



ROCHESTER

COMMUNITY AND TECHNICAL COLLEGE

CRIME STATISTICS: 2015 - 2016 – 2017

Updated: 09/28/2018



MINNESOTA STATE

Rochester Community and Technical College,
A member of Minnesota State

CAMPUS SECURITY REPORT

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), 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 was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. 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.

Rochester Community and Technical College (RCTC) encourages all students and college community members to be fully aware of the safety issues on campus and to take action to prevent and to report illegal and inappropriate activities. Personal safety practices are the foundation of a safe community.

According to the Student Right to Know and Campus Security Act, RCTC monitors criminal activity and publishes this report, maintains a three-year statistical history on campus, and at off-campus property or facilities owned or rented by RCTC or recognized college organizations. The college will distribute a copy of and provide access to this report under Federal Law.

Rochester Community and Technical College has no authority to require the Rochester Police Department, Olmsted County Sheriff's Office or the judicial court process to take any action in connection with a reported crime. RCTC encourages prosecution of all criminal violations through the criminal courts and, if appropriate, the campus conduct process for violations committed on campus by other students.

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

Rochester Community and Technical College also monitor and may handle cases for disciplinary purposes committed by their students at off-campus locations.

CRIME REPORTING POLICIES

All criminal incidents should be reported to any Campus Security Authority, Rochester Community and Technical College, Rochester, MN 55904, phone 507-529-2789 and/or the Rochester Police Department, phone 507-328-6800.

Security works in close collaboration with the Rochester Police Department, Olmsted County Sheriff's Department, and State and Federal agencies to track and respond to campus criminal activity.

Criminal reports and any statement relating to these reports made to Security may be forwarded to the Rochester Police Department.

The CLERY Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. RCTC Campus Security posts the most recent 60-day period of crime statistics. Additionally, any portion of these crime logs that are older than 60 days is made available for public inspection within two business days of a request. The Daily Crime Log is available for review from 8 am to 5 pm, Monday through Friday, except holidays at the Campus Security Office, Coffman Hall room 206. This information may be delayed in being placed on the daily login cases where such disclosure is prohibited by the Minnesota Data Privacy Act or where such disclosure may jeopardize the confidentiality of the victim.

When alleged perpetrators are identified as students, the case will be forwarded to the Rights and Responsibilities Officer for investigation and appropriate action. The criminal investigation, arrest, and prosecution can occur independently and at the same time as the campus judicial process.

Security will assist the Rochester Police Department in any investigation as may be requested.

All allegations will be investigated, if feasible. If Security or the Rochester Police Department concludes that the allegations reported are not substantiated by the facts or the law, no campus crime need be disclosed as a statistic (Federal Register, April 29, 1994).

Reports will be classified by the designated Campus Security Authority in conjunction with the appropriate police agency according to, the FBI Uniform Crime Report Definitions.

RCTC monitors and records student criminal activity at both on and off-campus locations of student organizations recognized by the college.

The college typically requires a written complaint and the assistance of the complainant in the disciplinary process, unless the college determines that there is a clear danger to the victim and/or the campus community.

Individuals reporting criminal complaints to Security and wishing to file a complaint with the Rochester Police Department will be provided with assistance from Security upon request.

The Campus Security Authority will serve as the primary liaison for Security with all law enforcement agencies.

GEOGRAPHY

Pursuant to the Act, the RCTC Campus Security Department and Clery Compliance Officer Team 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 four specific geographic areas; 1) campus, 2) residence halls (subset of campus if applicable), 3) non-campus property or institution sanctioned buildings or property and 4) public property that is adjacent to campus and are submitted on an annual basis to the U.S. Department 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 the (Minnesota State Institution) 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).

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.

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.

REPORTABLE CRIMES

RCTC will issue an annual report of criminal reports made to Security and other law enforcement agencies for crimes occurring on college property or facilities. The annual report includes reported crimes alleged to have taken place on the campus and facilities owned or rented by RCTC and/or recognized student organizations. Additionally, crimes reported to have occurred on public property immediately adjacent to the campus are also reported. It includes the following allegations of crime:

Criminal homicide:

- Murder and non-negligent manslaughter
- Negligent Manslaughter

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

When reports are made to the Campus Security Authority, Rochester Community and Technical College will decide if a safety threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

Reporting Procedures:

All criminal activity occurring on campus should be reported immediately to Rochester Community and Technical College, phone 507-285-7262 and/or the Rochester Police Department, phone 507-328-6800. RCTC will assist the complainant in completing criminal reports. These reports will also be forwarded to the Rochester Police Department. Inappropriate cases, reports will also be shared with the Campus Rights and Responsibilities Officer. RCTC will assist the Rochester Police Department with investigations.

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

Report a description of the offender(s), including sex, age, hair, clothing and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by the offenders or vehicles and report those to Security or the police.

Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime scene until Security or police arrive.

Crimes can also be reported directly to those listed below.

Campus Security Coordinator	507-529-2789	Andrew.hamann@rctc.edu
VP Student Affairs	507-285-7217	Michael.anthony@rctc.edu
Chief Human Resources Officer	507-285-7183	Renee.engelmeyer@rctc.edu
VP Finance and Facilities	507-285-7214	Steve.schmall@rctc.edu
Dept. of Rights and Responsibilities	507-285-7195	rebecca.peine@rctc.edu

CAMPUS SECURITY AUTHORITY – All employees, faculty or staff who become aware of an allegation of violation of college policy, student code of conduct or civil or criminal law should report the complaint to their supervisor and Campus Security. Persons with "significant responsibility" for student and campus activities must report potential crimes of which they are aware to the Coordinator of Security Andrew.hamann@rctc.edu or may contact the Coordinator by contacting Campus Security at (507-529-2789).

Those individuals who are identified as Campus Security Authorities are mandated to report to Rochester Community and Technical College those crimes falling within the Campus Security Act. Campus security authority includes the following categories of individuals at a college or university and others who have a "significant responsibility for student and campus activities:

- Campus Law Enforcement (Security) and Public Safety
- Resident Assistants, Resident Directors, and Community Directors
- Dean of Students Office (Leaders in Student Affairs and Housing)
- Athletic Directors and Coaches (including Assistant Ads and Assistant Coaches)
- Faculty or Staff Advisors to Student Organizations on Campus
- Access Monitors
- Contract Security Officers and Event Security Officers
- Staff in Student Activities Office (handling extracurricular activities)
- Administrators at Branch/Satellite/Separate Campuses
- Study Abroad Coordinators
- Title IX Coordinator
- Director of Student Health Center

These individuals should not attempt to investigate but should instead report and allow Campus Security to investigate.

Licensed and pastoral counselors are exempt from these reporting procedures.

All persons in the RCTC community are encouraged to assist in the reporting of alleged criminal activity by contacting Campus Security and/or the Rochester Police Department, as well as providing assistance in making the report.

Student organizations with control of any facility are encouraged to report safety and security concerns to the Vice President of Student Affairs, phone 507-529-2789.

According to the Federal Register, the function of these administrators (significant responsibility) is not to determine whether a crime took place. That is the role of the law enforcement professionals working within the criminal justice system, but concerning these regulations to report the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police.

Failure to report criminal activity to Security promptly may result in disciplinary action by the College.

When reports are made to Security, the designated Campus Security Coordinator shall determine if a threat continues to exist to the campus community. If it is determined that such a threat continues to exist, a warning will be sent out, via appropriate methods, informing the campus community.

College employees and students, who are not members of the Security staff, are encouraged to assist anyone reporting alleged criminal activity in contacting Security and/or the Rochester Police Department to file a criminal report.

POLICIES CONCERNING SAFETY OF AN ACCESS TO CAMPUS FACILITIES

Personal Safety Recommendations:

Security staff is available to assist you in protecting yourself by providing crime prevention programs and services. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Protect your room or apartment: Lock your door even if you are only going out for a short time or only going a short distance. It only takes seconds to walk into your open room and steal your valuables.

Always lock your door when you are asleep. You are also encouraged to lock your door 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 building.

Do not loan your keys to anyone, even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.

Do not leave your keys lying around in public places or your jacket pocket when you are not wearing it.

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.

Protect your property:

Participate in Operation Identification by engraving your Operation Identification number on your valuables. Security can loan engraving equipment and assist in marking your property.

Personal property (purses, briefcases, calculators, computers, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom, or any other unsecured location.

Lock your door whenever you leave your room or office. Always lock your door when sleeping. Always lock your car doors.

Protect all valuables in your room or office. Do not leave valuables in plain view.

Take valuables home with you during vacation.

You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.

Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good anti-theft devices available. Casehardened heavy locks and chains afford the best protection.

PROTECT YOUR AUTOMOBILE

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

Try to park your car in a well-lit area.

Avoid leaving property where it is visible.

For an escort, contact security at 507-285-7262.

PROTECT YOURSELF AT NIGHT:

Avoid walking alone at night.

Refrain from taking shortcuts, walk where there is plenty of light and traffic.

Walk with a friend

For an escort, contact security at 507-285-7262.

PROTECT YOURSELF WALKING AND JOGGING

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 to a lighted area or a group of people.

Have your keys ready when returning to your residence hall or apartment, and keep your valuables concealed and close to your body.

HELP US PROTECT YOU

Watch for suspicious persons in and around campus buildings and in parking lots. Do not pursue them. Call Security immediately. Call Security if you should enter your room and find a stranger, regardless of the "cover story" supplied.

If you see any suspicious activity or people on or near campus, call the Rochester Police Department (911). If dialing from a campus phone, you must dial 9-911. Do not assume that what you observe is an innocent activity or that it has already been reported.

Do not assume the person is a visitor or college staff member that you haven't seen before.

Suspicious people may be loitering about at unusual hours and locations, running, especially if something of value is being carried or exhibiting unusual mental or physical symptoms. Persons could be under the influence of drugs or otherwise needing medical or psychiatric assistance. They may be carrying property that may be suspicious, depending on the circumstances, going room to room trying door handles. Door-to-door soliciting is not permitted on campus. Violations of this rule should be reported to Security or administration immediately.

Report all thefts and property loss immediately to Security or the Rochester Police Department.

Be security conscious at all times.

SECURITY CONSIDERATIONS OF CAMPUS FACILITIES:

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

Access to campus buildings is limited to regular business hours.

Students, faculty, staff, and visitors are encouraged to report needed repairs to maintenance.

POLICIES AND PROCEDURES FOR SAFE ACCESS TO BUILDINGS

Keys are issued to authorized faculty, staff, and students only.

Exterior building doors should not be propped open when the doors are locked.

Academic and other buildings owned and/or controlled by RCTC are usually open from 7:00 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have a College I.D. in their possession and present the I.D. when requested.

Building evacuation is mandatory for all fire alarms.

Problems related to people in buildings after hours should be reported to Security or the Rochester Police Department.

POLICIES CONCERNING LAW ENFORCEMENT

Security staff are employees of Rochester Community and Technical College; they are not certified or sworn peace officers. Security staff is authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of licensed police officers.

Security works in close collaboration with the Rochester Police Department, Olmsted County Sheriff's Department, State and Federal law enforcement agencies to track and respond to campus criminal activity.

Report all crimes immediately: All criminal activity on the RCTC campus should be reported to 851 30th Avenue SE, Rochester, MN 55904 (507-529-2789 and/or the Rochester Police Department (507-328-6800).

Security will assist the complainant in completing criminal reports.

Security will accept third-party reports in certain cases, like sex offenses. RCTC prefers to receive reports from the victim as the detail is often more accurate when obtained directly from the victim.

Maintain all physical evidence. Do not wash or destroy what may be critical evidence.

Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime. Your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

1. Gender
2. Approximate age
3. Height
4. Weight/build
5. Description of face including eye color, hair color, and hairstyles (short, curly, etc.)
6. Dress/clothing
7. Facial hair
8. Glasses
9. Distinguishing marks including scars
10. Identifying gait
11. Voice

ANNUAL REPORT

Rochester Community and Technical College will issue an annual report of criminal reports made to Campus Security and other law enforcement agencies for crimes occurring on college property or facilities. The annual report includes reported crimes alleged to have taken place on the campus and facilities owned or rented by RCTC and/or recognized student organizations. Crimes reported to have occurred on public property immediately adjacent to campus are also reported. It includes the following reports of crime.

The Annual Report will be distributed to all faculty, staff, and students beginning of October 1 of each year by email. A copy of the report can be obtained from the Coordinator of Security at no cost (Andrew.hamann@rctc.edu).

Rochester Community and Technical College prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Vice-President of Student Affairs, Finance & Administration and others. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Crimes that are included within the report include: Murder & Non-Negligent Manslaughter, Negligent Manslaughter, Aggravated Assault, Burglary, Robbery, Motor Vehicle Theft, Arson, Domestic Assault, Dating Violence, Stalking, Sexual Assault, Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling, Non-Forcible Sex Offenses (Incest & Statutory Rape), Alcohol Arrests, Weapons Arrests, Drug Arrests and Disciplinary Referrals for alcohol, drug and weapons violation, Bias Motivated Crimes, and dating violence.

When reports are made to the Coordinator of Security, the Coordinator or other designated personnel will decide if a safety threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

DEFINITIONS

Campus: any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls, and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Student Residences: a subset of "On Campus" crimes which includes only those crimes that were reported to have occurred in residence halls or other residential facilities.

Non-campus Buildings or Property: any building or property owned or controlled by a student organization recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes; is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: (1) all public property, including Rochester streets, sidewalks, and parking facilities, that is within the outer perimeter surrounding all property and buildings on the campus of the institution that are adjacent to one another; (2) any sidewalk, street or parking facility immediately adjacent to any property or building on the outer perimeter described in clause (1); and (3) any street, sidewalk or parking facility immediately adjacent to any facility or property within the same reasonably contiguous geographic area that is outside the perimeter described in clause (1) And is used by the institution in direct support of, or in a manner related to the institution's educational purpose.

Business Day: is defined as Monday through Friday, excluding any day when the institution is closed.

Referred for Campus Disciplinary Action: Written referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of sanctions.

LAW ENFORCEMENT AUTHORITY/CRIME REPORTING/LETTERS OF UNDERSTANDING

Campus Security staff are employees of Rochester Community and Technical College they are not certified or sworn peace officers. Campus Security Staff is authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of licensed police officers. Campus Security works closely with local, state and federal law enforcement agencies. The Rochester Police Department patrols the College and responds to calls on a 24-hour basis. Rochester Community and Technical College fall under the jurisdiction of the Rochester Police Department who will respond to campus and conduct investigations relative to criminal activity reported by members of the campus community. Campus Security will also carry out investigations and communicate those investigations and reports to law enforcement when appropriate and required by statute.

All members of the campus community are encouraged to report criminal activity immediately to Campus Security and/or the Rochester Police Department. Investigations of incidents taking place on campus may be forwarded to the Rochester Police Department or other law enforcement agencies as necessary. Campus Security will also assist members of the campus community in making notification to law enforcement regarding criminal activity when requested.

TIMELY WARNING

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Rochester Community and Technical College will provide notice of acts that could pose a possible threat that reportedly occurred on or near the campus of Rochester Community and Technical College. Until the investigation of the particular act has been concluded, it can be assumed that conditions continue to exist that may pose a threat to members and guests of the community. It is the duty of the institution to warn of possible "dangerous conditions" on its property. If the Coordinator of Security determines that a crime or series of crimes pose a continuing threat or danger to the College community, the College will publish a warning to the campus community. Warnings may be issued through the following means; college bulletins, posters, electronic email and RCTC Emergency Alert.

WEAPONS POLICY

No student shall carry or possess any prohibited weapons on or about his or her person whether visible or concealed in or on Rochester Community and Technical College owned or leased buildings, grounds, and other facilities, except firearms possessed or carried in parking areas. No employee acting within the scope of their employment and employees of organizations utilizing University facilities, shall take or possess any prohibited weapon on or about his or her person whether visible or concealed in or on RCTC owned or leased buildings, grounds, and other facilities with the exception of firearms possessed or carried in parking areas. No other individual shall take or possess any prohibited weapon, except firearms, on or about his or her person whether visible or concealed in or on RCTC owned or leased buildings, grounds, and other facilities. No vehicle owned, leased, or otherwise under the control of the University shall be used to store or carry a firearm.

STUDENT CONDUCT

Rochester Community and Technical College are an academic community committed to providing an environment of learning. As such it has a vested interest in both the safety and well-being of members of the College community and for the promotion and protection of the educational mission of the College. The purpose of the Student Citizenship Standards is to provide an educational experience through which students learn to understand, accept, and promote attitudes conducive to responsive involvement; to provide a system by which students are held accountable for actions which violate College standards; and to protect the due process rights of students charged with violating these standards. It is necessary for the College to establish and enforce citizenship standards for the following reasons:

- The College has a primary concern with matters which can affect academic achievement and integrity.
- The College has a concern with conduct that interferes with the rights of others.
- The College has a responsibility to investigate conduct which threatens the health and safety of members of the College community.
- The College must protect its property and the property of the community members from theft, damage, or misuse.
- The College commits to enforcing its contractual agreements.
- The College must support the laws of the city, state, and the federal government.
- All students are expected to comply with the Student Citizenship Standards. Consequences for failing to comply could result in sanctions from the College. Flagrant or repeated violations of the conduct standards could result in suspension or expulsion from the College.

Individuals or individual members of organizations in violation of the rules and regulations of the college are subject to disciplinary action by the College Vice-President of Student Affairs, Judicial Board, College Administrator, or their designee responsible for the judicial process.

Rochester Community and Technical College Student Conduct Policy can be found in its entirety at the following website: http://www.rctc.edu/policies/education/Student_Conduct_Dishonesty.html

DISCLOSURE TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSE

Rochester Community and Technical College will upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Rochester Community, and Technical College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

POLICY REGARDING SEXUAL ASSAULT PROGRAMS AND PROCEDURES

Rochester Community and Technical College the Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure.

Part 1. Policy Statement. Sexual violence, domestic and dating violence, and stalking are an intolerable intrusion into the most personal and private rights of an individual and is prohibited at Rochester Community and Technical College. Rochester Community and Technical College is committed to eliminating sexual violence in all forms 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 Rochester Community and Technical College policies that may require separate proceedings. To further its commitment against sexual violence, Rochester Community, and Technical College provides reporting options, an investigative and disciplinary process, and prevention training as appropriate.

Application of policy to students, employees, and others. This policy applies to Rochester Community and Technical College students and employees and to others, as appropriate, where incidents of sexual violence on Rochester Community and Technical College property have been reported.

Reports of sexual violence committed by a student at a location other than on Rochester Community and Technical College property are also covered by this policy. Reports of sexual abuse perpetrated by a Rochester Community and Technical College employee at a location other than Rochester Community and Technical College property are covered by this policy.

Reports of sexual violence committed on Rochester Community and Technical College property by individuals who are not students or employees are subject to appropriate actions by Rochester Community and Technical College, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Minnesota State Colleges and Universities Board Policy 1B.1

Part 2. Definitions

Subpart A. Sexual Violence. 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.

Subpart B. 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 offense that can be prosecuted under Minnesota law, as well as form the basis for discipline under Rochester Community and Technical College student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is a 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 a primary genital area, groin, inner thigh, buttocks, or breasts).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C, 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.

Subpart D, Domestic Violence. "includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

Subpart E. 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.

Subpart F. 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 prior 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.

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

Subpart H. Rochester Community and Technical College property. "Rochester Community and Technical College" means the facilities and land owned, leased, or under the primary control of Rochester Community and Technical College.

Subpart I. Employee. "Employee" means any individual employed by Rochester Community and Technical College, including student workers.

Subpart J. Student. The term "student" includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university.
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college employees and are not enrolled in the institution but live in a university residence hall.

Education and Resources

Information offered by Rochester Community and Technical College includes areas involving stalking, sexual harassment, sexual and domestic violence.

Rochester Community and Technical College educates the campus community about sexual assaults, relationship, and dating violence, and stalking through presentations during new student orientation and various college-wide presentations given through the course of the academic year. Investigators and Decision-Makers receive annual training. Informational brochures regarding sexual violence are available through the Campus Security Office and Counseling Office. Campus Security also conducts security patrols of the campus and provides escorts.

IF YOU ARE THE VICTIM OF A SEXUAL ASSAULT

1. Go to a safe place.
2. If you are on campus contact the Department of Student Rights and Responsibilities (507-285-7195), or the Coordinator of Security (507-529-2789) or the Rochester Police Department (911). You may also contact those listed within the contact information contained within this policy.
3. Timely and prompt reporting of sexual assault within 72 hours is critical in preserving evidence essential in proving a criminal case against the assailant. Do not bathe, douche, use the toilet, or change clothing.
4. If you have been the victim of sexual assault, you should seek medical attention immediately regardless of whether you report the matter to the police. Victims can seek medical attention at Saint Mary's Hospital.
5. You may file a police report with the appropriate law enforcement agency. For on-campus incidents contact the Department of Student Rights and Responsibilities (507-285-7195) or the Coordinator of Security (507-529-2789).
6. If you would like assistance in filing a police report Rochester Community and Technical College Security can assist you.
7. To reduce contact between the victim and the alleged assailant, Rochester Community and Technical College will, at the request of the survivor, attempt to provide a change in classes, academic schedules, transportation, and working arrangements as applicable and take other appropriate remedial measures. Rochester Community and Technical College Technical will provide written notice to victims of these options. These options are available to victims regardless of whether the victim chooses to report the crime to law enforcement or campus authorities.
8. You have the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO), the Rochester Police Department has information available on how to file for and request an OFP or HRO Rochester Community and Technical College Technical may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.
9. You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violent crime. You may also visit <https://dps.mn.gov> for additional information.
10. Rochester Community and Technical College will provide written notification to the victim of physical, healthy, mental health, victim advocacy, legal assistance and other support services available on campus and in the community as noted above as well as written explanation of his or her rights and options under Rochester Community and Technical College Sexual Violence Policy.

Procedures for Campus Disciplinary Action for Sex Offenses:

Victims of sexual assault or those witnessing any sexual violence or relationship violence are strongly encouraged to report the incident to Rochester Community and Technical College, Rochester Police Department, Director of Human Resources, or others mentioned in this section. Rochester Community and Technical College Security is the office of official record for reports of sexual assault, as it is in all reported law violations. A report with Rochester Community and Technical College Security can ensure that proper steps are taken to ensure the safety of the survivor as well as the safety of the campus community as a whole. Filing a report with Rochester Community and Technical College Security can also initiate the College's disciplinary process, and is an option for any person wishing to report a case of misconduct.

Rochester Community and Technical College will generally not take any disciplinary action against a member of the campus community without a complaint and the assistance of the complainant in the disciplinary process unless the College determines there is a danger to the victim or the Rochester Community and Technical College community.

Because of laws concerning government data contained in the Minnesota Government Data Practices Act, Rochester Community, and Technical College cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged or confidential communications with licensed health care, professionals or similar professionals.

For Rochester Community and Technical College to proceed with an investigation a complaint (whether by the victim or a third party) must be filed with the Affirmative Action Office. Reports made to Rochester Community and Technical College Security will be forwarded to the appropriate office at the College. After receiving a report/complaint, the Director of Human Resources (or designee), who must receive annual investigatory training, shall take the steps listed below to ensure a prompt, fair, and impartial process following Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure.

1. Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings. Both the complainant and respondent are allowed to have an advisor accompany them through the process. The advisor, however, will not usually be allowed to participate in questioning involving a student;
2. Investigate the complaint without identifying the complainant if, in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint;
3. The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered;
4. Inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;
5. Create, gather and maintain investigative documentation as appropriate;
6. Disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice (Tennessean warning) by state law;
7. Inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint;
8. Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by the decision-maker;
9. Take additional investigative measures as requested by the decision-maker;
10. Provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
11. Notify both the victim and the accused party in writing of the outcome of the investigation;

12. Provide the investigation report to the complainant or respondent upon request unless the information is protected under state or federal law.

Rochester Community and Technical College will complete an investigation and issue a written response within 60 days after a complaint is made unless reasonable cause for delay exists. Rochester Community and Technical College will notify the complainant and respondent if the written response is not expected to be issued within the 60-day period.

The complainant and the defendant 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. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. Also, 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.

Rochester Community and Technical College use a preponderance of the evidence standard of evidence in determining violations of its Sexual Violence Policy.

Students who are found to have violated the Sexual Violence policy could face sanctions up to and including suspension or expulsion from Rochester Community and Technical College. Employees found to violate the policy may be disciplined up to and including termination.

During and upon completion of the complaint process, the complaint file shall be placed in a secure location. Access to the data shall be following the respective collective bargaining agreement or personnel plan, the Minnesota Data Practices Act, the Family Educational Rights, and Privacy Act or other applicable law.

Relevant policies for Minnesota State Colleges & Universities can be viewed in the entirety at the following locations.

- Minnesota State Colleges and University's Sexual Violence Policy can be found at the following website: <http://www.mnscu.edu/board/policy/1b03.html>
- Minnesota State Colleges and University's Sexual Violence Procedures can be found at the following website: <http://www.mnscu.edu/board/procedure/1b03p1.html>
- Minnesota State Colleges and University's Report/Complaint of Discrimination/Harassment Investigation and Resolution can be found at the following website: <http://www.mnscu.edu/board/procedure/1b01p1.html>

Students, faculty, and staff can report cases of sexual assault/abuse, domestic violence, stalking, harassment, dating violence, and other related incidents to the following individuals/organizations on campus.

Campus Security Coordinator	507-529-2789	Andrew.hamann@rctc.edu
VP Student Affairs	507-285-7217	Michael.anthony@rctc.edu
Chief Human Resources Officer	507-285-7183	Renee.engelmeyer@rctc.edu
VP Finance and Facilities	507-285-7214	Steve.schmall@rctc.edu
Dept. of Rights and Responsibilities	507-285-7195	rebecca.peine@rctc.edu

ALCOHOL POLICY

This policy addresses not only the act of drinking but also the second-hand effects of alcohol. It is the hope of the College that if a student decides to use alcohol that they will do so responsibly, respecting themselves, their community, the law, and campus property.

Regulations On-Campus

The possession, use, or distribution of alcohol on all Rochester Community and Technical College property (including buildings, grounds, and vehicles) is expressly prohibited under Minnesota State College and College guidelines (regardless of age). To consistently ensure compliance with these regulations, alcohol beverage containers (both empty and full) are not allowed on campus. Examples include, but are not limited to cans, bottles, kegs, party balls, crates, cases, and wine or liquor bottles. Public intoxication is not acceptable as it frequently is coupled with community disruption and violation of other conduct expectations (refer to RCTC Student Conduct Policy & Code of Conduct).

Local, State & Federal Laws:

RCTC may take disciplinary action against students for off-campus behavior, following the procedures of the code of conduct. It is illegal for any person under the age of 21 to possess or attempt to purchase any alcoholic beverage. It is illegal for anyone to sell, barter, furnish, or give alcoholic beverages to a person under age 21. It is unlawful for any individual under the age of 21 to enter a licensed premises to purchase or being served any alcoholic beverage. It is illegal for any person to misrepresent their age through false documents or to lend their identification to someone to purchase or using alcoholic beverages. It is illegal for any person under the age of 21 to drive with any amount of alcohol in their system. Sanctions:

For on-campus possession of alcohol, the alcohol will be disposed of by the individual in possession of the alcohol or by a staff member in the presence of the person. Note: All persons present in a room that contains alcohol may be found in violation of the alcohol policy regardless of participation.

The student will receive written a notice of the offence. They will meet with the Student Conduct Officer. During this meeting, the student will be provided a copy of this policy and sanctions imposed for violation of the alcohol policy. Students wishing to appeal a disciplinary decision may do so by filing a request in writing to the Student Conduct Officer. To view the appeals processes, please go to RCTC Student Conduct Policy.

Rochester Community and Technical College will not tolerate the use or sale of drugs and/or drug paraphernalia by students and their guests. The possession, use, distribution or sale of marijuana, hallucinogens, narcotics, un-prescribed amphetamines or barbiturates is prohibited. Any sale or sharing of prescription drugs is prohibited.

State and Federal Laws

The manufacture, possession, use, distribution or sale of cocaine (powder cocaine and crack), narcotics, hallucinogens, marijuana, and the various individual drugs in these categories are illegal by Minnesota and Federal Law based on the Controlled Substances Act. The varying degrees of drug crimes and their sentencing guidelines can be found in the pamphlet A Matter of Facts which is located in Health Services. In addition to prosecution of drug possession and sale crimes individuals can be charged with; a) failure to purchase drug tax stamps; b) money laundering; c) racketeering; d) forfeiture of real and personal property; e) denial of federal benefits.

Sanctions

Students who are found in violation of this policy will; a) have the drugs and/or paraphernalia confiscated by college staff; b) be referred to the Vice-President of Student Affairs and may face immediate housing

contract termination and eviction from the residence halls; c) face the possibility of legal action as local law enforcement may be notified; In addition, students found guilty of illegal drug use may lose their federal financial aid.

Resources Available and Educational Initiatives

Assistance and information may be obtained on campus at the Counseling Office. Off-campus resources include Saint Mary's Hospital, Hiawatha Mental Health Center, or First Call for Help – 1-800-362-8255.

Health Risks

Depressants - Alcohol is the most widely used depressant, but this category also includes barbiturates, tranquilizers, and methaqualone. These drugs act as a central nervous system depressant and cause slowed reaction time, impaired coordination, slurred speech, and impaired decision-making. These drugs are addictive, and abuse may result in an overdose with coma and death as possible consequences.

Stimulants - Cocaine, diet pills, amphetamines, and ecstasy. These drugs stimulate the central nervous system, cause excitation, and increased pulse, respiration and blood pressure. Abuse can lead to malnutrition, extreme agitation, convulsions and possible death.

Marijuana - THC is the psychoactive chemical in this plant. It can cause increased heart and pulse rate, increased appetite, an altered sense of time, impaired memory and decreased concentration, reaction time and coordination.

Hallucinogens - This classification of psychoactive drugs include LSD, Psilocybin, peyote, PCP, and other amphetamine-based derivatives. Use of these drugs can create visual hallucinations, altered perception of one's own body, agitation, paranoia, and hyperactivity.

Narcotics - These drugs are primarily pain relievers such as codeine, morphine, Darvon, heroin, Demerol, and Percodan. Use of these drugs produce euphoria, drowsiness, slowed respiration, clammy skin, nausea, and possibly death.

Solvents/Inhalants - These are toxic chemicals that are found in common household and industrial products and can be abused through the use of inhaling the fumes. This activity brings about a feeling of lightheadedness, euphoria, loss of appetite, forgetfulness, headache, nausea, flush, dizziness and possibly death by heart or respiratory failure.

Predatory/date rape/club drugs - Drugs used for this purpose are typically central nervous system depressants such as Rohypnol, ketamine, and GHB. These drugs can cause muscle relaxation, loss of consciousness and blackouts.

EMERGENCY NOTIFICATION & Emergency Alert

In the interest of promoting the safety of our campus community, Rochester Community and Technical College have implemented a wireless emergency notification system called RCTC Emergency Alert for students, faculty, and staff. RCTC Emergency Alert messages are sent to you through text message and email during emergencies that threaten life or safety and/or severely impact standard campus operations. The RCTC Emergency Alert system will only be used in emergencies.

All members of the RCTC community are encouraged to register for this valuable service. RCTC Emergency Alert provides immediate emergency communication, and as a wireless notification system, they provide critical information if computers and telephones are compromised. Notifications are brief and identified as RCTC Emergency Alert. They will include information on the situation at hand, what action to take and where to find additional information.

Registration is free, and participants must be able to receive text or email messages on their cell phones. The process can also be reversed if the service is no longer desired. Information submitted through the registration process will only be used for the RCTC Emergency Alert.

Members of the campus community wishing to participate may do so by registering at the following website:

<http://www.rctc.edu/security/ems.html>

Rochester Community and Technical College will immediately notify the campus upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health of students or staff. Warnings may only be withheld if they would compromise efforts to contain the crisis.

Members of the campus community are also encouraged to monitor their RCTC email and Rochester Community and Technical College Technical' s Web Site (www.rctc.edu) in the event of an emergency or disaster for additional information and instructions.

The RCTC Emergency Alert System will be tested on an annual basis throughout the campus community. Representatives on campus who are responsible for disseminating this information are President Administrative Assistant, Coordinator of Security and full-time security personnel.

Determining the Appropriate Segment or Segments of the Campus Community to Receive Emergency Notifications

Rochester Community and Technical College and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification and determining what segment or segments of the University community should receive the information. Campus community members in the immediate area of the dangerous situation will receive the emergency notification first. The University may issue subsequent notifications to a wider group of community members. In addition to the emergency notification system, the University will also post relevant messages about the dangerous condition on the University website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, University officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification

Rochester Community and Technical College Security in connection with the Office of Communications and Marketing designated University Administrators, and local first responders are responsible for issuing the emergency notification and will determine the contents of the notification. The University has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to meet the specifics of the present incident.

In those cases, where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community.

Procedures Use to Notify the Campus Community

In the event of a situation that poses an immediate threat to members, of the campus community, the University has various methods in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency to all or a segment of the campus community. These methods of communication include the RCTC Emergency Alert, campus-wide e-mail system, Rochester Community and Technical College web page messages and text messaging (if the member of the campus community participates in this option).

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating RCTC Emergency Alert

University Security and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Campus first responders become aware of these situations when they are reported to Rochester Community and Technical College or upon discovery by other University personnel.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will make the appropriate notification, and an RCTC Emergency Alert will be issued.

Rochester Community and Technical College authorized representatives will immediately initiate all or some portions of the University's emergency notification system. If, in the professional judgment of the first responders, issuing a warning potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Rochester Community, and Technical College may elect to delay issuing a notification of urgency. As soon as the condition that may compromise efforts is no longer present, the University will issue the emergency notification to the campus community.

BUILDING ACCESS & MAINTENANCE

Rochester Community and Technical College campus are for the use of the faculty, students, staff, their escorted guests and those on official business with the College. Visitors are reminded that access to campus buildings is limited to regular business hours. Students, faculty, staff, and visitors are encouraged to report needed repairs to the Rochester Community and Technical College Maintenance Office (507-285-7266).

The following guidelines are designed to provide maximum security and protection for all concerned, and still, provide convenient access to buildings.

- Keys are issued to authorized faculty, staff, and students only.
- Exterior building doors should not be propped open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Individual academic buildings are usually open from 7:00 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal hours should have a College I.D. in their possession and present it when requested. Problems related to people in buildings after hours should be reported to the campus maintenance staff (507-285-7266).

FIRE SAFETY

If You Discover or Suspect A Fire:

1. Pull a fire alarm station if the alarm has not already been activated. As you exit, knock on as many doors as you can and shout a warning to the occupants of the building.
2. Leave the building immediately.
3. Attempt rescue efforts only if there is no immediate or foreseeable danger to you. Otherwise, immediately inform the Rochester Fire Department or the Rochester Police Department (9-911 from a campus phone).
4. Do not enter the building without a fire official's permission.

B. If You Are in A Burning Building:

1. If there is smoke in the room, remain next to the floor.
2. If possible, put a wet towel over your mouth and nose.
3. Before passing through any entrances, feel the door. If it is hot, do not open it.
4. If you can open the door (if it is not hot to the touch), brace yourself against the door and open it slowly to make sure that there is not heat or heavy smoke on the other side. If there is, close it immediately.
5. If you can leave the room through the door, close it as you exit.

6. Go to the nearest exit or stairway. Do not use an elevator.
7. If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.
8. If all exits on the floor are blocked, go back to your room, close the door, open the window as described below, wave something out the window, and shout for help.
9. Open the windows from the top, if possible (to let out the smoke and heat) and then from the bottom (to let in the fresh air).
10. After evacuating the building, stand clear of it.

CAMPUS SEX CRIMES PREVENTION ACT

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

Information regarding individuals on the registered sex offenders' list can be obtained from the Rochester Police Department, 101 SE 4th Street, Rochester, MN 55904, 507-328-6800, and from the Minnesota Department of Corrections website (<http://www.corr.state.mn.us/>).

Rochester Community and Technical College Security will coordinate and/or provide safety information, training, and other assistance to faculty, staff, and students regarding the Campus Sex Crimes Prevention Act. Any assistance needed concerning this Act should be directed to the Coordinator of Security.

LAW ENFORCEMENT AUTHORITY/CRIME REPORTING/LETTERS OF UNDERSTANDING

Campus Security staff are employees of Rochester Community and Technical College; they are not certified or sworn peace officers. Campus Security Staff is authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of licensed police officers. RCTC works in close collaboration with local, state and federal law enforcement agencies. The Rochester Police Department responds to calls on a 24-hour basis. Rochester Community and Technical College fall under the jurisdiction of the Rochester Police Department who will respond to campus and conduct investigations relative to criminal activity reported by members of the campus community. RCTC Security will also carry out inquiries and communicate those investigations and reports to law enforcement when appropriate and required by statute.

All members of the campus community are encouraged to report criminal activity immediately to RCTC Security and/or the Rochester Police Department. Investigations of incidents taking place on campus will be forwarded to the Rochester Police Department or other law enforcement agency as necessary. RCTC Security will also assist members of the campus community in making notification to law enforcement regarding criminal activity when requested.

EMERGENCY RESPONSE AND EVACUATION

Rochester Community and Technical College Emergency Operations Plan addresses the college's response to emergencies by taking an all-hazards approach to both natural and human-caused hazards. Departments and offices should familiarize themselves with information in this plan; individuals should familiarize themselves with the Emergency Response Brochure and other preparedness resources available on the College's website <http://www.rctc.edu/security/>. Security and some other

positions are trained in the Incident Command System (ICS) which is utilized when responding to incidents involving safety and security issues and local public safety agencies to manage, mitigate, and recover from incidents.

Security and other departments conduct tests of its emergency plan and capabilities on an annual basis. The tests include but are not limited to tabletops exercise functional activities and testing of current emergency notification systems.

General information about the emergency response and evacuation procedures for RCTC is publicized each year as part of the College's Clery Act compliance efforts and is available on the college's website. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

NOTIFICATION TO THE RCTC COMMUNITY ABOUT AN IMMEDIATE THREAT

RCTC Security and the Office of the Vice President of Student Affairs monitor events on and around campus and the Rochester area. If one of these departments confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the RCTC community they will activate emergency notification procedures to provide immediate notification of the threat to the RCTC community, or to the appropriate segment of the community if the risk is limited to a particular building or segment of the population. They will, without delay and taking into account the safety of the community determines the content of the notification and initiate notification, unless issuing a notification will, in the judgment of the first responders (including, but not limited to RCTC Security, Vice President of Student Affairs, local law enforcement or other emergency personnel) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the RCTC community, the college has various 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 to the RCTC campus community. These methods of communication include Star Alert, a system that provides email and text message alerts to the members of the RCTC community.

RCTC community members are encouraged to notify RCTC Security or the Office of the Vice President of Student Affairs of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of the students, faculty, staff, or visitors on campus. Security and Vice President of Student Affairs has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notifies the campus community or the appropriate segments of the community that may be affected by the situation.

EMERGENCY RESPONSE AND EVACUATION TESTING PROCEDURES

An evacuation drill is coordinated with the Vice President of Student Affairs and Security on the main campus at least twice per year. Evacuation drills are monitored by Security, Vice President of Student Affairs and Vice President of Finance and Administration. Also, members of the campus community should familiarize themselves with evacuation procedures (Listed immediately after this section) Or review material on the college's emergency preparedness charts located throughout the campus. This also allows the university the opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Security, Vice President of Student Affairs, Vice President of Finance & Administration and Maintenance Staff to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/office for consideration.

Security coordinates announced unannounced evacuation drills yearly to test the emergency response and evacuation procedures and to assess and evaluate the emergency evacuation plans and capabilities.

EVACUATION PROCEDURES

1. Building Evacuation

- All building evacuations will occur when an alarm is sounded and/or upon notification from Maintenance/Security/ or Administration. (Refer to exception for an Active Shooter).
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. If emergency personnel direct you to another exit based on the type of emergency, follow their directions.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Evacuate further if directed by emergency personnel.
- Do not return to an evacuated building until an all clear is given by emergency personnel.

2. Shelter-in-Place

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same as going to a shelter in the event of a storm or tornado). Shelter-in-Place means selecting a small, interior room with no or few windows, and taking refuge there.

Depending on the type of emergency and directives received from authorities and emergency personnel the following options are available depending upon the emergency and/or disaster.

- The closing of the College and activation of the College's Crisis Plan.
- Follow reverse evacuation procedures and bring students, faculty, and staff inside.
- Monitor television, radio, and other forms of communication for information regarding the threat/emergency and follow their directions.
- Bring everyone in the building. Shut and lock the door.
- Gather emergency supplies if possible.
- Close windows, secure doors, and duct tape if told to do so.

3. Evacuation for People with Disabilities

The most important factor in emergency planning for people with disabilities is advanced planning.

A. In all emergencies, after an evacuation is ordered evacuate people with disabilities if possible.

- Do not use elevators, unless directed to do so by police or fire personnel. Elevators can fail in certain situations.
- If a situation is life-threatening, call the police/fire departments immediately (911).
- Check on people with special needs during an evacuation. A buddy system, where people with disabilities arrange for volunteers to alert them and assist them in an emergency is a good method.
- Always ask someone with a disability how you can help before attempting any rescue technique or providing assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.
- If you are unable to evacuate a disabled person contact law enforcement or fire personnel and be able to provide them with the individual's location that needs assistance in evacuating.
- Students should inform faculty members of their individual needs regarding evacuation, especially before an emergency or disaster.

B. Response to emergencies (blindness and visual impairment)

- Offer to lead them out of the building to safety.
- Give verbal instructions about the safest route or direction using compass directions, estimated distances, and directional terms.

- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

C. Response to emergencies (deafness or hearing loss).

- Get the attention of a person with a hearing disability by touch and eye contact. State the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

D. Response to emergencies (mobility impairment).

- It may be necessary to clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a more secure area for example:
 - o Most enclosed stairwells
 - o An office with the door closed, which is a good distance from the hazard
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be required to evacuate them using an evacuation chair or a carry technique.

Rochester Community and Technical College Crime Statistics (2015-2017)

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Criminal Offenses – On Campus

Campus Offense	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	1
Sex Offense – Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	2
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offenses – Noncampus

Campus Offense	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense - Forcible	2	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offense – Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	1	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offenses – Public Property

Campus Offense	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense - Forcible	0	0	0
Sex Offense – Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Rochester Community and Technical College strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the RCTC community. The Hate Crime statistics are separated by category of prejudice.

If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism/Destruction/Damage, Larceny/Theft, Simple Assault, gender identity, national origin or another bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or bias-related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, some subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/bias crime.

Hate Crimes – On Campus 2015

Campus Offense	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity/National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – On Campus
2016

Campus Offense	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity/National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – On Campus
2017

Campus Offense	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity/National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – Noncampus 2015

Campus Offense	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity/National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – Noncampus 2016

Campus Offense	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity/National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – Noncampus
2017

Campus Offense	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity/National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – Public Property
2015

Campus Offense	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity/National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – Public Property 2016

Campus Offense	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity/National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – Public Property 2017

Campus Offense	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity/National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

VAWA Offenses – On Campus

Campus Offense	2015	2016	2017
Domestic Violence	1	0	0
Dating Violence	0	0	2
Stalking	3	0	0

VAWA Offenses – Noncampus

Campus Offense	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offenses – Public Property

Campus Offense	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests – On Campus

Crime	2015	2016	2017
Weapons: Carrying, Possessing, ETC.	0	1	0
Drug Abuse Violations	1	0	0
Liquor Law Violations	0	0	0

Arrests – Noncampus

Crime	2015	2016	2017
Weapons: Carrying, Possessing, ETC.	0	0	0
Drug Abuse Violations	1	1	0
Liquor Law Violations	0	1	0

Arrests – Public Property

Crime	2015	2016	2017
Weapons: Carrying, Possessing, ETC.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions – On Campus

Crime	2015	2016	2017
Weapons: Carrying, Possessing, ETC.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	2

Disciplinary Actions – Noncampus

Crime	2015	2016	2017
Weapons: Carrying, Possessing, ETC.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions – Public Property

Crime	2015	2016	2017
Weapons: Carrying, Possessing, ETC.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Unfounded Crimes

Crime	2015	2016	2017
Total Unfounded Crimes	0	1	0