and services and to take action to prevent and report illegal and other unsafe activities should they occur. Ridgewater College does not have a security department on campus but works closely with the local police departments to ensure safety and security on our campuses. While your safety is certainly our concern but it also must be your concern. Personal awareness, practicing personal safety, and reporting incidents of concern are the foundation of a safe community.

In accordance with: the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (a/k/a The Clery Act) of 1998 (previously known as the Crime Awareness and Campus Security Act of 1990); the Higher Education Amendments of 1992; as well as the Higher Education Opportunity Act: New and Changed Obligations Relating to Campus Security and Fire Safety as set forth in 34 CFR Part 668 (published Register 55954, Oct. 29, 2009)

Ridgewater College monitors criminal activity and publishes this annual report, maintaining a three-year statistical history on the specified crimes defined within this document. Ridgewater College distributes a copy of this report to each current student and employee by October 1st and maintains a current copy of the report on our website. Ridgewater College will notify prospective students and employees of its availability and will provide a copy of the report upon request. You may also view Ridgewater College's statistics by going to the Department of Education's Security Statistics search site at <http://www.ope.ed.gov/security>.

This report is prepared in cooperation with local law enforcement agencies responsible for providing service to our campus locations, including the Hutchinson Police Department and Willmar Police Department. Internally, departments such as Student Affairs, Academic Affairs, Human Resources and others provide information to comply with the Act.

The annual report includes reported crimes alleged to have occurred on the campus, at facilities owned or leased by Ridgewater College and the immediately adjacent surrounding public area.

To report a security incident or for more information about anything contained in or referenced in this report (or to view past reports or records), please contact:

Heidi Olson, Dean of Student Services at 320-222-5209, Office 212 (Hutchinson); H166 (Willmar). If she is unavailable, please contact any administrator on duty.

Types of Crimes/Definitions:

Ridgewater College must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of the following that are reported to local police agencies or to a campus security authority:

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).

Criminal Homicide – Negligent Manslaughter

The killing of another person through gross negligence.

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

Sex Offenses –

Forcible Sex Offenses.

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

Reported offenses may include:

- **Forcible Rape** - The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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

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

- **Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object** - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will where in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

- **Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

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

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.

Sexual Assault

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

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

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.

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.

Consent

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

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.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon (or displays weapon in a threatening manner) or by means likely to produce death or great bodily harm (e.g. victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness).

Burglary

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

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.

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.

Liquor law violations

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

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.

Weapons law violations

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

The following are additional categories of crime that must be reported through this report only if they are found to have been motivated by bias (see definitions and additional information at the end of the crime statistics):

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

Simple Assault - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack. Note: This offense includes stalking.

Destruction/Damage/Vandalism of Property - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Note: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. Ridgewater College maintains a close relationship with all police departments where we own or control property to ensure that crimes reported directly to these police departments that may involve the College are brought to our attention. We also have College staff, faculty and administrators serve in a variety of capacities on County level initiatives and committees with a focus on security and drug free communities.

The College collects the crime statistics disclosed in the following charts through a number of methods (primarily from direct reporting), as well as annually, receive statistical reports from the local Police Departments. All reasonable attempts have been made to identify all reported criminal activity and to present the crime statistics in this report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and its amendments.

We annually examine the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only).

Crime Statistics for Ridgewater College (W=Willmar Campus, H=Hutchinson Campus):

	01/01/2014 – 12/31/2014			01/01/2013 – 12/31/2013			01/01/2012 – 12/31/2012		
<u>Offenses*:</u>	W	H	Bias Motivated Crimes*	W	H	Bias Motivate d Crimes*	W	H	Bias Motivated Crimes*
Aggravated Assault	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
<i>Destruction/Damage/ Vandalism of Property*</i>	0	0	0	0	0	0	N/A	N/A	N/A
Dating Violence (new in 2013)	0	0	0	0	0	0	N/A	N/A	N/A
Domestic Violence (new in 2013)	0	0	0	0	0	0	N/A	N/A	N/A
<i>Intimidation*</i>	0	0	0	0	0	0	N/A	N/A	N/A
<i>Larceny Theft*</i>	0	0	0	0	0	0	N/A	N/A	N/A
Motor Vehicle Theft	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
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses-Non-forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	N/A	N/A	N/A
Statutory Rape	0	0	0	0	0	0	N/A	N/A	N/A
<i>Simple Assault*</i>	0	0	0	0	0	0	N/A	N/A	N/A
Stalking (new in 2013)	0	0	0	0	0	0	N/A	N/A	N/A
<i>* these crimes are reported on only if found to have been motivated by bias</i>									

<u>Arrests for:</u>									
Drug Abuse Violations	0	0	N/A	0	0	N/A	0	0	N/A
Liquor Law Violations	0	0	N/A	0	0	N/A	0	0	N/A
Weapon Law Violations	0	0	N/A	0	0	N/A	0	0	N/A
Totals	0								

** If any Bias Motivated Crimes were reported, we would report them by category of prejudice (Ra=Race, G=Gender, Re=Religion, S=Sexual Orientation, E=Ethnicity, and D=Disability).*

Ridgewater College does not have any dormitories or residential facilities for students on campus. The College collects information on the above crimes to determine if the victim was intentionally selected because of actual or perceived bias.

Bias motivated crimes are crimes that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias. Under regulations that have been in place for some time, institutions must report, by category of prejudice, crimes to local agencies that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. We report the following crimes in this area: arson, aggravated assault, burglary, criminal homicide, dating or domestic violence, motor vehicle theft, robbery, sex offenses, stalking and any other crime including bodily injury, destruction/damage/vandalism of property, intimidation, larceny-theft and simple assault.

Definitions:

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual Orientation/Gender Identity – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals) and/or their outward identity as either a male or a female.

Ethnicity/national origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

None of the crimes in the three years noted above have been identified as bias motivated crimes based on the reporting requirements.

Off Campus Locations Monitoring and Records:

The Hutchinson and Willmar Police Departments collect crime statistics for organizations that are recognized as part of Ridgewater College. These statistics are included in this report. The same procedures are followed for any college-approved off-campus student organization activity. We regularly communicate and work with the appropriate Police Department to solve community issues, as well. If our students are found to be acting inappropriately in the community, we work together to address the issue(s) whenever possible.

Safety and Security Programs and Services:

Safety, Our Number One Priority

The College takes great pride in the community at Ridgewater College and has many advantages for students, faculty, and staff. This community is a great place to learn, work, and study; however, this does not mean that the campus community is immune from problems. With that in mind, Ridgewater College has taken measures to create and maintain a reasonably safety environment on campus. Though the College is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when working or visiting on campus.

Ridgewater College has developed crime prevention programs and services based upon the dual concepts of eliminating or minimizing criminal opportunities and encouraging students and employees to be responsible for their own security and the security of others.

1. Emergency/courtesy and pay phones are located around the campus at multiple locations.
2. College buildings are normally open from 6:30 a.m. until after evening classes conclude. Access to the buildings outside of normal service hours requires approval and helps maintain a more safe and secure environment. We have also installed several video surveillance cameras throughout the campuses and outside in some of the parking lots.
3. All college buildings were rekeyed in 2006. Keys are issued to authorized faculty and staff only.
4. Students, faculty, staff and visitors are encouraged to report needed repairs to the Maintenance Department at 320-222-6930.

5. Interested persons may access information about level-3 sex-offenders through the MN Department of Corrections at: www.corr.state.mn.us/level3/level3.asp. Information about level-2 sex-offenders may be obtained from the local county sheriff's department.
6. We publish safety newsletters and a safety link on our staff website help to inform staff and faculty of safety issues and concerns.
7. Monthly subscription and information sent out to students called Student Health 101. Information on important health and safety topics are also posted in all restrooms on campus.
8. Beginning in the fall of 2014 we are offering training on awareness of sexual violence prevention measures and procedures for responding to incidents to all new employees and incoming students.
9. Orientation/Workshops/Information–Prevention and referral information is presented and otherwise available throughout the academic year in the following forms:
 - * To new students during student orientation.
 - * To students and employees through special workshops, speakers and activities.
 - * To college community members through the publication of relevant policies and services in the college catalog, student handbook and on our website.

Emergency Response/Evacuation/Timely Warnings:

Ridgewater College has outlined its approach to emergency response in its published Emergency Response, Notification and Evacuation policy and procedures posted on the College's website. We also have pages on the website devoted to training students and staff on safety issues as well as lots of information on emergency and other responses to critical situations and safety and security.

Our policy and procedure document defines our commitment to safety and security during emergency response efforts. This document also defines how we respond to emergency situations; indicates our notification protocol; includes a flowchart of responsibilities and also indicates that we test our notification systems at least annually. We have a well-trained group of individuals on campus called the Incident Management Team. Depending on the nature of the reported emergency, College Incident Management Team members implement the College Emergency Preparedness Plan and if needed, the Continuity of Operations Plan. College employees implement the College Emergency Procedures manual which is updated and distributed annually. Our policy statement regarding notification of the campus community upon confirmation of an emergency or threat reads: "Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency" (page 2 of the Emergency Response, Notification and Evacuation policy and procedures document). Through that process we strive to withhold the identity of any victim as confidential information.

In order to make timely warnings to the College community, it is important for all faculty, staff and students, and visitors to report crimes to the proper authorities and the College when a crime occurs.

Additional efforts are made to inform the campus community in a timely manner about and crime or suspicious activity or personal safety issues or other concerns on campus or in the neighboring areas. We feel that sharing this type of information educates the college community and aids in the prevention of similar incidents.

The following is language copied directly from our policy and procedure documents:

Reporting an Emergency on a Ridgewater College Campus

Individuals shall report all campus emergencies by calling 911 from any telephone, whether landline or campus extension, cellular or by pushing the emergency intercom button on the emergency call box/poles which are available at various locations at each campus.

Any employee or student may initiate the internal notification process by calling Campus Assistance or a point person as listed in the Ridgewater College Emergency Procedures Manual, on the Emergency Procedures poster, or on the safety website. Campus Assistance is available during normal business hours.

Campus Assistance will notify the point person and/or College President, who will notify the College Incident Management Team (IMT) using Star Alert text messaging, the college telephone broadcast system, two-way radios or personal contact, local emergency providers, and as indicated by the incident, activate the Emergency Notification System (ENS) to the campus community. All members of the IMT carry cards with telephone numbers for office, home and cell phones of the team members for the purpose of immediate notification.

Each campus has multiple VHS/UHF two-way radios. Extra two-way radios are available on each campus for use by IMT members and local emergency providers for emergency relay communication.

After contacting the appropriate authorities and as soon as safely possible, students and staff should file an incident report with the Safety, Health and Emergency Preparedness Coordinator.

Responsibilities for Emergency Response and Notification

Upon notification of a campus disaster or campus emergency, a member of the College Incident Management Team (IMT) will immediately contact local emergency response agencies, such as law enforcement, fire department, EMS, etc., as well as the College President and/or Vice Presidents.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional

judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

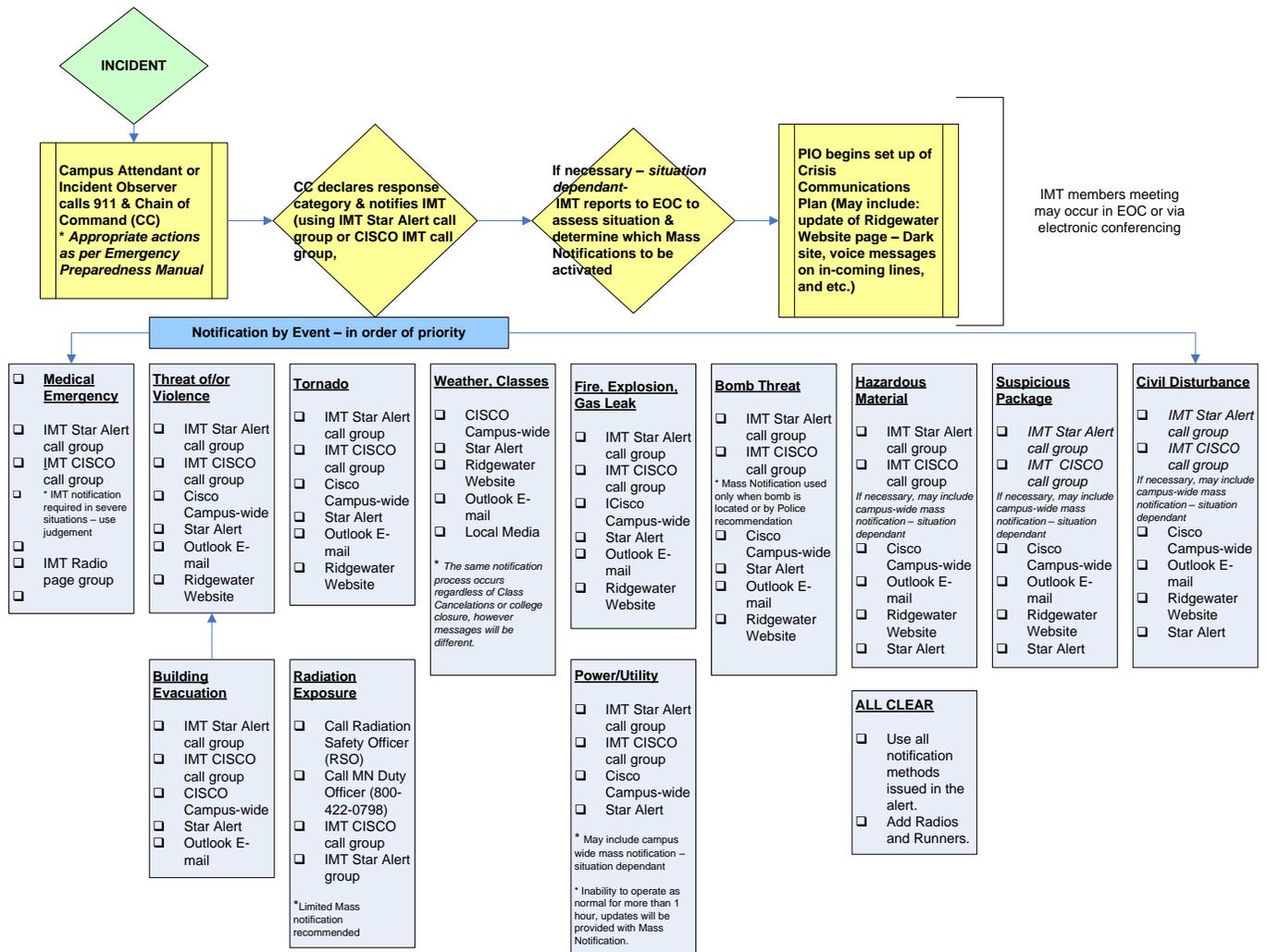
A member of the College IMT participating in the emergency mitigation efforts will continue the notification process as deemed appropriate for the incident, utilizing the flowchart and protocol that follow:

Notification Methods:

1. Active broadcast: This method is emergency notification through the use of public address system, telephone broadcast system, loudspeaker/bullhorn, etc., specific to each campus technical capabilities.
2. Passive Broadcast: This method is emergency notification through the use of closed circuit television, E-mail, website, etc., specific to each campus technical capabilities
3. Individual Messaging: This method is emergency communication through use of cell phone, instant messaging and text messaging. Ridgewater College will use the Star Alert notification system for text messaging to students/faculty/staff opting to participate in individual messaging.

All three methods of emergency notification and communication are available for incorporation into the Warning and Notification Annex of Ridgewater College plans. Some methods may be more practical than others depending on the individual campus environment so a combination of methods best suited to the unique campus environment is warranted. The Ridgewater College President and campus representatives will work diligently to ensure adequate notification considerations are included in future plans.

Emergency Notification Chart



1. The first informed Ridgewater College IMT member will notify all IMT members using; IMT Star Alert notify group for cell phone text notification of the incident. The redundant notification of IMT members is the CISCO telephone page feature, E-mail and personal contact. Campus assistant lines have been established on each campus for the purpose of expediting the notification process. Should an emergency occur during normal business hours any person from any college phone can call 6099 for Willmar campus assistance and 8555 for Hutchinson Campus assistance. The Campus Assistant Attendant will assist the caller by notifying emergency responders if not already notified, contacting key Ridgewater officials, and other services as needed to allow the caller to pursue safe actions.

2. Key Ridgewater Officials will notify all affected campus facilities by one of the mass notification systems of CISCO telephone broadcast system, Star Alert cell phone text message, public address, e-mail, and/or personal contact.
3. Notification of an emergency situation should be accompanied by direction to take specific action. This action should involve one of three activities:
 - a. **Evacuate** indicates the urgent removal of people from an area or facility due to an ongoing or evolving hazard. It also includes warning others to stay away from the area until notified otherwise.
 - b. **Secure** indicates the necessity for people to remain at their present location and secure themselves in a room/office until further notification.

Secure an Area/Shelter-in-place/Lockdown entails all students/faculty/staff secure themselves in a locked or barricaded room or area until contacted by law enforcement authorities and given the “all clear”.

- a. Secure immediate area:
 - Lock and/or barricade doors
 - If you are in an open area that cannot be secured, for example the commons, cafeteria or the library, use tables, or secure objects as barricades.
 - Turn off lights and all audio equipment.
 - Block windows if possible, otherwise stay away from the windows.
 - Do not try to “see what’s happening.”
 - Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they exit.
 - Remain calm and quiet and out of sight.
 - Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
 - Silence cell phones.
 - Place signs in exterior windows to identify the location of injured persons.

If it becomes necessary to shut down the Heating, Ventilation and Air Conditioning (HVAC) system, during an order to shelter in place, campus physical plant personnel will individually shut off each HVAC unit by activating the safety switch.

- c. **Shelter** indicates students/faculty/staff move to a safer location inside a facility which provides structural stability in the case of weather or other event. This may also include moving to another area for isolation purposes or accountability.

Campus occupants are to remain inside the building; proceed quickly and calmly to the nearest shelter area indicated on the Evacuation Route and Severe Weather Shelter maps located near the doors inside most labs and classrooms. Alert others to do the same.

If time permits, close all doors and fire doors.

If a tornado is actually striking, get into a crouched position near a concrete supporting wall and cover your head. Stay away from windows and overhead equipment.

- Remain sheltered until the “all clear” is announced.
- Search for and report all injuries and/or physical damage to a supervisor.
- Call 9-1-1 if injuries require medical attention or physical damage results in fire or flood.

Method of Notification

1. There are several levels of notification to be made during an emergency. First Responders must be notified to resolve the hazards, students/faculty/staff must be notified as to what actions they are required to take, and higher authority must be notified that an event has occurred in order to begin recovery, coordinate resources or provide assistance.
2. The Ridgewater College Emergency Procedures Manual the college employees are directed to call 9-1-1 for all emergencies, then call appropriate key college officials.
3. Internal notification for any Ridgewater College campus will vary based on capability and technology available. All available means will be utilized effectively for the notification process to include local radio and television, phone, facsimile, E-mail and text message, as well as any other available media.
4. The Ridgewater College President (or designated representatives) should notify the System Office through whatever means available as soon as possible. This can be done by calling:
 - 1) The Public Safety and Compliance Unit at 651-649-5454 during normal business hours; or
 - 2) The State Director Public Safety and Compliance Unit at 651-201-1790; or 3) the Minnesota State Colleges and Universities Emergency Preparedness/Security Manager at 651-201-1797.

Immediate notification to other departments might delay coordination of resources and other assistance.

Warning Point notification procedure:

Emergency Notification Protocol

	Authorized and have access to initiate activation of MNS
CISCO Telephone Broadcast <i>Mass Notification Method</i> <i>Group Notification Method</i>	IMT Members: Doug Allen, Betty Strehlow, Heidi Olson, Dan Holtz, Liz VanDerBill, Beth Hepola, Debbie Becker, Tim Furr, Kip Oveson, Mike Kutzke, Mike Boehme, Alan Stage, Keith Balaski, Cheryl Norlien. In accord with Emergency Notification Chart or as directed by Incident Command.
Microsoft Outlook E-Mail <i>Mass Notification Method</i> <i>Group Notification Method</i>	IMT Members: Doug Allen, Betty Strehlow, Heidi Olson, Dan Holtz, Liz VanDerBill, Beth Hepola, Debbie Becker, Tim Furr, Kip Oveson, Mike Kutzke, Mike Boehme, Alan Stage, Keith Balaski, Cheryl Norlien. In accord with Emergency Notification Chart or as directed by Incident Command.
Ridgewater Website <i>Mass Notification Method</i>	Sam Bowen, Tim Furr. In accord with Emergency Notification Chart or as directed by Incident Command.
Star Alert <i>Mass Notification Method</i>	IMT Members: Doug Allen, Betty Strehlow, Heidi Olson, Dan Holtz, Liz VanDerBill, Beth Hepola, Debbie Becker, Tim Furr, Kip Oveson, Mike Kutzke, Mike Boehme, Alan Stage, Keith Balaski, Cheryl Norlien. In accord with Emergency Notification Chart or as directed by Incident Command.
Voice Message on Incoming lines <i>(Crisis Communication Plan tool)</i>	Liz VanDerBill <i>(Communication tool – used only when needed in rare situations i.e. after event that might require campus closure)</i>
Ridgewater Facebook <i>(Crisis Communication Plan tool)</i>	Liz VanDerBill, <i>(Communication tool – used only when needed in rare situations i.e. campus closure or media event)</i>
Call Center <i>(Crisis Communication Plan tool)</i>	Logistics, establish only as needed <i>(Communication tool – used only when needed in rare situations i.e. after large scale or violence event with heavy media coverage)</i>
Notify Media <i>(Crisis Communication Plan tool)</i>	Liz VanDerBill

It is anticipated that initial community notifications may be the responsibility of the appropriate local law enforcement agency. However, it is recognized that any number of circumstances may cause this responsibility to fall to the President's Office or Director of Communication and Marketing.

Additional messages may be released as the incident or situation dictates and as time permits. In situations where initial emergency notification is made by a member of the College Incident Management Team or law enforcement, the President or designee will have the responsibility for broadcasting further messages to the campus community.

Notification System Test

The College will test its notification systems at least annually.

The Director of Safety, Health and Emergency Preparedness, along with Incident Management Team members, will monitor the effectiveness of the tests and conduct appropriate follow-up activities.

Publication/Communication of Policy and Procedures

This policy and procedures will be published and communicated annually in the Campus Crime and Security Report, at the College emergency and safety web pages, at new student orientation, and annually at the College's fall employee in-service.

Other Response Efforts

Depending on the nature of the reported emergency, local law enforcement will initiate the securing of buildings by notifying other college offices and departments, such as physical plant personnel, and request they secure the exterior doors to their assigned buildings.

Depending on the nature of the reported emergency, College Incident Management Team members shall implement the College Emergency Preparedness Plan and, if needed, the Continuity of Operations Plan.

College employees shall implement the College Emergency Procedures Manual.

Star Alert (Emergency Closing) System:

Star Alert is the Ridgewater College emergency notification text message system. In the event of an emergency that threatens life, safety, or campus operations, Star Alert will deliver a text message to the cell number and/or e-mail address of registered users indicating the nature of the emergency, appropriate actions, and where to go for further information. The system will also be used to send notification of campus-wide closures or cancellations such as those due to severe winter weather. This is a critical component to the college's emergency communications plan. It is being used in conjunction with other communication tools, including campus e-mail, telephone broadcasts, public address systems (Hutchinson campus), and the college website.

Please note: While text messaging and emails from Star Alert are good, 100% delivery rates cannot be guaranteed because of uncontrollable circumstances through the wireless carriers.

All Ridgewater students and employees are urged to register for this valuable service. It not only allows emergency information to be shared with you before your arrival on campus, but if access to campus computers and telephones is compromised for any reason or not immediately available, wireless notification is a critical component of timely communication. To register for this service, you must have a phone that is capable of receiving text or e-mail messages.

Online registration can be completed by visiting the Star Alert sign-up website at www.ridgewater.edu.

Simply provide your cell phone number and/or a personal e-mail address and you're all set. When you receive a confirming message, your registration is complete. If you ever want to cancel this service, simply follow the same process to remove your data.

Crime Reporting:

In the event of a life-threatening emergency or suspected criminal activity, students and staff are encouraged to immediately and directly contact police, fire or medical assistance by calling 911.

After contacting the appropriate law enforcement officials, students and staff should immediately and promptly file an incident report with the Dean of Student Services (or any administrator if the Dean isn't available). All criminal activity occurring on campus should be reported as soon as possible. Every effort should be made to ensure that physical evidence is maintained and protected. Preserving any area believed to be a crime scene and maintaining all physical evidence by not touching any items involved in the incident is much appreciated. If possible, close off the area of any incident and do not allow anyone in the crime area until Administration or the Police Department arrives. Report as much detail as possible to ensure accurate reporting. If you are victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime.

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

- Gender
- Description of face, including eye color, hair color and style, jaw, nose, glasses, facial hair, etc.
- Approximate age
- Height/weight (build)
- Dress/clothing
- Voice
- Other distinguishing or identifying characteristics (tattoos, the way they walked, jewelry, etc.)
- If a vehicle was involved, year, make model, color and license plate number and state
- Note the direction of travel of offenders or vehicles

Suspected criminal activity occurring at any extended campus site should be reported to the instructor or the person in charge. The employee shall contact the Dean of Student Services and/or local police department, as appropriate.

Ridgewater College does not limit the time reporting for a crime, however, we strongly encourage you to report a crime immediately or as soon as it is possible for you to do so. This timeframe gives the best opportunity to collect evidence which can form a stronger case for potential prosecution and greatly assists the college or law enforcement in performing a better investigation into the allegation.

Ridgewater College will accept third reports in certain cases, like sex offenses. The College prefers a written complaint from the victim, witness or advocate in order to adequately intervene and to involve the police department. This process also ensures that the detail is most accurate. If a disciplinary process is invoked on campus, the assistance of the complainant is required. Exceptions are granted, when necessary, in cases presenting clear danger to the victim and/or the college community.

Please note – If you report any crimes to a pastoral or professional counselor, the official is not considered to be a campus security authority when acting as a pastoral or professional counselor.

Counselors are encouraged to provide their clients with information and resources if they are made aware of any alleged crimes but can still maintain their client's confidentiality. They are, however, required to provide any relevant statistical information relating to crimes on campus.

Voluntary Confidential Reporting:

What if I want to make a report, but don't want the college to take cation or file a police report?

If you are a victim of a crime and do not want to pursue action through the college disciplinary process or through the criminal justice system you may still file a report. You may file this report with a college counselor, the Dean of Student Services or any administrator on duty.

Reports made in this manner can be made anonymously and do not have to include the reporting party's information. While we cannot guarantee confidentiality, we will make every effort possible to maintain it to the extent allowable under the law. The purpose of reports made in this manner help the college to more accurately assess and track the nature of crime in the area of the campuses.

The College is obligated to report crimes back to the college community which pose a serious or on-going threat in the form of "Timely warnings" or crime alerts. Any crime alert made will not identify the reporting person or victim.

If a crime is determined to pose a serious or on-going threat to the campus community, the college reserves the right to investigate the report to the extent possible with the information available. You will never be required to file a police report.

In appropriate cases, incident reports are referred to the Campus Conduct Officer and/or the Sexual Harassment Officer in accordance with the Student Code of Conduct and the college Discrimination/Harassment Policies.

Information and suggestions on important Crime Prevention items can be viewed in Appendix 1.

Relationship with local law enforcement:

Ridgewater College works closely with the Hutchinson Police Department, the Willmar Police Department, the McLeod County Sheriff's Department, the Kandiyohi County Sheriff's Department and other State and Federal law enforcement agencies to track and respond to on-campus or near campus criminal activity. We do not have any written memorandums of understanding with outside law enforcement agencies but do regularly communicate on crimes involving our students, as allowed by applicable policies and laws.

Sexual Assault Policy and Procedures:

Acts of sexual violence, assault or abuse, such as rape, acquaintance rape, and other forms of non-consensual sexual activity are an intolerable intrusion into the most personal and private rights of an individual, and is prohibited by Ridgewater College. The College is committed to a campus environment that is free from the emotional and physical threat of sexual assault and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other College or MnSCU Board policies that may require separate proceedings. To further our commitment against sexual violence and harassment, educational efforts are undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual violence and harassment and what steps can be taken if instances of sexual violence and harassment are experienced.

As part of our larger communities, Ridgewater College is subject to, abides by, and supports Minnesota state statutes and local ordinances regarding criminal sexual conduct, including MnSCU's Sexual Violence policy, which can be viewed in its entirety at:

www.mnscu.edu/board/policy/1b03.html. Other policies, such as Student Code of Conduct and employee contracts, may apply.

As stated earlier, Ridgewater College does not have a campus security department but encourages individuals alleging sexual violence to promptly report any concerns to the College's designated officer, Jay Morrison. He can be reached by phone at 320-222-8040 or by email at jay.morrison@ridgewater.edu.

Individuals alleging sexual violence will be strongly encouraged to report incidents to local law enforcement as promptly as possible in order to preserve evidence for a potential legal or disciplinary proceeding.

Individuals with questions or in need of additional information, resources and/or support are also encouraged to visit with a College Counselor or any of the local victim/survivor services and/or other health care providers listed on the following pages of this document.

When appropriate, Ridgewater College 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 standard.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Notice of Complainant Options:

Following a report of sexual violence, the complainant will be promptly notified of:

- a. Where and how to obtain immediate medical assistance. Complainants will be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants will also be told that they may report incidents of sexual assault at any time.
- b. Where and how to report incidents of sexual violence to local law enforcement officials and/or any other appropriate contacts and referrals.
- c. Resources for where and how complainants may obtain on-campus or off-campus counseling, mental health or other support services.

Notice of Complainant Rights:

Following a report of sexual violence, the complainant will be notified of the following:

- a. Their right to file criminal charges with local law enforcement officials.
- b. Rights under the crime victim's bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the Commissioner of Public Safety.
- c. 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 any evidence in connection with a sexual violence incident.

d. Assistance available from campus authorities in preserving, for a sexual violence complaint, materials relating to a campus disciplinary proceeding.

e. That complaints of incidents of sexual violence made to campus authorities shall be promptly and appropriately investigated and resolved.

f. That, at a sexual assault complainant's request, the college may 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 a work site, if such alternatives are available and feasible.

General Principles:

Ridgewater College shall follow and adhere to the process and definitions within MnSCU Procedure 1B.1.1 –“Report/Complaint of Discrimination/Harassment Investigation and Resolution” (<http://www.mnscu.edu/board/procedure/1b01p1.html>) to investigate and resolve such issues for employees and students.

Procedures used in response to a complaint of sexual violence shall avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. Mediation or other negotiated dispute resolution processes between the complainant and the respondent concerning allegations of sexual violence shall be used only if both parties voluntarily consent. No party shall be required to participate.

Ridgewater College investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. 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;
4. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
5. Be conducted in accordance with applicable due process standards and privacy laws;
6. Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
7. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy or code has been violated.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly related 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.

Ridgewater College continues to provide information and resources to our students and employees through the posting of our policy online, in our employee and student handbook, through informational brochures in racks around campus, through working with student life and health promotions to offer educational speakers on this topic, etc. Also, beginning in the fall of 2014 we are offering training on awareness of sexual violence prevention measures and procedures for responding to incidents to all new employees and incoming students.

Resources:

Local Assistance

Ridgewater College Counselors, 320-234-8504 (Hutchinson), 320-222-5983 (Willmar)

State Employee Assistance Program, 651-259-3840 or 1-800-657-3719

Community Assistance

Hutchinson

Hutchinson Community Hospital, 1095 Highway 15 South Hutchinson, MN 55350

320-234-4600

Hutchinson Police Department, 320-587-2242 (non-emergency calls), 911 for emergencies

Shelter House –

Renville and McLeod Counties, PO Box 65, Olivia, MN 56277

Business Phone: 320-523-1015, 24-Hour Toll-Free Crisis Phone: 1-800-792-4210

Website: www.willmarshelter.com

Willmar

Rice Memorial Hospital, 301 Becker Avenue SW, Willmar, MN 56201

320-235-4543

Willmar Police Department, 320-235-2244 (non-emergency calls), 911 for emergencies

Safe Avenues-

Kandiyohi County, PO Box 568, Willmar, MN 56201

Business Phone: 320-235-0962, 24-Hour Toll-Free Crisis Phone: 1-800-792-4210

Website: www.willmarshelter.com

State/National Assistance

Minnesota Coalition Against Sexual Assault (<http://www.mncasa.org/>), 651-209-9993

Toll-Free: 1-800-964-8847

National Sexual Violence Resource Center (<http://www.nsvrc.org/>), 717-909-0710

Toll-Free: 1-877-739-3895

Our entire policy and procedure document can be viewed on our policy page on the Ridgewater College website (www.ridgewater.edu). Additional information and suggestions on preventing Sexual Violence can be found in Appendix 2.

Sex Offenders:

General information regarding registered sex offenders in Minnesota can be viewed at the following website which is maintained by Law Enforcement agencies throughout the state: www.doc.state.mn.us/level3/search.asp.

Drug and Alcohol Free Campus Policy ~ State of Compliance:

Ridgewater College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Colleges and Universities (MnSCU) Board Policy 5.18 which prohibits the unlawful possession, use, or distribution/transfer of alcohol and illicit drugs by students and employees on the college premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus. In accordance with federal regulations, this policy is distributed to every student and employee annually and is posted on our college website. The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently. The number and type of sanctions imposed, if any, as a result of drug and alcohol-related violations and fatalities that have occurred on the campus, or as part of campus-related activities would be included in this report.

Standards of Conduct:

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, distribute, or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off- campus as defined in Minnesota Statutes, Chapter 152.
- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law while involved in a college-sponsored activity or event, on- or off- campus.

- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
- Except as allowed by MnSCU Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at Ridgewater College and at Ridgewater College-sponsored events is prohibited.

Legal Sanctions:

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

Health Risks/Required Education Information:

We understand the college is a time when individuals may be on their own for the first time and that many opportunities present themselves. Whether young or old, we want our students to be aware of the health risks involved in the consumption or use of alcohol and other chemicals and what you to know that it is ok to say no and chose to be healthy!

Alcohol (Beer, Distilled liquor, Ethanol, Wine, etc.) — Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment and vision, coordination, and abstract mental functioning. It lowers your inhibitions, causes slurred speech and long term use can lead to dependency, cardiovascular disease, hypertension, liver damage, neurologic damage, toxic psychosis. Overdose of alcohol can lead to coma and possible death.

Cannabis (Marijuana, hash oil, hashish, grass, pot, weed, etc.) — Cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and temporary loss of fertility. The active ingredient, THC, is stored in the fatty tissues of the brain and reproductive system for

a minimum of 28 to 30 days. Overdoses of Cannabis can lead to insomnia, hyperactivity, panic attacks, paranoia, and possible toxic reaction if combined with other chemicals.

Depressants (Barbiturates, Date rape drug, Liquid ecstasy, GHB, Special K, Xanax, etc.) – Depressants can cause feelings of confusion and fatigue, irritability, and inability to concentrate, slurred speech and a sedated state. It lowers blood pressure and inhibitions. It can cause anxiety, dizziness, hallucinations, insomnia and several other unpleasant reactions. Overdose can lead to coma, possible death, respiratory depression and arrest, blackouts and cold/clammy skin.

Hallucinogenics (Acid, Angel Dust, Crystal, LSD, MDA, Mushrooms, PCP, Peyote, etc.) — Users may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Hallucinogens can cause liver damage, convulsion, coma and even death.

Inhalants (Gases, Solvents, etc.) – Depending on the source, inhalants can cause impaired judgment, headache, nausea, vomiting, an inability to concentrate, poor coordination and slurred speech. Long term use and overdose can cause memory impairment, muscle wasting and weakness, cardiovascular and nervous system damage that lead to an inability to walk, talk or think and worse yet, a coma or sudden death.

Narcotics (Heroin, Codeine, Demerol, HCL, Morphine, Opium, Oxycodone, Vicodin, etc.)— Narcotics cause the body to have diminished pain reactions, confusion, constipation, nausea, a sedated feeling and can lead to malnutrition. The long term use and overdose of narcotics can result in addiction, coma or death.

Stimulants (Amphetamine, Cocaine/Crack, Ecstasy, MDMA, Ritalin, etc.) —The immediate effects of use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, paranoia and depression, along with appetite loss, paranoia, psychosis and other unpleasant side effects. These drugs are extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke, seizures and even death.

Tobacco (Chewing/Smokeless Tobacco, Cigarettes, Cigars, Nicotine, etc.) – These products cause bad breath, decreased lung capacity, cause an increase in blood pressure and heart rate and can lead to cancer, cardiovascular disease and eventually possible death.

Notes:

- Alcohol and other drug use during pregnancy increases risk of physical harm to the fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infections (e.g. HIV, hepatitis, etc.) through needle contamination.

Additional information regarding health risks and where to get help in needed can be found online at: www.nida.nih.gov, www.drugabuse.gov or www.samhsa.gov.

Educational and Treatment Programs:

- Ridgewater College provides periodic information and training for employees and information to a student that fosters a drug and alcohol free, safe environment.
- Counselors are available to assist students in dealing with personal concerns that might interfere with their academic work while at Ridgewater College. Services are free and confidential and can be arranged by contacting the Counseling Office.
- The Employee Assistance Program (EAP) is available to all MnSCU employees. EAP can assist employees by providing a professional assessment of a possible alcohol or drug problem. The mission of EAP is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. For additional information, contact the Human Resources Department.
- An updated list of area resources can be found in our Drug and Alcohol Policy as well as received from our Counseling Office.

Disciplinary Sanctions:

Any student showing reasonable suspicion that they are under the influence of alcohol or a controlled substance while on campus are subject to be dismissed from a classroom setting by the supervising college representative. The student shall be referred to an administrator.

The student must make arrangements to be transported to his/her local residence. They may not drive themselves home, but must be transported either by a friend or a local cab service.

Ridgewater College reserves the right to determine whether reasonable suspicion exists and the level of discipline to be applied to the student.

Employees or students convicted of drug-related charges may be subject to college disciplinary action, which may include expulsion or termination. This action will be dictated by all circumstances surrounding the incident; including but not limited to the nature of the charges, the employee's present job assignment, the employee's or student's college record, and other factors relative to the impact of the employee's or student's conduct upon the college. At the discretion of the College, the student or employee may also be referred to appropriate authorities for criminal prosecution.

Equal Opportunity and Nondiscrimination in Employment and Educational Opportunity:

Ridgewater College is committed to a policy of nondiscrimination. We acknowledge and adhere to the definitions and processes described in MnSCU Policy 1B.1-“Equal Opportunity and Nondiscrimination in Employment and Education” and MnSCU Procedure 1B.1.1-“Report/Complaint of Discrimination/Harassment Investigation and Resolution.”

Ridgewater College’s designated officer per these documents is Jay Morrison. He has an office in the Student Service Office area on the Willmar Campus and will make himself available as needed to employees and students at the Hutchinson Campus. He can be reached by phone at 320-222-8040 or by email at jay.morrison@ridgewater.edu.

Ridgewater College Policies, Procedures and Plans can be viewed in their entirety on our website at www.ridgewater.edu under College Policies.

(Note: Ridgewater College has a variety of policies, procedures and plans relating to campus safety and security and expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes will appear in successive issues of this report.)



**A MEMBER OF THE MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM**

Ridgewater College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, familial status or membership or activity in a local commission as defined by law. The college is in compliance with Title IX and Section 504 and will continue its affirmative action commitment to removing barriers to equal employment and educational opportunity.

Minnesota’s colleges and universities have accepted special roles and responsibilities in fostering diversity in our society. We are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security regardless of religious affiliation, race, ethnic heritage, gender, age, sexual orientation, or physical ability. Representing all sectors of higher education in Minnesota, we publicly declare our intentions:

- To continue the development of multi-cultural learning communities that will not tolerate acts of harassment and intolerance.
- To establish, communicate and enforce standards of behavior for students, staff and faculty that uphold our academic values and our legal obligations.
- To promote the acceptance and respect for individuals in an atmosphere of caring for others.

Every effort has been made to ensure the accuracy of the material contained within this report as of the date of publication. However, policies, procedures, information and deadlines are subject to change without prior notification.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Appendix 1 Crime Prevention Tips

Protect your room or apartment:

- Lock your door – even if you are only going out for a short time. It only takes 8 seconds to walk into an open room and steal your valuables.
- Always lock your door and windows when you are asleep. You are also encouraged to lock your door and windows when you are awake.
- Do not prop open locked exterior building doors. These doors are locked for your protection and protection of other residents.
- Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the main entrance doors.
- Do not loan your keys or Student ID card swipe to anyone – even a classmate or friend. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not put your name or address on key rings as they may be used to steal your 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** (or a fee may be imposed).

Protect your property:

- Personal property (purses, backpacks, calculators, cell phones, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom, or your residence.
- Take valuables home with you during vacations and school breaks.
- Park your bike where you can keep an eye on it if possible. Always lock your bike.

Protect your automobile:

- Always lock your car doors and never leave your keys or valuable items such as cameras, wallets, etc. in plain sight or on the seats in the vehicle.
- Try to park your car 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. If you must travel alone at night, call for someone to escort you to your on-campus destination.
- Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence or apartment, and keep your personal or valuable items concealed and close to your body.

Help us protect you:

- Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them. Call 911 first and then
 1. 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.
2. 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 (Whomever designated).
 - Be security conscious at all times.

Appendix 2 Preventing Sexual Violence

Reducing the Risk of Sexual Assault:

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 cash 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 than 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.

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, 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.