



# Annual Campus Safety Report

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*September 30, 2016*

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## CAMPUS PUBLIC SAFETY

Red Lake Nation College encourages all students and college community members to be fully aware of the safety issues on campus and to take action to prevent and to report illegal and inappropriate activities.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; the college monitors criminal activity, publishes this annual report and maintains a three year statistical history on the Red Lake Nation College campus facility. A copy of this report is available from the Campus Security office and on the RLNC website.

This report includes statistics for the previous three years concerning reporting crimes that occurred on-campus and on public property within, or immediately adjacent to and accessible from, the campus. Red Lake Nation College does not own any off-campus buildings and there are no residence halls. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault.

***\*The crime data reported by the institution has not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.***

## CRIME REPORTING POLICIES

In addition to reporting emergencies to campus security and a campus administrator (after notifying 911), reports of crimes which are non-emergency in nature or delayed should also be reported to campus security and a campus administrator. At the time the crime is reported, a campus security officer will assist the victim in making a report with the Red Lake Police Department if requested.

Crimes may be reported to the Vice President of Student Success as well, on a confidential basis if the reporting party does not wish to pursue RLNC disciplinary action or criminal charges.

However, RLNC reserves the right in compelling situations to take reasonable action in response to any crime report. Anonymous reports of rape or sexual assault can also be reported to the Vice President of Student Success. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide “Security Alert”, as well as inclusion in the annual crime statistics.

When reporting an incident or crime, try to recall the following information:

1. Nature of the incident
2. When and where the incident occurred.
3. Number of persons involved (names, sex, race, age, height, clothing, distinctive characteristics).
4. Direction and method of travel.
5. Vehicles involved (make, model, color, license plate number).
6. Description of stolen property.
7. Any other applicable information.

## **FEDERAL CAMPUS SECURITY ACT**

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” was originally enacted in 1990. It has been amended several times and is commonly known as the Clery Campus Security Act.

The Clery Campus Security Act requires colleges and universities to comply with the following requirements:

1. Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crimes statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires schools make a report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. This information will be available on the Red Lake Nation College website.
2. Maintain a public crime log.
3. Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus. The Clery Act requires reporting of crimes in nine major categories, some with significant sub-categories and conditions.
  - Criminal Homicide (murder and non-negligent manslaughter and negligent manslaughter)
  - Sex offenses (rape, fondling, statutory rape, incest)
  - Robbery
  - Aggravated Assault

- Burglary, where:
  - a. There is evidence of unlawful entry (trespass, which may be either forcible or not involve force.
  - b. Unlawful entry must be of a structure – having four walls, a roof and a door.
  - c. There is evidence that the entry was made in order to commit a felony or theft.
- Motor Vehicle Theft
- Arson
- Hate Crimes
 

Hate crimes must be reported by category of prejudice, including race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

  - a. Larceny/Theft
  - b. Simple Assault
  - c. Intimidation
  - d. Destruction/Damage/Vandalism of Property
  - e.
- Unfounded
  - a. Total number of crimes that were “unfounded” (determined by a sworn or commissioned law enforcement officer to be false or baseless)

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

- Liquor Law Violations
  - Drug Law Violations
  - Illegal Weapons Possession
4. Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees. At RLNC, these warnings will be sent out via college email and when appropriate, will be posted on the RLNC Facebook page and website.
  5. Institutions are required to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” At RLNC, “security alerts” will be issued and emailed to students and staff members, posted on bulletin boards, posted on the RLNC Facebook page and the RLNC website.
  6. Compile and report fire data to the federal government and publish an annual fire safety report.
  7. Enact policies and procedures to handle reports of missing students.

## Clery Campus Security Act Statistics

<b>Category</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
Murder (and non-negligent manslaughter)	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offense – Rape	0	0	0	0	0	0
Forcible Sex Offense – Other			0	0	0	0
Non-forcible Sex Offense			0	0	0	0
Sex Offense - Fondling	0	0				
Sex Offense – Statutory Rape	0	0				
Sex Offense - Incest	0	0				
Dating Violence	0	0				
Domestic Violence	0	0				

Sexual Assault	0	0				
Stalking	0	0				
Robbery	0	1	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary (and attempted burglary)	1	0	0	0	0	0
Motor Vehicle Theft (and attempted motor vehicle theft)	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Unfounded	0	0				

### Clery Act Arrests and Disciplinary Referrals

Category	2016	2015	2014	2013	2012	2011
Arrests – Liquor Law Violations	0	0	0	0	0	0

Arrests – Drug Law Violations	0	0	0	0	0	0
Arrests – Illegal Weapons Possession	0	0	0	0	0	0
Disciplinary Referrals – Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referrals – Drug Law Violations	0	0	0	0	0	0
Disciplinary Referrals – Illegal Weapons Possession	0	0	0	0	0	0

## **CAMPUS COMMUNICATION IN THE EVENT OF AN EMERGENCY**

### **1. Declaration of Emergency**

A state of emergency will be declared and the emergency plan initiated by the College President. In the President's absence, the VP of Academic Affairs, Director of Enrollment and Student Information, Director of Development, Chief Financial Officer, or VP of Student Success (in that order), can implement this plan.

### **2. Emergency Notification**

In the event of an actual emergency, the campus community will be notified through email, the RLNC website, and Facebook. Students should take responsibility for regularly checking their email. In order to receive campus-wide email announcements, students must have a college email account, which may be obtained from the LLTC Information Technology Department at (218) 335-4200.

### **3. Media Communication**

In the case of an emergency, the College President or VP of Academic Affairs will communicate with all media outlets.

### **4. Keeping the Community Informed**

Incident reports written by RLNC staff members as well as information gathered from the Red Lake Police Department are used to track activity on campus. In this way, trends can be detected and appropriate response formulated. When conditions warrant it, a



“Security Alert” is sent to the RLNC Community via college mail. If appropriate, the Security Alert is also posted on campus bulletin boards and the RLNC Facebook page. These timely reports inform the community about situations that present an immediate, serious, or continuing threat to the community. A Security Alert may be issued for crimes specifically covered by the federal Campus Security Act.

## **EMERGENCY OPERATIONS PLAN AND EVACUATION PLAN**

Senior administrators are responsible for all personnel. Faculty members are responsible for the students in their class during an emergency. All faculty and staff are asked to assist individuals with disabilities as needed.

The Vice President of Student Success, as a mental health counselor, has a professional obligation of confidentiality regarding information disclosed during a counseling session. Red Lake Nation College does not include statistical information about crimes from such sessions.

### **Medical Emergencies**

In the event of a medical emergency, immediately contact 911 or the Red Lake Nation Police at 218-689-3313. When reporting a medical emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

Those trained to perform CPR and first aid can act within their expertise while those who are not trained should remain calm and stay with the person. Crowding is generally not helpful unless the presence of others is required. Have someone stand outside the building and lead the emergency personnel to the location of the victim. Once the victim has been cared for and is transported, normal procedures should be followed.

### **Hazardous Material**

Only trained and authorized personnel are permitted to respond to hazardous materials incidents. For a major hazardous spill or leak:

- Immediately evacuate the area, closing doors behind you.
- Call 911 or the Red Lake Nation Police at 218-679-3313.
- Do not attempt to clean up the spill yourself.
- Provide clean-up/rescue personnel with appropriate Materials Safety Data Sheets (MSDS) and other pertinent information.

## Fire Emergencies

### **If You Discover a Fire on Your Floor**

1. Manually activate the fire alarm system.
2. If safe to do so, immediately exit the building, closing the doors behind you.
3. Call the Red Lake Nation Police at 218-679-3313.

### **Once Fire Alarm is Activated**

1. Check the door for heat to ensure it is safe to exit the room you are in.
2. Walk to the nearest exit (do not use elevators in event of fire).
3. Those who are unable to evacuate the building rapidly should move to a stairwell landing and wait for assistance from trained first responders.
4. Notify police or fire department personnel if you know someone is trapped.
5. Gather outside at a designated area (Pow wow grounds) and do not attempt to re-enter the building until instructed to do so by police or college officials.

### **If Trapped in a Room**

1. Place wet cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal outside but **DO NOT BREAK GLASS** unless absolutely necessary as outside smoke may be drawn into the room.

### **If Caught in Smoke**

1. Drop to hands and knees and crawl toward the exit.
2. Stay low to the floor, as smoke rises to the ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through your nose and use a filter such as your shirt or a towel.

### **Use a Fire Extinguisher**

When safe to do so, use the nearest fire extinguisher to fight small fires.

Fire Extinguisher Instructions:

1. Pull safety pin from handle.
2. Aim at the base of the fire.
3. Squeeze the trigger handle.
4. Sweep from side to side at the base of the fire.

## Vehicle Accidents

What to do at the Scene of an Automobile Accident Involving a College Vehicle:

1. Check for injuries and render aid as appropriate. Call 911 for assistance.
2. Remain calm and cooperative and not argumentative. Remember that you are representing the Red Lake Nation College.

3. Be prepared to report the accident. Gather as much information as possible at the scene including the following:
  - The other driver's name, phone number and insurance information.
  - Information about other vehicles involved (year, make, license plate numbers).
  - The names and phone numbers of any potential witnesses.
4. Do not admit fault and do not make any claims regarding the college's insurance or coverage to anyone else involved in the accident.
5. Inform the parties involved that the accident will be reported to the college's insurance provider and that a claims adjuster will contact them. Be sure to get their names, phone numbers, and insurance information.
6. Make every attempt to contact the police and file a report.

## Evacuation

In the event of an emergency, determine the nearest exit to your location and the best route to follow. If time permits during the evacuation, secure your workplace and take personal items. In most emergencies, complete evacuation of the campus is not necessary. If, however, there is a hazardous materials release, flooding, or other major incident, it may be necessary to relocate all students, faculty, and staff to a safer location.

- A. Evacuating the Building
  1. Begin evacuation immediately upon hearing the alarm or official announcement.
  2. Close office doors and turn off lights and computers.
  3. Leave the building in an orderly manner (do not use elevators).
  4. Assemble in designated area (Pow wow grounds). Stay at least 300 feet from the building.
  5. Follow the instructions of emergency personnel. Report any individuals left in the building to them.
  6. Do not re-enter the building until an "all clear" announcement is given by emergency personnel.

## Shelter-in-Place

"Shelter-in-Place" is a directive to seek immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building offers occupants an elevated level of protection. Sheltering can be related to a variety of situations: severe weather emergencies, hazardous conditions, chemical release, or criminal acts. In some instances, it is safer to shelter in place than to evacuate the building (Examples: smoke or fire immediately outside your room; live electrical wires bar access to exit; individuals with mobility disabilities are on upper or lower floors).

## Weather Emergencies

Classes may be cancelled due to extreme weather conditions, unsafe highway conditions, or other circumstances that would threaten the health and safety of college students and faculty. The president or VP of Academic Affairs will determine campus-wide cancellation of classes. The Director of Enrollment and Student Information will also be consulted. Notification will be posted on the RLNC Facebook page:

(<https://www.facebook.com/RedLakeNationCollege?ref=hl>).

### Severe Thunderstorms

Severe thunderstorms include the possibility of damaging lightning, winds, hail, and flash flooding. Students, faculty and staff should “shelter-in-place” away from windows. If lightning is heavy and frequent, computers and other electrical appliances should be turned off. Under no circumstances should floodwaters be crossed, either by foot or car.

### Tornadoes

A tornado WATCH is a forecast of the possibility of tornadoes in a large area; conditions are favorable for a tornado to develop. Normal activities should continue with the following precautions taken:

1. Upon issuance of a tornado watch through the weather monitor, public communications or police, College officials should be alerted of the situation.
2. The emergency weather monitor or local radio station should be monitored constantly by College officials.

A tornado WARNING means that a tornado has been sighted or indicated by weather radar and may be approaching. The following steps should be taken immediately:

1. Take shelter. Students, faculty, and staff should take measures to protect themselves. Move immediately to basements, center hallways or bathrooms if time permits. Stay away from windows and large, open rooms. Take cover under heavy objects if possible and hold on to it. In building hallways, sit with your back to the walls, put your head between your knees and cover with your hands to protect your head.
2. Do not bother with opening or closing windows.
3. If you are outside, seek shelter in a building if time permits. Otherwise, lie down in a ditch or low area with your hands covering the back of your head and neck.
4. Do not stay in cars.
5. Students, faculty and staff should remain in the safety area until local emergency personnel or college administrators give notice that it is clear.

### Snow and Ice Storms

Public warning is issued by the National Weather Bureau through the radio and television media when a severe snowstorm, blizzard, or ice storm is anticipated. Employees will be notified by administrative officers if contingency plans or special duties are required of them. The decision to suspend classes will be made by the Vice President of Academic

Affairs in consultation with the President and Director of Enrollment and Student Information.

### **Building/System Problem or Failure**

Brief power outages are a common occurrence. In the event of an extended power outage, contact the Maintenance Worker or Director of Development.

### **Hostage/Shooter Situation – Emergency Lockdown of Campus**

Hostage incidents, campus shooters and other terroristic situations occur in college and schools across America. The following statements are guidelines for handling the situation to maximize your ability to be safe and secure. Every incident is unique and you should remain calm and use the best judgment possible in your actions for each situation.

Faculty, staff and students **MUST** follow directions by local authorities and administrative officers in all threatening situations.

Initial instructions:

- If a threatening person, with or without a weapon is suspected, immediately take cover and barricade/secure yourselves and others in a locked campus location. Avoid running in open grounds areas outside of buildings.
- Notify the police (911). Relate details of the situation and the last known location of the suspected person(s).
- Notify a college officer (use call list) with the same information.

Information concerning controlling/managing the situation:

- The appropriate college personnel will declare an emergency and will work with local authorities in determining and carrying out an appropriate response. In most cases, this would include notifying personnel in other buildings and instructing personnel to remain in their current, secured location when possible. Lock doors and or barricade doors. **DO NOT ALLOW PERSONNEL TO LEAVE/ENTER THE AREA UNLESS IT CAN BE DETERMINED THAT THE ACTION DOES NOT COMPROMISE SAFETY OF ALL PERSONNEL IN THE AREA.**
- Personnel will be instructed to lock-down/barricade themselves in offices, classrooms or other rooms as possible and move to the furthestmost point in the room away from windows and doors. Close the blinds for concealment, cover the door window and turn off the lights.
- Personnel will be instructed to avoid use of campus phones, cell phones, etc. unless specifically requested to assist with essential campus communications.
- Securing yourself in locations with access to phones, e-mail and /or communication radios if feasible is beneficial.

- The command station for a hostage/shooter incident will be the President's office. If this area is involved in the attack, the Student Services Office will serve as the back-up command center.
- Mass email communication will be sent out apprising personnel of the ongoing situation. If feasible, personnel may be asked to respond to the e-mail messages confirming receipt and /or actions taken.

If you are in contact with a suspected shooter/perpetrator, please note the following suggestions:

- As in any emergency, try to remain calm and avoid sudden movements.
- Don't speak unless spoken to.
- Comply with instructions from the perpetrator as best you can.
- Be observant and alert.

Remain in your secured campus location until local authorities arrive to safely escort you to safety. **DO NOT LEAVE A SAFE, SECURED AREA UNLESS SPECIFICALLY INSTRUCTED OR ESCORTED BY LOCAL AUTHORITIES!**

## **Bomb Threats**

There appear to be two explanations for why someone would report that a bomb is going to go off in a particular building: 1) the caller has definite knowledge or has reason to believe that an explosive or incendiary has or will be placed, and they want to minimize personal injury or property damage; or 2) the caller wants to create an atmosphere of anxiety and panic at the organization where the device is reportedly located.

When receiving such a call, try to remember the following:

1. When the caller has communicated the threat, stay calm and do not panic. Record the time of day.
2. Keep the caller talking; the more s/he says, the more you can learn. Record every word that the caller says.
3. If the caller does not indicate the bomb's location and the time of detonation, attempt to gain this information.
4. Inform the caller that the building is occupied and the detonation of the bomb could result in the death of innocent people. Try to reason with the person.
5. Listen closely to the voice of the caller to note the following: age, sex, race, accent, speech impediment or if the caller sounds drunk, nervous, etc.
6. Pay particular attention to any strange background noises, such as street noises, motors, TV, radio programs or anything else that may assist law enforcement agencies in determining the origin of the call.

7. Notify the College President or other administrator of the call immediately after the caller hangs up. Upon further instructions from the administrator, call the emergency number (911) and be prepared to relay all pertinent information.
8. Do not discuss the call with anyone else; carefully follow additional instructions from the police/fire authorities and campus administrator. Wait at the same location for law enforcement officers to arrive so that they may talk with you.

## **Threat of Violence**

Should you discover that there is a violent or potentially violent person in the building, take the following steps:

1. Only confront the person as a last resort to save your life.
2. Call 911 or the Red Lake Nation Police.
3. As soon as possible, provide the following information to the police:
  - Request an ambulance if anyone is injured.
  - The location of the suspect.
  - Description of the suspect including name (if known), gender, race, height, hair color, clothing description, weapons seen or indicated, what they said, whether or not they indicated a specific target, direction of travel if they left, and any other information requested.
  - Building name and location.
  - Floor and room.
  - Any hazardous materials that may be present.
4. Notify staff, faculty, and administrators of the situation.
5. Take shelter in the nearest, secure area.

## **PERSONAL SECURITY RECOMMENDATIONS**

Crime Prevention Tips:

1. Don't allow technology to decrease your awareness of your surroundings.
2. Report all suspicious persons, vehicles, or activities to campus security.
3. After dark, walk in well-lit areas of the campus.
4. When walking to your vehicle, have your keys ready in hand.
5. Avoid bringing cash, wallets, or valuable items with you into the fitness room.
6. If using the fitness room, make sure to keep personal items locked when working out.
7. Keep personal belongings in your sight at all times.
8. Keep your vehicle locked and windows rolled up when not in use.

#### Preventing Thefts:

1. It is your responsibility to protect college and personal property from theft. Lock your door when you leave your office, classroom, or lab, even for a short time.
2. Do not loan your college keys to anyone.
3. Immediately report lost or stolen keys to administration.
4. Keep purses, briefcases, and wallets locked inside your desk or cabinet. Do not bring large sums of money to work.
5. Secure your computer; both physically and through password protection.
6. Watch for suspicious activity or individuals in your area.

#### Ways to reduce your risk of sexual violence victimization:

1. If you consume alcohol, do so in moderation.
2. Never leave your drink unattended.
3. If you date someone you do not know very well, make sure to communicate your whereabouts to a friend.
4. Always have extra money to get home. Have a plan for someone to pick you up in an emergency.
5. Go to parties and events with other people and leave together.
6. Be aware of your surroundings.
7. Do not allow yourself to be isolated with someone you do not know or trust.
8. Walk only in lighted areas after dark.
9. Keep the doors to homes and cars locked.
10. Always be aware of where your phone is located.

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

Red Lake Nation College has many events and educational programs and seminars throughout the academic year, some of which relate to security and personal safety. For more information about college events, please visit our website and check out our news and events.



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

### **A. Drug & Alcohol-Free Campus Policy**

Red Lake Nation College policy fully complies with current and future requirements, regulations, or interpretations of the Federal Drug Free Schools and Communities Act/Amendments of 1989 and the Drug-Free Workplace Act of 1988. (34CFR Part 85, Sections 85.610).

### **B. Drugs & Illegal Substances**

Red Lake Nation College Drug and Alcohol policy prohibits students and college staff from manufacturing, possessing, using, delivering, buying, selling or distributing of any substance prohibited by the Red Lake Nation, the State of Minnesota and the Federal Government.

Students, faculty, or staff violating this policy must be reported to the Director of Enrollment and Student Information. Students, faculty, or staff violating this policy will be reported to the Vice President of Academic Affairs to notify the local police and prosecuted to the full extent of the law.

### **C. Alcohol Use**

Red Lake Nation College students, faculty, or staff under the influence of alcohol during classes or during college events will be removed from college property. Students, faculty or, staff who violate this policy will be subject to suspension or termination from the college. Red Lake Nation College will not hesitate in bringing charges and legal action against any student, faculty or staff member who violates the College's Drug and Alcohol Policy. Red Lake Nation College sanctions for students, faculty, or staff that violate the Drug and Alcohol Policy are:

- Suspension from the college for up to 30 days
- Possible termination of employment
- Expulsion from the college
- Possible legal action

Other possible legal sanctions:

- Alcoholic beverages, possession by a minor: Charge.
- Alcoholic beverage unlawfully delivered to a minor: Charge.
- Minor furnishing money for the purchase of alcoholic beverages: Charge.
- Possession of an illegal or controlled substance: Charge.

#### **D. Smoke-Free Campus**

Red Lake Nation College maintains a smoke-free environment. The College follows the state of Minnesota's Clean Indoor Act. Red Lake Nation College is committed to providing its students, employees and the general public with a safe and healthy work environment. Therefore, smoking is prohibited in all its college buildings, including the entrance and hallways of the campus buildings. Should students choose to smoke outside the building, they must stand at least 25 feet from any entrance, and are expected to dispose of smoking materials properly. Smoking that is part of an official campus activity that includes Anishinaabe traditions, such as pipe ceremonies, smudging, etc. will be allowed.

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

Red Lake Nation College has many events and educational programs and seminars throughout the academic year, some of which relate to drug and alcohol use prevention and education. For more information about college events, please visit our website and check out our news and events.

### **POLICIES AND PROCEDURES REGARDING SEXUAL ASSAULT**

#### **Violence Against Women Reauthorization Act (VAWA)**

The Violence Against Women Reauthorization Act of 2013 expands how institutions address sexual offenses and sexual violence. This act improves upon services for all victims of sexual offenses or acts of sexual violence, including domestic violence, dating violence, sexual assault, and stalking regardless of the victim's gender, sexual orientation, gender identity, or gender expression.

#### **Sexual Harassment and Sexual Violence Policy**

Red Lake Nation College is committed to maintaining a safe and comfortable learning environment for all students. Sexual harassment undermines the mission the College, offends the integrity of the College community, and will not be tolerated. All campus-related sexual harassment, sexual offenses, or acts of sexual violence including domestic violence, dating violence, sexual assault, and stalking are strictly prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, stalking, or other verbal or physical conduct of a sexual nature that results in interfering with an individual's educational performance, or creates an intimidating environment for a student.

Sexual harassment is prohibited by both state and federal law. Any student who engages in sexual harassment is subject to disciplinary action, up to and including suspension from RLNC. If you believe that you have been subjected to sexual harassment or have been the victim of sexual violence, you are asked to report your concerns immediately to Security, an instructor, Department Chair, Director of Enrollment and Student Information, or any other member of the College staff with whom you feel comfortable in filing such a report. To the extent permissible,

all such reports will be treated confidentially and will be investigated in a prompt and responsible manner.

### **Sexual and Relationship Misconduct Policy**

Sexual misconduct and relationship misconduct are prohibited and will not be tolerated at Red Lake Nation College. The College will take action to foster the safety and security of the entire College community. We do this by providing prevention education and support services for those who have been affected, and by holding accountable those who violate this policy. Students found responsible for any acts under this policy are subject to disciplinary sanctions up to and including suspension or dismissal from the College.

The College encourages you to report any incident of sexual and relationship misconduct, including domestic violence, dating violence, sexual assault, and stalking. Trained professionals are available to assist you and anyone who has been impacted by these incidents.

If you are in immediate danger, get to a safe place and call the Red Lake Police Department - 911. It is important to preserve any evidence. Do not shower, douche, wash clothes, brush teeth, eat or drink after an assault. The police may use this evidence for a potential criminal investigation.

### **Reporting Options**

1. Meet with a College staff member and file an anonymous incident report. In this type of report you can leave your name and/or the name of the accused off of the report to maintain privacy. You can receive personal assistance, support and resources without initiating a campus inquiry or judicial action.
2. Meet with a College staff member to file an incident report. You can file an incident report to provide information for a preliminary inquiry.
3. File a criminal report with the Red Lake Police Department. You can report directly to the Red Lake Police Department by calling 911. A report made only to the Red Lake Nation College is not the same as a report made to the local police. The College process and the criminal justice process are two separate courses of action. If you wish to file a report with the Red Lake Police Department, any RLNC staff member can assist you with this. Only you as the person who experienced sexual misconduct may file the complaint report. Notifying the Red Lake Police Department will generally result in the reporting party being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution.

### **Confidentiality**

Personally identifiable information about crime victims is kept in a confidential incident report and is not available to the public.

## **MISSING PERSONS POLICY**

If the College is advised of the unusual or unexpected absence of a student, steps may be taken to gather information in order to locate the student. If a student or staff member is concerned about an absent student, they should first complete an Academic Alert Form which will trigger an initial contact be made with a student. Because Red Lake Nation College does not have any campus housing, it may be difficult to determine if a student is actually missing or has decided to stop attending classes.