Fond du Lac Tribal & Community College

Clery Compliance and Security Report

(Drug and Alcohol Abuse Prevention Program and Annual Fire Safety Report)

Fall 2026

Fond du Lac Tribal and Community College is a member of Minnesota State and the World Indigenous Nations Higher Education Consortium. An affirmative action, equal opportunity employer and educator.

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Welcome

Fond du Lac Tribal and Community College is committed to providing you with a quality educational experience. The faculty, administration and staff are partners with students in this effort. There are many services, resources and information available to assist you. The following pages provide Fond du Lac Tribal and Community College's annual compliance and security reports. This information is distributed in compliance with several federal and state laws including the Drug Free Schools and Community Act, the Student Right to Know Act, the Campus Security Act, the Drug Free Workplace Act and the Family Educational Rights and Privacy Act. All students and staff are encouraged to familiarize themselves with these compliance reports. Other important information on topics that contribute to a positive campus environment is presented.

Printed copies of FDLTCC's Clery Compliance and Security Report are available in the Ruth A. Myers Library, President's Office, VP of Student Services and Enrollment Management Office, Faculty Administration Office, Nursing/Law Enforcement Office, Human Resources Office, Campus Student Housing Resident Assistant Office, and at the Information Desk. The annual report is published for viewing and printing on FDLTCC's Campus Security and Clery Reports website and available by clicking on this link: https://fdltcc.edu/admissions/about-us/policies-reports/campus-security-policies-reports/, at no charge to the requester.

If you have any questions about this document, please contact the VP of Student Services and Enrollment Management, Room 147 or call: 218-879-0805.

Report Introduction

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 Campus Safety 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.

Fond du Lac Tribal and Community College prepares its Clery Compliance and Security Report annually to comply with The Jeanne Clery Campus Safety Act. Internally, departments such as Student Services, Academic Affairs, Human Resources, and others provide information to comply with the Act.

Pursuant to the Student Right to Know and Campus Security Act, Fond du Lac Tribal and Community College monitors criminal activity, publishes this report, and maintains a three–year statistical history on the main campus and at off campus property locations or facilities owned or used by Fond du Lac Tribal and Community College. The annual report includes reported crimes alleged to have occurred on the campus, at facilities owned or used by Fond du Lac Tribal and Community College, and the immediately adjacent surrounding public area.

The VP of Student Services and Enrollment Management serves as the primary liaison between the Campus Student Services Department and all local law enforcement agencies. To accurately report crimes alleged to have occurred on campus and the public areas immediately adjacent to the campus, the VP of Student Services and Enrollment Management annually requests crime statistics from local law enforcement agencies. A record of these inquiries is housed in the VP of Student Services and Enrollment Management Office.

Fond du Lac Tribal and Community College publishes its annual *Clery Compliance and Security Report* by October 1 each year. Notification is made to all enrolled students, faculty and staff via email and by providing the website to access this report. This report is also made available to all prospective students via an Admissions Office letter and prospective employees on the job announcement webpage via direct link to the report.

Law Enforcement Authority

FDLTCC does not have a dedicated security department, but works closely with the Cloquet Police Department, Fond du Lac Band of Lake Superior Chippewa Police, Carlton County Sheriff's Department, and State and Federal law enforcement agencies to track and respond to on-campus or near-campus criminal activity. The Cloquet Police Department and VP of Student Services and Enrollment Management communicate by phone regarding crimes occurring around campus.

Fond du Lac Tribal and Community College has a good working relationship with the Cloquet Police Department. The response time of the police department to campus averages 3 to 5 minutes. All Cloquet Police have law enforcement and arrest authority on campus. The exercise of that authority is described in a Memorandum of Understanding between the college and Cloquet PD.

Fond du Lac Tribal and Community College recognizes Damien Paulson, VP of Student Services and Enrollment Management as the primary Clery Compliance Officer for compiling this report and annual crime statistics. Statistics are collected using incident reports and from other reporting authorities including, but not limited to, local law enforcement agencies and officials of FDLTCC who have significant responsibility for student and campus activities. These college officials, known as Campus Security Authorities (CSAs), are listed later in this report.

To Report a Crime

It is the policy of Fond du Lac Tribal and Community College to urge all campus entities that are excluded from mandatory reporting, such as professional counselors/mental health therapists, spiritual advisors, and pastoral counselors to advise clients who are victims of a crime to report those incidents to campus or local law enforcement authorities, and to report confidential information used strictly for statistical purposes to the FDLTCC VP of Student Services and Enrollment Management.

All crimes or potential crimes that are reported to the FDLTCC VP of Student Services and Enrollment Management will be forwarded to the Cloquet Police Department. It is also Fond du Lac Tribal and Community College's position that all campus community members are responsible for reporting any criminal activity they become aware of to the FDLTCC VP of Student Services and Enrollment Management, located in Student Services, Room 147 or by calling 218-879-0805 or the Cloquet Police Department, non-emergency 218-879-1247 or (emergency 911). FDLTCC's building hours are: Monday through Friday: 6:30 a.m. to 9:00 p.m. and Saturday and Sunday campus is closed.

During business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.), please notify Damien Paulson, VP of Student Services and Enrollment Management, anytime 911 services are requested (fire, police or ambulance) on campus. The VP of Student Services and Enrollment Management can be reached by email dpaulson@fdltcc.edu or 218-879-0805.

You may also report a crime electronically from the college's Campus Security and Clery Report webpage (https://fdltcc.edu/about-us/policies-reports/campus-security-clery-reports/). The Reporting Form is located on the Fond du Lac Tribal and Community College website under *"About Us" > "Policy & Reports" > "Campus Security & Clery Reports"* and by scrolling to the bottom of the webpage. Witnesses or victims who report an incident of sexual violence in good faith will be granted amnesty in the report to a violation of the student code of conduct policy on the use of alcohol and drugs.

Campus Security Authority (CSA) Definition

CSAs are "officials of an institution who have a significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." Crimes can also be reported to the following individuals who are considered Campus Security Authorities under the Clery Act.

Campus Security Report Compliance Officer

Damien Paulson, VP of Student Services and Enrollment Management, Office 147, 218-879-0805

Title IX Coordinators

- Damien Paulson, VP of Student Services and Enrollment Management, Room 147, 218-879-0805
- Lori Driscoll, Executive Human Resources Officer, Office W110, 218-879-0879

Campus Security Authorities

Per Mar Security Services

FDLTCC contracts with Per Mar three days a week. Per Mar provides campus security to all housing residents by driving through campus, checking on housing doors internally and externally, and addressing safety and security concerns. Per Mar shift times are 10:00 p.m. – 6:00 a.m. Friday through Sunday. A Per Mar Officer can be reached at: 218-391-7312.

College Staff and Student Resident Assistants

- Counselor
- Director of Housing & Student Activities
- Human Resources Director
- Club Advisors
- Social Worker
- Student Housing Resident Assistants

Advisors for the following clubs/organizations

Anishinaabe Student Council, Creative Writing Club, Environmental Science Club, Geographic Information Systems Users' Club, Human Services Club, Nursing Club, Law Enforcement Club, Phi Theta Kappa, Student Ambassadors, Student Senate, Thunder Rocketry Club, The Pride Club, Badminton Club, Disc Golf Club.

Clery Geography

Pursuant to the Act, FDLTCC's VP of Student Services and Enrollment Management 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 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 Campus Safety Act" and are used to classify the locations listed in Fond du Lac Tribal and Community College 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). "Reasonably contiguous geographic area" is any geographic location, owned or controlled by the institution and within 1 mile of the "main campus" and is considered "On Campus" for the purpose of Clery Act reporting.

Residential Facilities: FDLTCC's student housing complex is located near the main campus and consists of one building with two wings, providing accommodations for up to 100 residents.

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.

Fond du Lac Tribal and Community College's public property includes adjacent streets, parking lots, sidewalks, stairwells.

Campus property: All Clery Act geography is located on the campus of Fond du Lac Tribal and Community College as outlined on the following page.

Clery Geography Map

Types of Crimes Under the Clery Act

Definitions

The following definitions apply to this policy and Fond du Lac Tribal and Community College

- Murder and Non–Negligent Manslaughter
  - The willful (non–negligent) killing of one human being by another.
  - As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Non–negligent Manslaughter (1a).
- Criminal Homicide – Negligent Manslaughter
  - The killing of another person through gross negligence.
  - As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide - Manslaughter by Negligence (b).

Sex Offenses – Defined

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

- **Rape:** The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
  - Note: Forcible Fondling includes Indecent Liberties and Child Molesting. Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault with an Object, it should be reported only if it is the sole Forcible Sex Offense committed against a victim.
- **Incest:** Non–forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape:** Non–forcible sexual intercourse with a person who is under the statutory age of consent.
  - Note: If force was used or threatened, or if the victim was incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity, then the offense should be classified as forcible rape, not statutory rape.
- **Sexual Violence:** Sexual violence includes a continuum of conduct that includes sexual assault, and non–forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.
- **Sexual Assault:** Sexual Assault is defined as an offense that meets the definition of Rape, Fondling, Incest, or Statutory Rape (as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668). Sexual assault includes but is not limited to:
  - Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
  - Involvement in any sexual act when the victim is unable to give consent.
  - The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
  - Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.
- Dating Violence: Dating Violence is defined as violence committed by a person who is or has been in social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:
  - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence:** Domestic violence is defined as a felony or misdemeanor crime 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 cohabited with the victim as a spouse or intimate partner
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
  - By another person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- **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.

Property Crime

- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear that force will be used.
  - Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly

confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

- **Burglary:** The unlawful entry of a structure with the intent to commit a felony or theft.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
  - Note: A motor vehicle is a self–propelled vehicle that runs on the surface of land and not on rails and that fits one of the following property descriptions:
  - Automobiles – sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people
  - Buses – motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis
  - Recreational Vehicles – motor vehicles that are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes
  - Trucks – motor vehicles that are specifically designed (but not necessarily used) to transport cargo
  - Other Motor Vehicles – any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, or golf carts.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Assault

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

Hate Crimes

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. While there are many possible categories of bias, the following eight categories should be used for reporting incidences.

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, or African Americans, whites.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and the purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Muslims, Jews, Protestants, or atheists.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation (the person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual/straight/cis individuals).
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. (Gender non–conforming describes a person who does not conform to the gender–based expectations of society, such as a woman dressed in traditionally male clothing or a man wearing makeup; a gender non–conforming person may or may not be a lesbian, gay, bisexual, or transgendered person but may be perceived as such.)

- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin:** A preformed native opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advance age, or illness.

Hate crimes, including the number of the following crimes that are determined to be hate crimes:

- **Destruction/Damage/Vandalism of Property:** To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack. Note: This offense includes stalking.
- **Larceny - theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Other Violations

- **Liquor law violations:** Arrests or referrals for the violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor.
- **Drug law violations:** Arrests or referrals for the violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Weapons law violations:** Arrests or referrals for the violation of laws or ordinances dealing with weapon offenses.

Clery Crime Statistics: 2023–2025

Offense (Reported By Hierarchy)	Year	On Campus	Non–Campus	Public Property	Residential Facilities	Total
Murder / Non-Negligent Manslaughter	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Manslaughter by Negligence	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Sex Offenses, Rape	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Sex Offenses, Fondling	2025	0	0	0	0	0
	2024	1	0	0	0	1
	2023	0	0	0	0	0
Sex Offenses, Incest	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Sex Offenses, Statutory Rape	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Robbery	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Aggravated Assault	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0

Offense (Reported By Hierarchy)	Year	On Campus	Non–Campus	Public Property	Residential Facilities	Total
Burglary	2025	0	0	0	0	0
	2024	0	0	0	0	0

	2023	**0**	**0**	**0**	**0**	**0**
Motor Vehicle Theft	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Arson	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Liquor Law Arrests	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Drug Law Arrests	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Weapons Law Violations Referred for Disciplinary Action	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**1**	**0**	**1**	**0**	**1**
	2023	**0**	**0**	**0**	**0**	**0**
Weapons Law Arrests	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**1**	**0**	**0**	**1**	**1**
	2023	**0**	**0**	**0**	**0**	**0**
Liquor Law Violations Referred for Disciplinary Action	**2025**	**9**	**0**	**0**	**9**	**9**
	2024	**3**	**0**	**0**	**3**	**3**
	2023	**2**	**0**	**0**	**2**	**2**

Offense (Reported By Hierarchy)	Year	On Campus	Non–Campus	Public Property	Residential Facilities	Total
Drug Law Violations Referred for Disciplinary Action	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**2**	**0**	**0**	**2**	**2**
Domestic Violence	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**

Dating Violence	**2025**	**2**	**0**	**0**	**2**	**2**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Stalking	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Simple Assault	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Larceny–Theft	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Intimidation	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Destructive Damage / Vandalism of Property	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Any Other Crime Involving Bodily Injury	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**
Hazing	**2025**	**0**	**0**	**0**	**0**	**0**
	2024	**0**	**0**	**0**	**0**	**0**
	2023	**0**	**0**	**0**	**0**	**0**

Bias Motivated Crimes

Fond du Lac Tribal and Community College had no hate crimes in 2023, 2024, or 2025.

Emergency Alert and Timely Warning

In the event of an emergency incident affecting campus, Fond du Lac Tribal and Community College will, without delay and taking into account campus safety, make the best effort possible to assist victims or contain/respond/mitigate the emergency. A small group consisting of two or more of the emergency alert designees (listed below) will quickly confer in person or via technology to assess the situation and determine a timely and appropriate action, including if an emergency alert will be distributed. The small group of designees will determine the method of communication depending on the immediacy/severity of the current situation. Delivery methods can be a written notice, campus email messages, notice on college web site, or initiating an emergency alert using the Blackboard Alert System. Upon determining the need to issue an emergency alert, this group will identify the content of the notification (i.e., weather conditions cause campus closing; person with weapon on campus, etc.) and then will share that information with all of the emergency alert designees, who will then use the order of designee responsibility to initiate and distribute the emergency alert message.

Emergency Alert During Evening Classes

In the event of an emergency during the evening hours, FDLTCC faculty are encouraged to plan ahead by reading the Critical Incident Summary provided at the start of each semester and to think about and to prepare a plan by completing the Individual Area Evacuation and Safety Plan. The Critical Incident Summary provides specific processes for various emergency situations. When possible, a call should be placed first to 911, and then to FDLTCC's President or Vice President of Academics or VP of Student Services and Enrollment Management.

Campus Emergency Alert Notification System

The Blackboard Campus Alert System is the emergency notification messaging system used by Fond du Lac Tribal and Community College. The system uses text, voice, and email messaging to notify students and employees of campus-related emergencies. It will also be used to notify students and employees when the campus is closed due to weather conditions.

The Campus Alert System is an opt-in system and students and employees must register in order to receive emergency alerts. In the event of an emergency, a text and/or voice message will be sent to the phone number and/or an email will be sent to the email address provided.

Fond du Lac Tribal and Community College students are asked to sign-up for the Campus Alert System during new student orientation and employees are asked to register during new employee orientation and staff duty day meetings. Reminders to sign up and directions for the opt-in system are also sent via email each semester. Signing up is a simple process of creating a username and password and having it verified through the student's or employee's email account.

A page on the college web site is dedicated to Campus Alert System information and provides a link to register for the service. The page is currently located under the e-Services navigation tab on the college website: https://fdltcc.bbcportal.com/

For additional assistance on the Campus Alert System, students and employees can contact:

Executive Information Officer, FDLTCC
Information Technology Department, Office 223
218-879-0839

Fond du Lac Tribal and Community College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty or staff occurring on campus. The campus community will be notified by

phone, e–mail, and the College website. To receive text, voice, and email alerts of campus–wide emergencies and school closings, all students, faculty, and staff are encouraged to sign up for the Blackboard Campus Alert System.

All employees and students at the college are automatically assigned an official Fond du Lac Tribal and Community College email address, either upon hire or initial enrollment. If someone chooses not to enroll in the Blackboard Campus Alert System, they will still receive an automatic email alert to their FDLTCC email address but will not receive text and/or voice notification.

Fond du Lac Tribal and Community College also uses a Voice Over IP (VOIP) system for public notification. Every office, classroom, conference room, student housing room is equipped with a phone that can be used to deliver a live voice message.

The emergency alert system will be used only, when necessary, in emergency situations affecting the campus, including:

- campus closure due to weather
- campus closure due to building infrastructure issues (no water, no electricity, etc.)
- tornado warning issued for Cloquet area (automated alert via NOAA service)
- crisis situations on campus (person with weapon, violence/riot, chemical hazard, etc.)
- other emergency situations deemed appropriate by the college president and designees.

The emergency alert system will not be used for general announcements such as daily class cancellations or specific event cancellations, slippery roads/current weather conditions, campus news updates, or other information not vital to the immediate safety of students and employees.

Emergency Alert Designees

The following employees are designated as administrators of the Blackboard Emergency Alert System and have access to sending emergency alerts. The Chief Information Officer is the primary person who will send alerts as directed. The following order of responsibility lists who will send an emergency alert, based on availability/access to technology/situational presence factors:

- Executive Information Officer (Jason Schneeweis)
- Information Technology Specialist (Brad Bohlmann)
- Vice President of Academic Affairs (Kelly McCalla)
- Director of Marketing and Communications (Taylor Warnes)
- Executive Financial Officer (Bret Busakowski)
- VP of Student Services and Enrollment Management (Damien Paulson)
- President (Anita Hanson)
- Physical Plant Director (Tuitasi Fonoti)
- Director of Housing and Student Activities (Jesse Stirewalt)

The President (or designee) is responsible for issuing a timely warning, or “Crime Alert,” to members of the campus community in cases of reported immediate threat, such as: murder, non– negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, arson, motor vehicle theft, and/or any bias–motivated crimes. The President (or designee) will determine if there is a serious or continuing threat to the college community at the time of the warning.

Timely Warnings, or Crime Alerts inform the community that there has been an incident reported. Crime Alerts will contain general information about the incident and how incidents of a similar nature might be prevented.

In cases warranting a timely warning, the campus community will be made aware of the crime via Crime Alerts which will be sent out via campus email. The identity of the victim will be withheld to ensure confidentiality.

In the instance of an immediate threat to campus, requiring an urgent timely warning, Crime Alerts will be distributed utilizing the emergency notification system, Campus Alert System. The Blackboard Campus Alert System can send phone, email, and SMS Text messages to up to nine different points of contact for every individual in the system or the Voice Over IP (VOIP) system will be used for public notification to offices, classrooms, conference rooms, student housing rooms. All campus community members can choose to be enrolled in the Blackboard Campus Alert System. Additionally, if deemed prudent and necessary, the college may utilize other methods of communication such as the campus website, campus social media pages, campus electronic message boards, and campus email system to expedite the communication process.

Records of all timely warnings issued will be maintained by the VP of Student Services and Enrollment Management (or designee). The Campus Alert System operation was initially launched and verified with eight test messages on November 13, 2014. The system is tested annually.

Emergency Response and Evacuation Procedures

The campus is comprised of two main buildings, the academic building and residence hall. In addition, the college will use the following locations for office and/or programming space: the USDA Center of Excellence trailer, 1387 and 1391 Stephen Road, former single–family residence, and the Anishinaabe Waaka'Igan office next to the residence hall. Campus property also includes portable storage sheds. The Lil' Thunder Childcare Center is a separate area that is directly attached to the main academic building.

Fond du Lac Tribal and Community College is required by policy and fire code to have evacuation and emergency operations plans in place. FDLTCC housing evacuation plans are located on the walls in every apartment, in the main hallways, and in the RA Office. Evacuation plans are also strategically located around the main campus in all public spaces, classrooms, corridors, and stairwells, Each evacuation map is specific to the area posted and the closest route to evacuate. An Emergency Response and Evacuation Plan for Critical Incidents is shared with college employees.

FDLTCC's current Emergency Response and Evacuation Plan for Critical Incidents is based on the all-hazards concept, incorporating the National Incident Management System and coordinated with the system office and local emergency response agencies. This plan is used to respond to campus emergencies and outlines the responsibilities and actions necessary to protect life, property and the environment. Some of processes and procedures are included in this report.

These procedures are intended to meet the requirements of the Minnesota State system emergency action plans, and are intended for staff, student, and visitor use in all college–owned facilities and holdings. They do not apply to college vehicles during use or to employees on approved college business away from campus.

The Campus Safety Committee is the main resource responsible for emergency response and evacuation procedures. The Campus Safety Committee may be augmented by other areas or groups. The Campus Safety Committee is comprised of senior leadership of the College campus, facilities, staff, faculty, and communications personnel. The Committee was created to assist incident response and if appropriate, initiate the emergency notification system and begin the transition to emergency operations.

Procedures

Everyone on campus is encouraged to immediately report any non–criminal activity to the VP of Student Services and Enrollment Management and/or administration.

- To report a non-crime emergency, contact the VP of Student Services and Enrollment Management 218-879-0805 or administration immediately at 218-879-0800.
- Upon arrival, the officers and/or administrators will confirm the reported incident, assess the situation and determine if additional resources are necessary to resolve the situation.
- If the incident is determined to be a significant emergency that will impact the campus community, the administrative team will be activated to respond.
- Without delay, Fond du Lac Tribal and Community College will, at the determination of the college President (or designee), notify the campus community when a significant emergency or dangerous situation occurs involving an immediate threat to the health and safety of the campus community.
- If deemed prudent, the campus emergency notification system will be utilized to inform the greater campus community of a continued or on–going emergency.
- Information regarding the emergency may also be posted on the Fond du Lac Tribal and Community College website, electronic message boards and/or through the office of Public Information as appropriate to inform the larger community.
- The President of FDLTCC along with other lead administrators will determine which information must be included in the notification to ensure that the campus community is adequately informed of the incident. If certain information will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, the notification may be delayed.

Emergency Response Exercises Are Conducted Annually

All faculty, staff and students are strongly encouraged to learn the evacuation routes and stairwell locations for all campus buildings they frequently occupy. Evacuation maps and information are posted throughout the campus and in housing. Emergency response and evacuation procedures may be disseminated as appropriate, prior to or after any drill events. Drills may cover a range of scenarios including fire, severe weather, active shooter, bomb threat, etc. Drills and exercises can be announced or unannounced and during business hours or after hours as required. If public safety, law enforcement or fire department personnel are on scene, students and staff are asked to follow their directions. Documentation of such drill activity will be maintained by the Physical Plant Director and the Director of Housing and Student Activities.

In most emergencies the campus will use the campus emergency notification system and campus radio system to provide instructions to individuals on campus on proper emergency protocol.

Special instructions for evacuation of students with disabilities or mobility impairments who are known to need assistance (i.e., students working with Disability Services) are available. Students and Disability Services are to work together to discuss a plan for evacuation in an emergency.

Evacuation procedures will be evaluated on an annual basis. Evaluation may include participant surveys, interviews, discussions, and/or other methods of feedback. Evaluations may be performed with the advice and input of the Physical Plant Director, the Director of Housing and Student Activities, and other campus personnel appointed by the President.

Fire Evacuation Procedures

- Flashing strobe lights and emergency sirens will sound in the event of a fire.
- Calmly exit the building via the nearest exit
- Do not use elevators
- Administration and assigned staff will provide direction and assistance

- Evacuate to a safe distance and remain outside until the all-clear message is given.

Severe Weather Shelter Procedures

- Calmly proceed to the designated severe weather shelter area in your building.
- Administration and assigned staff will provide direction and assistance
- Remain in the Severe Weather Shelter area until the all clear message is delivered.

Campus Lockdown Procedure

- In the event of an emergency or incident which has the potential for direct or immediate harm to the campus community, the Police Department may lockdown the campus.
- Administration will issue alerts via the campus emergency notification system and/or the radio system to advise the campus of the lockdown.
- Proceed to the nearest classroom or enclosed area and secure yourself inside
- Shut off all sources of light (i.e., lights, computer monitors, television screens, etc.)
- Stay away from windows and doors
- Remain calm and quiet
- Wait for instructions from law enforcement

If you require additional information about the plan or an explanation of duties, please contact the VP of Student Services and Enrollment Management at 218-879-0805 or via email at dpaulson@fdltcc.edu.

Emergency Response and Evacuation Plan Review

Emergency response and evacuation plans are maintained as long as Fond du Lac Tribal and Community College conducts business that may be adversely affected by emergency conditions or situations. This plan is dynamic and under continual review. Periodic review of the written procedures will be completed. Superseded copies of this plan will be retained for five years as required by the records retention schedule. Copies of this plan will be maintained in the following locations: The original copy is located in the VP of Student Services and Enrollment Management office; all Emergency Response Team members will receive a copy. Staff and faculty have access to periodic safety training during campus meetings and duty days. At the start of each school year, employees will also receive the Critical Incident Summary, which specifies what to do in case of an emergency. The Emergency Response Team is responsible for this plan.

As a result of review and evaluation, FDLTCC will amend this plan periodically to include updated controls and technology. The plan will also be revised after significant incidents by incorporating: (1) the details of the event, (2) an evaluation of the cause of the event, and (3) corrective actions implemented necessary to prevent a recurring event. A material change in the structure of the plan will require full management review.

Emergency Response Notification

Emergency contact phone numbers are posted in multiple locations on campus.

In case of an emergency, dangerous situation, or to report suspicious activity, do not hesitate to call 911 first and then notify a campus official.

Non-Emergency	218-879-1247 (Cloquet Police Department Office)
FDLTCC Information Desk	218-879-0800
Anita Hanson, President	218-879-0804
Damien Paulson, VP of Student Services and Enrollment Management	218-879-0805
Tuitasi Fonoti, Facilities Department	218-879-0706 or 218 590-3357 (cell) 218-879-0705 or 218-879-0719 (Maintenance Shop)
Jesse Stirewalt, Housing Director	218–879–0708 or 218–590–3345 (cell)
Campus security (contract with Per Mar Security Services)	218-391-7312 Hours: 10:00 p.m.–6:00 a.m. Fri. - Sun.
Poison Control Center	1-800-222-1222
Evening Facilities Staff	Use two-way radios in Room W209 (Faculty Secretary office), Room 114 (Faculty Adjunct offices) and CC202 (Law Enforcement/Nursing offices)

Content of Emergency Notification

It is always Fond du Lac Tribal and Community College's intent to be forthright and timely in its communications with the college community, the media, and the public at large. Decisions regarding this communication will be guided by due concern for the right to privacy, personal security, legal liability, and the public's legitimate right to be informed. All media inquiries will be referred without comment to the college's Public Information Department. The official spokesperson for the college is the college President. Only the official spokesperson (President) and the designated alternate (as named/identified by the President) will articulate the college's position upon authorization of and as directed by the President.

Evacuation of On-Campus Students

1. Through the Campus Emergency Alert System, students will receive an emergency text, email, and phone call notifying them of the time and location of an evacuation meeting. At the meeting, the logistics of the evacuation will be covered. The evacuation plan would likely include the following elements:
2. Students who are able to travel home should do so immediately.
3. Students who are able to host friends are encouraged to host friends unable to get home.
4. If not evacuating by personal vehicle, students are advised to secure available transportation.
5. The Housing Director maintains a list of current housing residents and emergency contacts. The Housing Director will attempt to account for each housing resident prior to all students evacuating the dorms by checking each student off the list. Next to each student's name, the Housing Director will write down what each student's plans are during the evacuation.

6. Students who have no place to go will be given information about relocating to a temporary emergency shelter at the Cloquet Armory. Buses and/or vans provided by the college will pick up students on 14th Street at the campus residence hall parking lot at a predetermined time to transport students to the Cloquet Armory emergency shelter. Cloquet Armory Contact: Patrick Eaton at 651-268-8172.
7. The designated departure time of the buses and/or vans will be strictly enforced.
8. Anyone who fails to report to the loading area accepts responsibility for their personal safety.
9. Emergency Response Team (ERT) members will take turns checking in with the FDLTCC students at the Cloquet Armory emergency shelter.
10. Students going to the emergency shelter should expect very limited accommodations. This may include sleeping on an open gym floor without cots. As occupants of the emergency shelter, student must abide by the rules of the shelter and college policies are still in effect.
11. Students will be kept up-to-date on the status of the college evacuation through the use of the Campus Emergency Alert System. In the event that the college web site is not functioning, a temporary emergency web page will be created to relay information. Communication will be via any mode available given potential constraints of the situation.
12. The Emergency Response Team will review the housing list and information to account for all students. The emergency personnel will make efforts to contact and determine the whereabouts of students who did not communicate with the Housing Director (this includes calling home to parents).
13. After this step, the names of students who are still unaccounted for will be turned over to the Cloquet Police Department.

Missing Employee(s)

- Check the evacuation assembly area to ensure the employee(s) are not with another group.
- Notify the nearest firefighter and inform them so a check can be made.
- Provide a description of the missing employee(s) and where they were last seen.

Medical Emergency

- Call 911 for assistance.
- If necessary, administer first aid/CPR if properly trained and qualified.
- Avoid moving injured persons unless it is absolutely necessary for safety reasons.
- Try to find out what happened and check for medical identification tags.
- Follow universal precautions: treat all blood and body fluids as if they are infectious.
- Use a first aid kit, if available.
- AED stations are located in five areas: Administration reception area, gym, commons, residence hall, and Room CC004.

Aftermath Plans

Once the emergency has passed, the President or designee will determine when it is safe to return to campus. Post-emergency response teams will inspect all buildings, grounds, and utilities for damages.

<u>If the college is deemed safe:</u>

- The critical emergency personnel member who is residing with the students in the emergency shelter will announce a departure time and designated loading area to the sheltered students.
- All students will receive an emergency text, email and update via website via the Campus Emergency Alert System that it is safe to return to campus.
- Students will not be allowed to return to campus until their housing assignments are ready for occupancy (in the event that some but not all of the campus facilities are damaged).

If the college is deemed unsafe and/or will be closed for a prolonged period:

- Sheltered students and emergency personnel will make plans for long-term relocation.
- Students and emergency staff are expected to make their way to the nearest airport, train station or bus station so they may make appropriate travel plans. All expenses incurred will be the individual's responsibility.
- Students, staff, and faculty will be kept informed on the status of the college through campus email accounts or the Campus Emergency Alert System with texts, emails and voice messages, and via appropriate web site updates.

Employee and Administration Responsibilities

The employee is responsible for:

- Reporting any emergency situation to an administrator immediately
- Being aware of their primary and secondary emergency exits
- Reading and understanding these procedures
- Asking questions when any information is unclear or not understood
- Understanding the proper operation of emergency evacuation equipment
- Informing supervisor of special emergency evacuation needs.

The supervisor/administration is responsible for:

- Providing staff, students, and visitors emergency response information and training
- Identifying mobility impaired employees who might need assistance during evacuation
- Providing opportunity for employees to ask questions
- Assembling with evacuated personnel at a predetermined location (at least 300 feet away from the building) to identify missing staff, students, or visitors
- Reporting missing staff, students, or visitors to the emergency evacuation coordinator, or the on–scene commander

Campus Security Policies

Fond du Lac Tribal and Community College has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

To Report a Crime

Everyone on campus is encouraged to immediately report any criminal or suspicious activity to the VP of Student Services and Enrollment Management and/or the Police Department. Anytime 911 services are requested (fire, police or ambulance) on campus, students and employees are required to notify Damien Paulson, VP of Student Services and Enrollment Management, Office 147, 218-879-0805 or dpaulson@fdltcc.edu

Suspicious activity:

- If you see any suspicious activity on or near campus, call the VP of Student Services and Enrollment Management immediately. Do not assume that what you observe is an innocent event or that it has already been reported.
- Do not assume the person is a visitor or college employee that you have not seen before.

Suspicious people may be:

- Loitering about at unusual hours and locations; running, especially if something of value is being carried, going from room to room trying door handles.

- Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
- Selling of goods for personal profit is not permitted at Fond du Lac Tribal and Community College. Violations of this rule should be reported to the VP of Student Services and Enrollment Management immediately.
- Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around buildings or student housing should be reported.

During business hours, Fond du Lac Tribal and Community College (excluding housing) will be open to students, parents, employees, contractors, guests, and visitors. Access to the main campus is limited to normal business hours. Normal campus hours are 7:00 a.m. to 9:00 p.m. Monday through Friday and closed on Saturday and Sunday. During non- business hours access to all college facilities is by key, if issued, or by admittance via the Maintenance office. In the case of periods of extended closing, the college will admit only those with prior approval.

Student housing is secured 24 hours a day. Over extended breaks, the doors of student housing will be secured around the clock. Students are issued one key fob for the housing main entrance door and the door to their assigned dorm room.

Campus facilities, offices, classrooms and other spaces use keys issued to authorized personnel only. Typically, maintenance staff opens and/or grants access, and secures all facility access points after hours.

Emergencies may necessitate changes or alterations to any posted schedules. Administrators, Maintenance, Housing and others will review these results. Additionally, during the academic year the Director of Facilities, Director of Housing, and administration meet often to discuss issues of concern.

Facilities and grounds are routinely inspected to ensure all security related equipment is in good working order. Annual inspections and testing are performed or all systems required for code compliance. Security needs are addressed in all phases of construction planning and development.

Keyed access is available to administration, staff, and faculty with prior authorization. The campus provides video surveillance and is maintained by authorized personnel. The Safety Committee meets as required to plan, address and review safety/security.

The Fond du Lac Tribal and Community College campus is for the use of students, faculty, staff, visitors and those on official business with the College. All others are subject to being charged with trespassing.

Department labs, facilities, classrooms or suites will not be opened for unknown individuals without prior written approval from the department supervisor.

Keys are issued to authorized faculty and staff. Students are issued keys on a temporary and very limited basis and when approved.

Exterior building doors must not be blocked open when the doors are locked
Individual classrooms are available during normal business hours for scheduled classes and scheduled special events. Room reservations can be made by contacting the Information Desk.

No students are allowed in any building after business hours. Personnel, other than Facilities, must vacate the campus no later than the designated closing times noted, as a standard safety measure, except for previously authorized events scheduled through VP of Student Services and Enrollment Management.

Faculty or staff members who believe they are the last persons in a building should ask unauthorized people to leave the premises. If a problem arises regarding people in the buildings after hours, faculty, or staff may dial 911 to report. Employees must secure all required areas upon departure.

Personal Safety and Security and Crime Prevention Tips

Fond du Lac Tribal and Community College encourages students and employees to be responsible for their own security and the security of others. If you must travel alone at night, use FDLTCC's escort service (daytime number: 218-879-0800 or 218-879-0805, or after 4:30 p.m. call: 218-590-3345 or 218-879-0708 (RA office in dorms).

Protect your dorm room:

- Lock your door – even if you are only going out for a short time. It only takes 8 seconds to walk into an open room and steal your valuables.
- Always lock your door and windows when you are asleep. You are also encouraged to lock your door and windows when you are awake.
- Do not prop open locked exterior building doors. These doors are locked for your protection and protection of other residents.
- Never open exterior doors of the building for strangers or non–residents. Always escort your guests to and from the main entrance doors.
- Do not loan your keys to anyone – even a classmate or friend. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
- Smoke detectors are provided in each housing unit for your safety. At no time should they be disconnected or removed (or a fee will be imposed).
- Telephones are provided in each housing unit for your safety. At no time should they be disconnected or removed (or a fee will be imposed).
- Door-to-door soliciting is not permitted in campus residence facilities. Violations of this rule should be reported to your Resident Assistant or the Director of Housing immediately.

Protect your property:

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

Protect your automobile:

- Always lock your car doors and never leave your keys or valuable items such as cameras, wallets, etc. in plain sight or on the seats in the vehicle.
- Try to park your car in a well–lit area.

Protect yourself at night:

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

Protect yourself walking and jogging:

- Avoid walking or jogging alone after dark. If you must walk alone at night, call for someone to escort you to your on–campus destination. Walk along well–lit routes.

- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence or apartment and keep your personal or valuable items concealed and close to your body.

Help us protect you:
Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them. If you see any suspicious activity or persons on or near campus, immediately call 911. If the VP of Student Services and Enrollment Management is not available, go to the College's Information Desk and request to see an administrator. After 4:30 p.m. call 911 (emergency only) or Cloquet Police at 218-879-1247 (non-emergency).

- Suspicious activity: If you see any suspicious activity or people on or near campus, call law enforcement or dial 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 have not seen before.
- Suspicious people may be:
  - Loitering about at unusual hours and locations; running, especially if something of value is being carried.
  - Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
  - Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
- Report all thefts and property loss immediately to the VP of Student Services and Enrollment Management.
- Be security conscious at all times.

Security Awareness/Crime Prevention Programs for Students and Employees

The Student Services Department, in cooperation with other college departments, provides assistance in presenting programs on campus security and public safety at least once each year. Educational programs are presented in the area of crime prevention, sexual assault awareness, personal safety, protection against theft and other subject areas. Campus officials will invite various speakers, including members of area law enforcement agencies to discuss public safety and the prevention of crime. All members of the FDLTCC community are encouraged to attend. Program dates and times are announced on the electronic message boards and via email.

During orientation sessions, students are informed of services offered by FDLTCC and area resources and information from the Clery Compliance and Security Report is shared with attendees. Other presentations cover ways to maintain personal safety and residence hall security. Similar information is made available to new employees by the Human Resources Director. Crime prevention programs and sexual assault prevention programs are offered to staff, students, and faculty via campus presentations. At the start of the school year, FDLTCC students are made aware of the online Sexual Violence Prevention Training (SVPT) module and are asked to complete the training within the first ten days of the semester. Reminders are sent to students to encourage their participation.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the college community through alerts posted prominently throughout campus, voluntary text alerts, and campus email system.

Maintenance of Daily Crime Log

Fond du Lac Tribal and Community College maintains a written daily crime log for any crime that occurs within the institutions designated Clery geography that is reported to the VP of Student Services and Enrollment Management. The crime log discloses specific information about criminal incidents, not crime statistics. The crime log includes information such as the nature, date, time, and general location of each crime and the disposition of the complaint, if known. The crime report log will also include reported crimes that occurred in campus housing facilities. FDLTCC MUST make an entry or an addition to an entry to the log within two business days of the report of the information to the VP of Student Services and Enrollment Management.

All entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection during normal business hours, 8:00 a.m.– 4:30 p.m. Monday–Friday. The institution may withhold information required if there is clear and convincing information that the release of the information would: 1.) Jeopardize an ongoing criminal investigation or the safety of an individual; 2.) Cause a suspect to flee or evade detection, or 3.) Result in the destruction of evidence.

The campus student housing crime report log is available upon request. Any portion of the on-campus housing crime report log older than sixty (60) days must be available within two (2) business days of the initial report being made to the VP of Student Services and Enrollment Management and Housing Director. If new information regarding a log entry becomes available to the Housing Director or VP of Student Services and Enrollment Management, the log entry will be updated accordingly to reflect the most current information available.

The campus student housing crime report log is located in the Housing Director's office located in student housing and may be requested for review at any time during regular business office hours Monday through Friday 8:00 a.m. to 4:30 p.m.

Missing Student Policy

The purpose of this policy is to establish procedures for the college's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. If a student, staff or faculty member of Fond du Lac Tribal and Community College has reason to believe that a student who resides in on–campus housing is missing, he or she should immediately notify the VP of Student Services and Enrollment Management 218-879-0805 or Director of Housing and Student Activities 218-590-3345. FDLTCC will generate a missing person report and initiate an investigation. In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by FDLTCC in the event the student is determined to be missing for more than 24 hours, this does not have to be the same person as their emergency contact. If a student has identified such an individual, FDLTCC will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by contacting the Director of Housing and Student Activities. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

For purposes of this policy, a student may be considered to be a "missing student" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life–threatening situation, or recent contact with persons who may endanger the student's welfare.

Procedures for Designation of Emergency Contact Information

Students age 18 and above and emancipated minors. Residential students will be given the opportunity upon check in to a college operated residence hall/apartment, to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

Students under the age of 18. In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official Notification Procedures for Missing Students

1. Any individual who has information that a student may be missing must notify the VP of Student Services and Enrollment Management as soon as possible. Note: In order to avoid jurisdictional conflicts, the VP of Student Services and Enrollment Management will immediately notify local law enforcement authorities. The Fond du Lac Tribal and Community College will assist external authorities with these investigations as requested.
2. The VP of Student Services and Enrollment Management will work with campus offices, the reporting person(s) and the student's acquaintances to gather all essential information about the student. (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the student's physical and mental well–being, an up–to–date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
3. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered (e.g., witnessed abduction), the VP of Student Services and Enrollment Management will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
4. No later than 24 hours after determining that a student is missing, the VP of Student Services and Enrollment Management, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
5. For missing students who are 18 years of age or older, and did not designate an individual to be contacted, the VP of Student Services and Enrollment Management will act in accordance with FERPA and Minnesota Government Data Privacy guidelines with regard to contacting a parent/guardian.

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the College Public Information Office. All inquiries to the college regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the President (or designee) who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the College community with any information about a missing student, the college's Marketing and Communications office shall consult with the VP of Student Services and Enrollment Management, local law enforcement authorities, and the Office of the President to ensure that communications comply with FERPA and Minnesota Government Data Privacy guidelines and do not hinder the investigation.

All information provided will be registered confidentially. This information will be accessible only to authorized campus officials and it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Contact one of the following people, if a student has gone missing for more than 24 hours:

- VP of Student Services and Enrollment Management: 218-879-0805
- Director, Housing & Student Activities: 218-590-3345
- RA Office: 218-879-0708

Sexual Assault and Related Offenses

Fond du Lac Tribal and Community College Sexual Violence Policy

Fond du Lac Tribal and Community College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Sexual violence includes a continuum of conduct that includes sexual assault, non–forcible sex acts, dating and relations violence, stalking, as well as aiding acts of sexual violence. Sexual assault and related offenses are governed and adjudicated under Minnesota State Board Policy 1B.3 Sexual Violence Policy, 1B3.1 Sexual Violence Procedure. The Violence Against Women Act (VAWA) as amended and the Clery Act as amended. In this context, Fond du Lac Tribal and Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of Minnesota State Board Policy 1B.3 Sexual Violence Policy, visit http://www.minnstate.edu/board/policy/1b03.html

Fond du Lac Tribal and Community College educates the campus community staff, student and faculty about sexual assaults, relationship violence, bystander intervention through presentations during new student orientation and various college–wide presentations in the course of the academic year. More information can be found in the charts on the following page. In addition, informational posters are posted, the campus offers education and awareness activities during sexual violence prevention month and the sexual violence prevention policy statement is on all course syllabi. Informational brochures regarding sexual violence are available through the counseling office. In addition, the Fond du Lac Tribal and Community College designated investigators and decision maker for sexual violence receive annual training.

Name of Awareness Program(s)	Date Held	Location Held	Prohibited Behavior Covered
Sexual Violence Awareness or Bystander Intervention	New Student Orientation Module, Housing Orientation, Summer/Spring/Fall; share Clery Report and Sexual Violence Policy with incoming students.	Room 195 and in Online New Student Orientation Module (D2L)	Sexual Violence Awareness, Bystander Intervention

Name of Awareness Program(s)	Date Held	Location Held	Prohibited Behavior Covered
Sexual Violence Prevention Speaker. Sexual Assault Awareness & Prevention Month	At start of Fall and Spring semesters April	Room 195 or Commons	Sexual Violence Awareness

Name of Ongoing Prevention Program(s)	Date Held	Location Held	Prohibited Behavior Covered
Sexual Violence Prevention Training, (Online Module)	Sexual Violence Prevention Program information presented in New Student Orientation module, Email sent to new students during first week to complete the D2L SVPT training. Reminder email during week two.	Online New Student Orientation Module	Sexual Assault, Domestic Violence
Housing student orientation	August and January	Room 195	Sexual Assault, Domestic Violence

Affirmative Consent

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

Procedures for Reporting a Complaint

Fond du Lac Tribal and Community College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Fond du Lac Tribal and Community College will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to Fond du Lac Tribal and Community College or local law enforcement. Students and employees should contact the VP of Student Services and Enrollment Management or the Human Resources Director who can assist

with making these accommodations. An assault should be reported directly to the Cloquet Police Department, VP of Student Services and Enrollment Management or a Campus Security Authority.

If you are a victim of sexual assault at FDLTCC your first priority should be to get to a place of safety. You should then obtain the necessary medical treatment. If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Damien Paulson, VP of Student Services and Enrollment Management, Office 147, dpaulson@fdltcc.edu or 218-879-0805.

Witness or victims who report an incident of sexual violence in good faith will be granted amnesty in the report to a violation of the student code of conduct policy on the use of alcohol and drugs. Time is a critical factor for evidence collection and preservation.

In Minnesota, evidence may be collected even if you chose not to make a report to law enforcement. Evidence collected during a medical forensic exam will only be tested if a report is made to law enforcement.

Under Minnesota law, the county in which the sexual assault or rape occurred is responsible for the cost of collecting evidence during your medical forensic examination. The county must pay regardless of whether or not you report to law enforcement. After your medical forensic examination has been performed, the county may be reimbursed from your insurance with your permission. Counties must obtain your approval prior to billing your insurance. Whether or not the county uses your insurance is your choice. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to Fond du Lac Tribal and Community College investigator or police.

Although Fond du Lac Tribal and Community College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. Fond du Lac Tribal and Community College will assist any victim with notifying local police if they so desire. During business hours, the Cloquet Police Department may also be reached directly by calling 218–879–1247 or in person at: 508 Cloquet Ave. Cloquet, MN 55720

Additional information about the Cloquet Police Department may be found online at: https://www.cloquetmn.gov/departments/police.

Filing a police report with a college advocate will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from staff or faculty of FDLTCC. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

- Assure the victim has access to confidential counseling and support services from professionals specifically training in the area of sexual assault crisis intervention
- Victims WILL be provided counseling and support services and information regardless of where the assault took place, on or off campus

If you are on campus contact VP of Student Services and Enrollment Management 218-879-0805 or a counselor at 218-879-0819. You may also report the incident to any college employee. All college employees have a duty to report knowledge of incidents of sexual violence. You may file a report by clicking on this weblink. Witnesses or victims who report an incident of sexual violence in good faith will be granted amnesty in the report to a violation of the student code of conduct policy on the use of alcohol and drugs.

- Timely and prompt reporting of a sexual assault within 96 hours is critical in preserving evidence important in proving a criminal case against the assailant or may be helpful in obtaining a protection order. Do not bathe, douche, use the toilet, or change clothing.
- You are not required, but you may file a police report with the appropriate law enforcement agency. FDLTCC staff will be available to assist you in this process per your request. For on–campus incidents contact the Cloquet Police Department by calling 911.
- If you have been the victim of a sexual assault, seek medical attention immediately regardless of whether you report the matter to the police. Seek medical care at:

  Community Memorial Hospital
  512 Skyline Boulevard
  Cloquet, MN 55720
  218-879-4641
- Fond du Lac Tribal and Community College has Social Worker available in Student Services, Room W118 to assist in filing a police report.
- Fond du Lac Tribal and Community College will provide you with written notification of your rights through this process.
- In order to reduce contact between the survivor and the alleged assailant, the college will provide written options, at the request of the survivor, attempt to provide a change in classes, dorm room, or working arrangements, as applicable and take other appropriate remedial measures. These options are available to victims regardless of whether the victim chooses to report the crime to law enforcement or campus authorities.
- You have the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO). Student Services has information available on how to file for and request an OFP or HRO. Fond du Lac Tribal and Community College may take actions it deems necessary in response to all HRO, OFP, or non–contact orders.

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/divisions/ojp/help-for-crime- victims/Pages/crime-victims-reparations.aspx for additional information.

Mental health professionals are also available at the following community resources:

- Human Development Center, 40 11th St #105, Cloquet, MN 55720 218-879-4559
- Min No Aya Win, Fond du Lac Human Services, 927 Trettel Lane Cloquet, MN 55720 218-879-1227 Minnesota Domestic Violence Crisis Line (866) 223-1111
- National Domestic Violence Hotline, (800) 799-SAFE (7233)
- United Way 24–hour Referral Line, 211
- MN Resources for Crime Victims: http://www.dr–bob.org/vpc/virtulets.html#Sexual–Assault
- Find Help in Minnesota: Minnesota Coalition Against Sexual Assault

When a sexual assault victim contacts the Cloquet Police Department, FDLTCC administration and Social Worker at FDLTCC will be notified. The victim of a sexual assault may choose the investigation to be pursued through the criminal justice system and FDLTCC or only the latter. A college advocate will guide the victim through the available options and support the victim in his or her decision. Various counseling and support options are available through area resources such as PAVSA, Human Development Center and Safe Haven.

Fond du Lac Tribal and Community College guidelines for cases involving sexual misconduct are detailed on the college's Policy and Procedure webpage, specifically Minnesota State's *1B.1 Equal Opportunity in Education and Nondiscrimination in Employment Policy and Procedure, and 1B.3 Sexual Violence Policy.* The 1B.1 Procedure provides, in part, that the accused and the victim will each be allowed to choose to have an attorney present or one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the college sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college for the first offense.

Any accommodations or protective measures provided to the victim will be maintained in confidence, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Upon the request of the complainant, students who report sexual assaults to Fond du Lac Tribal and Community College and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring.

When appropriate, Fond du Lac Tribal and Community College may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.

Complainant Rights and Options

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

- Be informed of the prosecutor's decision to decline prosecution or dismiss the case along with information about seeking a protective or harassment order at no fee.
- Protection against employer retaliation for victims to take reasonable time off to attend order for protection or harassment restraining order proceedings.
- Domestic abuse complainants have the ability to terminate a lease without penalty.
- Sexual assault complainants can make a confidential request for HIV testing of a convicted offender.
- Sexual assault complainants do not have to pay the cost of a sexual assault examination.
- Sexual assault complainants may not be required to undergo a polygraph examination in order for an investigation or prosecution to proceed.
- Complainants have the right to file criminal charges with local law enforcement officials in any sexual assault case.
- They have all of the rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.

- Complainants are afforded the availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident.
- Campus Security Authorities will assist in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding
- Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved
- There is no limit to who the victim or the accused can have at any proceeding or hearing

Further, Fond du Lac Tribal and Community College complies with Minnesota law in recognizing Orders of Protection and Harassment Restraining Orders, by following court directives and outlined in an OFP or Harassment Restraining Order. As needed, FDLTCC will reach out to students who have an OFP against them and request that class schedules be changed if it results in a violation of the OFP.

Any person who obtains an order of protection from Minnesota or any reciprocal state (Under VAWA's full faith and credit provision, every state must recognize and enforce protection orders issued in other states, as if issued in the enforcing state) should provide a copy to (Fond du Lac Tribal and Community College's VP of Student Services and Enrollment Management and the Title IX Coordinator. A complainant may then meet with the VP of Student Services and Enrollment Management to develop a plan, which is a plan for campus officials and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.)

Fond du Lac Tribal and Community College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. Protection from abuse orders may be available through the local county court at no cost. Fond du Lac Tribal and Community College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused.

To the extent of the victim's cooperation and consent, Fond du Lac Tribal and Community College offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal investigation of the complaint. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/ adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record–keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, FDLTCC will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

FDLTCC does not publish the name of crime victims nor house identifiable information regarding victims in its Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by making a request to the college's Records Office.

Investigation and Disciplinary Procedures

Investigations and disciplinary procedures will be conducted by Fond du Lac Tribal and Community College officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Fond du Lac Tribal and Community College

officials who conduct investigations and disciplinary procedures will not have any bias or conflict of interest toward either the accuser or the accused.

Procedures used in response to a complaint of sexual violence complainants should avoid requiring complainants to follow any plan of action, to prevent the possibility of re–victimization. The process will be respectful of the needs and rights of individuals involved and they will be treated with dignity. It is never assumed or suggested that the complainant or victim was at fault for the sexual assault or should have behaved differently to prevent the assault. All proceedings will be acted on promptly and conducted within reasonable timeframes. The process will allow for extensions of those timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. The process will be consistent with these policies and transparent to the complainant and the respondent. Student complainants and respondents will have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law, there is no limit to the number or who either the complainant or the respondent can have as support or advice. Employees have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan. All procedures will be conducted in accordance with applicable due process standards and privacy laws. The complainant and respondent will simultaneously be informed, in writing, of the outcome in a timely manner, as permitted by applicable privacy law. Outcomes will be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated. The past sexual history of the complainant and respondent are deemed irrelevant except as that history may directly relate to the incident being considered. A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

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

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

Procedures for Campus Disciplinary Action for Sex Offenses

Victims of sexual assaults or those witnessing any type of sexual violence or relationship violence are encouraged to report the incident to VP of Student Services and Enrollment Management, Campus Security Authority (CSA) or any faculty or staff. The VP of Student Services and Enrollment Management Office is the office of official record for reports of sexual assault, as it is in all reported law violations. A report with VP of Student Services and Enrollment Management 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 the VP of Student Services and Enrollment Management can also initiate the college disciplinary process, and is an option for any person wishing to report a case of student misconduct.

You may also report a crime electronically from the college's Campus Security and Clery Report webpage (https://fdltcc.edu/about-us/policies-reports/campus-security-clery-reports/). The reporting form is located on the Fond du Lac Tribal and Community College website under *"About Us" > "Policy & Reports" >"Campus Security & Clery Reports"* and by scrolling to the bottom of the webpage. Be as specific as possible with the information, listing person(s) involved, time(s), date(s), and location(s) of the incident(s) and details regarding the behavior, actions, or statements by the alleged assailant.

Fond du Lac Tribal and Community College will take disciplinary action against a member of the campus community without a written complaint and without the assistance of the complainant in the disciplinary process.

If the VP of Student Services and Enrollment Management (or designee) determines that a continued threat exists, information about the reported sexual assault will be released to the campus community. Taking care to protect the identity of the survivor, the VP of Student Services and Enrollment Management will release information regarding the location, date and time of the assault, and any information that might help identify the assailant. The VP of Student Services and Enrollment Management will inform the campus community of the reported sexual assault and may use such resources as email notices and social media to communicate this information.

In order for Fond du Lac Tribal and Community College to proceed with a prompt, fair and impartial process from the initial investigation to the final report, a written complaint (whether by the victim or a third party) must be filed with the VP of Student Services and Enrollment Management. Reports made through VP of Student Services and Enrollment Management will be forwarded to an investigator who receives annual training on the issues related to dating violence, domestic violence, sexual assault and stalking in addition to how to conduct an investigation and hearing processes that protect the safety of the victim and accountability. After receiving a report/complaint, the investigator shall take the steps listed below:

- Conduct a prompt, fair and impartial fact–finding inquiry or investigation into the complaint, including appropriate interviews and meetings. Per the Student Code of Conduct, both parties are allowed to have an advisor or attorney of their choice present during any disciplinary proceedings including any meeting. The college will not limit the choice of advisor or presence for either. However, the advisor or attorney may not participate in any questioning or advocate on behalf of the student.

Fond du Lac Tribal and Community College procedures ensure that the institution or employee does not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities.

1. 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;
2. Inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;
3. Create, gather, and maintain investigative documentation as appropriate which will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused;
4. Disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice (Tennessen Warning) in accordance with state law;
5. Inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint, including timely notice of meetings at which the accuser or accused or both may be present;
6. Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by the decision–maker;
7. Take additional investigative measures as requested by the decision–maker;

8. 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;
9. Notify both the alleged victim and the accused party of the outcome of the investigation simultaneously in writing that the result of the disciplinary proceedings that arose from the allegation. If there is any change to the result of the disciplinary proceedings, both accuser and the accused will be promptly notified; and
10. Provide the investigation report to the complainant or respondent upon request unless the information is protected under state or federal law consistent with the institution's policies and transparent to the accuser and the accused.

The possible sanctions and protective measures that Fond du Lac Tribal and Community College may impose following the results of any investigation may include, but are not limited to: reprimand, counseling, suspension, community service, social probation, letter of apology, no contact order, housing ban, and/or expulsion.

Fond du Lac Tribal and Community College will complete an investigation and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. Fond du Lac Tribal and Community 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 respondent may appeal the decision of the decision–maker. An appeal must be filed in writing with the president (or designee) within ten (10) business days after notification of the decision.

The College uses a preponderance-of-evidence standard in determining violations of the Student Code of Conduct and Sexual Violence policy. Students who are found to have violated the Sexual Violence policy could face suspension or expulsion from the College.

During and upon the completion of the complaint process, the complaint file shall be posted in a secure location in the office of the VP of Student Services and Enrollment Management for Fond du Lac Tribal and Community College. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

Sanctions

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

Fond du Lac Tribal and Community College may summarily suspend or take other temporary measures against a student alleged to have committed a violation of Board Policy 1B.3, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

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

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

Filing an Appeal

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

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

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

Fond du Lac Tribal and Community College will, upon written request, disclose to the alleged victim of a crime of violence or a non–forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

Location of Law Enforcement Agency Information Regarding Registered Sex Offenders

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, The Jeanne Clery Campus Safety Act, section 121 of the Adam Walsh Child Protection and Safety Act of 2006, and the Family Educational Rights and Privacy Act of 1974, the Fond du Lac Tribal and Community College is providing a link to the Minnesota Sex Offender Registry. This act requires institutions of higher education issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The Minnesota Level 3 Sex Offender Registry is available via Internet. Information regarding Level 3 sex offenders can be found at Minnesota Offender Registry and information regarding Level 2 offenders is available at the Cloquet Police Department.

Education and Resources

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community

accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some of the ways to be an active bystander. If you or someone else is in immediate danger, call 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

Reducing the Risk of Sexual Assault

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas, it is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as you can appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (call 911)
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink unattended, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
    - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
    - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
    - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come and get you or make up an excuse for you to leave.
    - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are

needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgement before doing anything you may regret later.

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

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

Hazing

Stop Campus Hazing Act – FDLTCC Commitment to Student Safety

Fond du Lac Tribal Community College is committed to fostering a safe, inclusive, and respectful learning environment for all students. In alignment with the Stop Campus Hazing Act, we are strengthening our prevention, reporting, and accountability practices related to hazing by implementing new procedures and protections to prevent hazing. This act builds on our longstanding commitment to student well-being by requiring proactive campus-wide education and documentation of hazing-related incidents.

What is Hazing?

Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization (e.g., a club, athletic team, fraternity, or sorority); and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the IHE or the organization, of physical or psychological injury.

Examples include:

- Physical harm (e.g., beating, striking, forced calisthenics)
- Psychological harm (e.g., threats, sleep deprivation, confinement)
- Coerced consumption of substances (e.g., alcohol, drugs, food)
- Sexual acts or criminal behavior
- Any act that violates local, state, tribal, or federal law

Hazing violates FDLTC's Student Code of Conduct Policy, the Stop Campus Hazing Act, and the Minnesota Anti-Hazing Law.

What's New?

Under the Stop Campus Hazing Act, effective July 1, 2025, FDLTCC has implemented the following changes:

- Hazing incidents will now be tracked and reported in FDLTCC ASR, alongside other Clery Act statistics
- FDLTCC will publish a semiannual report summarizing hazing violations by student organizations, including the nature of the violation, investigation timelines, and sanctions (if applicable). Personally identifiable information will not be included.
- Policy and Prevention Enhancements
- Updated hazing definitions and reporting procedures
- Clear guidance on applicable local and state laws
- Campus-wide prevention programs
- Bystander intervention and ethical leadership training

Take Action

- Review FDLTCC's Student Code of Conduct to understand your rights and responsibilities.
- Report suspected hazing using our confidential Incident Reporting Form.
- Learn the signs of hazing and how to intervene safely.
- Participate in Stop the Hazing workshops, briefings, and prevention training.
- Contact, Damien Paulson, Vice President of Student Services and Enrollment Management, with concerns or questions.

Drug and Alcohol-Free Campus Policy for Students and Employees

Part 1. Scope of Policy

The Fond du Lac Tribal and Community College Drug-and Alcohol-Free Campus Policy is for Students and Employees of the College and includes all campus locations. The possession, use and sale of alcohol and enforcement of State underage drinking laws shall be enforced. The possession, use and sale of illegal drugs shall be enforced through Federal and State laws.

Part 2. Purpose

Fond du Lac Tribal and Community College, along with the entire Minnesota State system, is committed to ensuring an educational and employment environment where students and employees can work, learn and develop to their full potential. Because the use and abuse of alcohol and controlled substances negatively impacts the ability of students and employees to work, learn and develop to their full potential, and to comply with federal and state laws, Fond du Lac Tribal and Community College has adopted and will implement the following drug-and alcohol-free campus policy. The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

Part 3. Drugs, Alcohol Prohibited

The unlawful manufacture, growing, possession, use, dispensation, sale or distribution of controlled substances and the manufacture, use, sale, distribution, or possession of alcoholic beverages by Fond du Lac Tribal and Community College students and employees is strictly prohibited:

- On Fond du Lac Tribal and Community College property,
- While participating in a student activity, activities sponsored by officially recognized student organizations, or an event or activity sponsored or sanctioned by Fond du Lac Tribal and Community College or Minnesota State system, including off-site activities; and
- While performing work, including overtime work and rest breaks.

Subpart A. Exceptions

The use of alcoholic beverages may be permitted only:

1. For Fond du Lac Tribal and Community College or Minnesota State system educational/awareness programs; or
2. For a specific event or circumstance authorized by the Minnesota State system or Fond du Lac Tribal and Community College

However, in no case may students or employees violate Liquor Laws.

Subpart B. Employees

No Fond du Lac Tribal and Community College employee may:

1. Report to work under the influence of alcohol, controlled substances or other drugs which affect her/his alertness, coordination, reaction, response, judgment, decision-making or safety; or
2. Operate, use or drive any or Minnesota State system equipment, machinery or vehicle while under the influence of alcohol, controlled substances or mind-altering drugs.

An employee who is under the influence of alcohol, controlled substances or other mind-altering drugs, or who is taking medically authorized drugs or other substances which may affect job performance, has an affirmative duty to immediately notify the appropriate supervisor that the employee's mental or physical condition precludes her/his ability to operate, use or drive or Minnesota State system equipment.

Employees are discouraged from consuming alcoholic beverages off-site during lunch or dinner meals when returning to perform work. In any situation subsequent to the intake of alcohol, an employee whose behavior or condition adversely affects her/his performance is subject to discipline. Since engaging in off-duty sale, purchase, transfer, use or possession of controlled substances may have a negative effect on an employee's ability to perform his/her work, an employee involved in such circumstances is subject to discipline.

Employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the workplace are required to notify Fond du Lac Tribal and Community College or Minnesota State system within five (5) working days of such a conviction.

Part 4. Penalties for Policy Violations

Fond du Lac Tribal and Community College employees and students who violate this policy are subject to Fond du Lac Tribal and Community College and Minnesota State system sanctions and may be subject to legal sanctions under local, state or federal law.

Fond du Lac Tribal and Community College students will be disciplined according to the Student Code of Conduct. Disciplinary sanctions include, but are not limited to, warning, confiscation, restitution, dismissal, suspension, expulsion and referral for prosecution.

Fond du Lac Tribal and Community College employees covered by a Collective Bargaining Agreement will be disciplined according to the process delineated in the appropriate agreement. Other employees will be disciplined according to the Excluded Administrators Plan or the Commissioner's Plan.

Discipline may include, but is not limited to, oral or written reprimand, suspension, termination, and referral for prosecution.

Part 5. Legal Sanctions

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to $100,000 in fines for a first offense, to three years imprisonment and $250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of

federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach $8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to $4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to $500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to $8 million for an offense involving 1,000 kg or more.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a $700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in $100 fine. Furnishing alcohol to persons under 21 is punishable by up to a $3,000 fine and/or one year imprisonment.

Although the Minnesota Cannabis Law has changed, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

Part 6. Health risks associated with the abuse of alcohol and illicit drugs

Alcohol - Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Amphetamines - Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Cocaine/Crack - Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, paranoia and depression. Cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

Hallucinogens - Lysergic Acid Diethylamide (LSD) causes illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Hallucinogens can cause liver damage, convulsion, coma and even death.

Marijuana - Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and temporary loss of fertility. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Methamphetamine - Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Over time, methamphetamine users may experience symptoms similar to Parkinson's disease, a severe movement disorder.

Narcotics - Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Steroids - Steroid users experience a sudden increase in muscle and weight and an increase in aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer.

Additional information can be found at: www.nida.nih.gov.

Part 7. Information

Fond du Lac Tribal and Community College provides voluntary educational programs designed to inform students and staff about the health risks associated with drug and alcohol use, community resources available to provide assistance to individuals dealing with drug and/or alcohol abuse issues, the legal ramifications associated with illegal use of drugs and/or alcohol, and penalties for policy violations under Minnesota Law.

Part 8. Drug and Alcohol Abuse Education Programs

Fond du Lac Tribal and Community College has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

Areas of Fond du Lac Tribal and Community College that provide Drug Education include:

- Alcohol and Drug Education: College Student Services, Employee Assistance Program for college staff and students
- College Nursing Program Faculty, and connect with local organizations/resources
- Referral Services: Student Counselors, College Nursing Program Faculty, Employee Assistance Program and connect with local organizations/resources
- College Disciplinary Actions: Faculty/Student Judicial Review Committee, Dean of Student Services

Campus Resources

- Lori Driscoll, Human Resources Director, W110, 218-879-0879
- Ashley Tegels, Resource Navigator, Room W118, 218-879-0898
- Barbara McLean, Counselor, Room 135, 218-879-0819

Community Resources

Carlton County Public Health and Human Services 14 N. 11th St. Cloquet, MN 55720 218–879–4583 Contact to set up a Rule–25	Fond du Lac Human Services Tagwii 61 Marigold Lane Cloquet, MN 55720 218–878–3858

Inpatient recovery centers

Mash–Ka–Wisen Treatment Center 1150 Mission RD Sawyer, MN 55780 Inpatient recovery center for American Indians	Pioneer Recovery Center 241 HWY 33 Cloquet, MN 55720 Dual diagnosis programming for women

Outpatient recovery center

The Haven in Cloquet 1003 Cloquet Ave. Suite 117 Cloquet, MN 55720 218–879–5545 Adult day and evening treatment programs	Tagwii Recovery Center 61 Marigold Lane Cloquet, MN 55720 Must be eligible for services at Fond du lac Human Services

Support groups

Cloquet Alano Club 103 10th St. Cloquet, MN 55720 218–879–9884 12 Step Recovery Meetings every day of the week	Holy Angels Catholic Church 60 Hartman Drive Moose Lake, MN 55767 AA Open Speaker Meeting every Friday at 6 pm
Our Savior Lutheran Church 615 12th St. Cloquet, MN 55720 NA Meeting every Monday at 7 pm	Solway Town Hall 4029 Munger Shaw RD Cloquet, MN 55720 218–729–5134 AA Meeting every Sunday at 7 pm
Cloquet Community Center 1720 Big Lake RD Cloquet, MN 55720 218–878–3868 2nd Wednesday of the month from 5:00pm–8:00 pm	Duluth Sobriety Feast Central Hillside Community Center and Park 12 E. Fourth St. Duluth, MN 55805 Every last Friday of the month at 6:00pm

Additional substance abuse treatment centers can be found at:
Substance Abuse & Mental Health Services Administration Website (http://www.samhsa.gov/).

Firearms Policy: Board Policy 5.21 Possession or Carry of Firearms

http://www.minnstate.edu/board/policy/521.html

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

Definitions.

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

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

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

Student: "Student" means an individual who is:

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

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

Visitor: "Visitor" means any person who is on system property, but does not include (1) an employee of the Minnesota State Colleges and Universities acting in the course and scope of their employment; or (2) a student, when that student is on property.

No person is permitted to carry or possess a firearm on campus property except as provided in this policy.

Employees:

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

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

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

Exceptions: The following are exceptions to this policy:
Parking areas. This policy does not prohibit the lawful possession or carry of firearms in a parking area or parking facility.

Authorized uses: This policy does not prohibit:

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

Nothing in this policy requires a college or university to provide storage facilities for employees' or students' weapons.

Storage in State Vehicles Prohibited: No vehicle owned, leased, or otherwise under the control of the system shall be used to store or carry a firearm, except as authorized for purposes under part 4.B.1.

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

Referral to Law Enforcement: Fond du Lac Tribal and Community College may refer suspected violations of weapons law to appropriate law enforcement authorities and provide access to investigative or other data as permitted by law.

In the event any other system, college, university or system office policy or procedure is found to be in conflict with this policy, the terms of this policy shall govern.

Annual Fire Safety Report

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

Fond du Lac Tribal and Community College keeps a hard copy of its Fire Log. The copy is available from FDLTCC's Housing Director. The fire log for the recent 60–day period is open to public inspection, upon request, during normal business hours. The portion of the log that is older than 60 days will be made available within two business days of a request for public inspection. Information in the fire log is used to gather the statistics that are required for the Annual Fire Safety Report discussed above.

Fire Statistics: A. Definition of a Fire: For the purposes of fire safety reporting, a fire is, "Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner." The following statistics must be collected and reported, both in the annual fire safety report and the Department of Education's web–based data collection system, for each on campus student housing facility. (All statistics are documented in the fire log, such as the number of fires and the cause of each fire.)

The categories to be used are:

- Intentionality
  - Unintentional Fire
  - Intentional Fire
  - Undetermined Fire
- Causes
  - Cooking
  - Smoking materials
  - Open Flames
  - Electrical
  - Heating equipment
  - Hazardous products
  - Machinery/Industrial
  - Natural
  - Other
- Casualties and damages
  - Number of deaths related to the fire
  - Number of injuries related to the fire that resulted in treatment at a medical facility

Fire Information for All

Employees should become familiar with the location of fire alarm pull stations near their work area and the proper operation of that pull station. Supervisors are responsible for knowing pull station locations in their work area and advising personnel of their locations.

<u>If you discover a fire…</u>

- React to the situation, call 911, stay calm and answer all of the dispatcher's questions.
- Activate nearest fire alarm pull station.
- Close office or classroom doors when exiting.
- Exit building using nearest, safe exit. Do not use elevators.
- Assemble at least 300 feet from the building in one of the parking lots. This distance is necessary for personal safety and emergency vehicle arrival and operation.
- Wait for the all clear signal to reenter the building.

<u>If you hear an alarm…</u>

- Exit building using nearest, safe exit. Do not use elevators.
- Assemble at least 300 feet from the building at your predetermined meeting place.
- Wait for the all clear signal to reenter the building.

An emergency evacuation team will ensure all employees and students are safely evacuated from the building in emergencies requiring evacuation. Employees who have been evacuated because of fire, tornado, or other emergency will return to the appropriate work areas only upon issuance of an all-clear signal issued by an emergency evacuation coordination team member.

Special considerations

- If you are outside when the alarm sounds, stay outside and assemble with your work group
- If your clothing is on fire, stop, drop to the ground, and roll to extinguish the flame.
- If you are injured by smoke or fire, inform a coworker or your supervisor, and seek medical attention immediately.
- Do not attempt to extinguish a fire unless it is blocking your egress path or you are properly trained and equipped. Use common sense.

Employees, Students, or Guests with Mobility Impairments

If an employee, student, or guest with a mobility impairment or using a wheelchair needs assistance in evacuating the building, notify an emergency evacuation coordination team member immediately upon your exit from the building. Follow the established procedures outlined elsewhere in this document.

Training

New employee and new faculty orientation emergency response procedure and notification information is provided to all employees during new employee orientation or new faculty orientation in accordance with campus and Minnesota State Colleges and Universities system policy. Records of this training are kept on file.

General compliance training, periodic or refresher training on emergency response procedures is conducted. This training is conducted for all employees every two years, typically during Duty Day. The Human Resources office maintains records of this training.

Emergency Response Team (ERT) training (specialized training for individuals necessary to assist in the orderly evacuation and critical equipment shutdown) is conducted annually. Records of this training are maintained by the Safety Committee chair.

Safe use of fire extinguisher training is conducted for certain parts of facilities management and Emergency Response Team (ERT) members. Records of this training are maintained by the Safety Committee chair.

Mobility-limited evacuation training is conducted, as needed, by Disability Services staff annually for any interested employee or student. Records of this training are maintained by the Safety Committee chair.

Fire safety education programs for all students living in on–campus student housing and all employees that have any association with on–campus student housing take place at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information. All students living in on campus housing are provided with maps that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities may request the option to have a “buddy” assigned to them.

Fire safety education and training programs are taught by knowledgeable staff who are experienced in fire safety matters. The Cloquet Area Fire Department makes campus visits to provide instructional fire training and education for housing residents.

If a fire occurs in the main campus building, students and staff are instructed to leave dangerous areas per the evacuation routes and get to a pre–determined location before calling 911 for help. They are to remain in that location so that the college President and Physical Plant Director or other designees can document that all individuals have left the building. Whoever discovers a fire should pull the fire alarm as they are leaving the building if they can so without risking their safety.

Fire Log

Copies of the Fire Log are available in the office of the Director of Housing and Student Activities (student housing main entry).

Special fire hazards exist on campus. Students, staff and faculty are asked to cooperate with campus authorities in fire prevention efforts by using proper emergency procedures and phone numbers should a fire occur. Fires can occur by carelessness of smoking materials, candle flames, decorations, trash, flammable liquids, furniture, electrical appliances, and arson. Candles are not permitted. Smoking is not allowed inside FDLTCC dorm rooms, stairwells and corridors. Violation of policies will result in a fine and/or possible removal from the dorms. False alarms are also a hazard. To prevent fires, smoke only in designated areas. Do not store combustibles and check all electrical appliances carefully. A $50 fine will be charged to anyone who tampers with or covers smoke detectors. Report and remove accumulated trash. Be alert for suspicious activities.

To be fully prepared in the event of an emergency, the Student Housing Staff is required to have current information on mobility impaired students. (Students who can't descend the stairs to the ground floor in a timely manner without assistance). Notify the Director of Student Housing if you are mobility impaired or become temporarily mobility impaired.
Know about all the facility's safety features. Such features include:

- Fire extinguisher locations
- Fire alarm locations
- Fire escapes
- Smoke detectors. Note: If a smoke detector in a hallway is activated, this will set off the general fire alarm throughout the entire building. If a smoke detector inside an apartment or dorm is activated, this will not set off the general alarm fire throughout the entire building. If there is an actual fire, the occupant must activate the nearest pull station to set off the building's general fire alarm.
- Fire doors
- Sprinkler head locations
- Emergency numbers

In case of a fire, all students and employees are encouraged to act quickly, stay calm, sound the alarm in the hallway, contact the Cloquet Fire Department by calling 911. All fires should be reported. In case of fire in your housing facility, all persons will evacuate the building as quickly and orderly as possible using the stairwells and NOT the elevators. Move to the "area of refuge" at the amphitheater and report your name and room number to the individual in charge (Fireman, Police Officer, or Housing Staff representative). Do not leave the area of refuge until given the "all clear" signal.

Do not attempt to drive out of the parking lot during a fire alarm. There are evacuation plans for each floor posted on the wall in each room as well as in the hallways on both the first and second floor of the dorms. Occupants should familiarize themselves with the layout of the building as well as the emergency evacuation plans.

Fire Drills

All occupants must vacate the premises during a Fire Drill and report immediately to the area of refuge. Failure to report to the area of refuge will impede accountability of personnel. The area of refuge for the Residence Hall is located outside the amphitheater. Upon arrival at the area of refuge, provide your name and room number to the individual in charge (police officer, fireman, or representative of housing staff). Do not leave the area of refuge until given the "all clear" signal.

FDLTCC will have scheduled and unscheduled fire drills. There will be a $75 fine if occupant does not leave the building during the drill. There are no acceptable excuses for not leaving. Refusal by occupant to leave may result in eviction. If there is a fire alarm, every FDLTCC Housing Facility staff member should evacuate the building quickly and calmly.

Sprinkler Policy

Do not hang anything from the sprinkler pipes and do not stack any material near sprinkler heads, as such actions may impact the function of the sprinkler system. A $100 fine will be charged if something is hanging from the head or pipes as well as any and all damages caused by a sprinkler upon the discretion of the housing director. The Director of Student Housing reserves the right to evict anyone who tampers with the sprinkler system. FDLTCC is not liable for any damages to property caused by water.

Description of Fire Safety System for Housing Facility: Fond du Lac Tribal and Community College's fire safety system for our housing facility is monitored by an off–site company, 24/7. The building has a full sprinkler system, room smoke detectors are hard wired, fire extinguisher devices are provided, evacuation plans/ placards are posted and fire drill are conducted two times per school year. A third-party company inspects all smoke detectors, pull stations, heat sensors, and fire alarms in the dorms. Fire extinguishers are checked monthly, tested and replaced by a third-party company, as needed.

Procedures for Students and Employees when Evacuating Housing: At the first indication of a fire, whether it is a persistent smoke or fire alarms, or flames, follow these procedures for the Housing Fire Alarm Procedures. The following procedures must be followed by residents, Resident Assistants (RA's), and staff in the event of a fire alarm activation or any emergency which requires the evacuation of the housing facility:

- If you see a fire, leave the area immediately. Call the fire department at 911.
- Call the Director of Housing and Student Activities at 218-590-3345 and/or the RA office at 218-879-0708.
- Once the alarm is activated, call 911. All residents and visitors must exit the building.
- Do not use the elevator.
- If possible, the RA on duty or staff present at the time of evacuation must retrieve the housing Fire Alarm Log and visitor sign in list when exiting the building. The log will have the current resident housing room assignment list.
- Using the current housing list, the RA or staff will identify students who evacuated the building by checking off names.
- Give list to the fire department when they arrive.
- If there is immediate danger, the fire department will check room(s) for unaccounted persons.

Fire Safety Information for Housing Staff and Residential Assistants

- Inform the front desk of the situation.
- Ask other staff to seek out additional residential life staff to provide assistance.
- Inform the Director of Housing and Student Activities.
- Report to the alarm site. Remain outside the alarm area.
- Use sound judgement to evacuate the area.
- Introduce yourself to emergency personnel, and let them know of anyone that may not be physically able to respond to the fire alarm.
- When additional residential life staff members arrive, ask them to assist in crowd control and make sure no one is re–entering the alarm area until emergency personnel have given the "all clear."

- Complete the Fire Log and an Incident Report. In the event of an actual fire, immediately contact the Fire Department by calling 911. Contact the Director of Housing and Student Activities at 218-590-3345 and confirm he is aware of the situation. If not at risk, remain at the front desk to receive calls and help coordinate communication. Evacuate if directed to do so by emergency personnel.

When the fire alarm sounds

- Always assume there is a fire. Don't ignore it.
- If time permits, take a jacket and shoes, and a towel to cover your face.
- Stay low and crawl to your door. Smoke fills a room from the ceiling down.
- Test the door with the back of your hand.
- If the door is hot, keep the door closed and stay in the room.
- If the door is cool, open it slowly. Walk quickly and calmly to the ground level, closing all doors behind you.
- Do not use an elevator. An elevator may open at a floor on fire or may stop working, trapping you inside.
- If there is smoke in the hallway, crawl to the stairs. Count the doors as you go so you do not get lost. If the smoke and heat are too great, try an alternate escape route
- If both escape routes are blocked, return to your room. If you are trapped inside your room, close the door between you and the fire.
- Stop up cracks and vents to keep smoke and toxic gases out.
- Put a wet cloth over your nose and wait at a window.
- Open the window a few inches for fresh air. Do not break the glass.
- Hang a sheet or some other article out your window to alert the fire department.
- Do not panic. Do not jump. Wait for help.

Once you have evacuated the area

- Notify civil authorities of anyone that may not be able to physically respond to the fire alarm or use sound judgment to evacuate the area (e.g., persons using wheelchairs or someone under the influence of alcohol or drugs).
- If your clothes catch fire: Stop, do not run. Drop to the ground or floor immediately and cover your face with your hands. Roll over back and forth to smother the flames.

Fire Safety Education and Training for Students, Staff and Faculty

Fire drills are used to familiarize occupants with the building's alarm system, emergency exits that may not normally be used, and the procedures for calling the fire department. All residents must evacuate when the fire alarm is activated. Residential Life conducts fire drills twice a year and student cooperation is essential during fire drills. Evacuate promptly. Make a fire escape plan and practice it. Locate two fire exits close to the room and count the number of doors between the room and each room to the exit. Make a plan to assist others who are unable to evacuate on their own. Even if it is a temporary disability, plan ahead for fire emergencies.

Regulations on Portable Electrical Appliances, Smoking and Open Flames

All students are expected to observe the following fire safety regulations. Violations of these regulations could result in a fine determined by the severity of the offense.

- Do not use the stove as a heat source.
- All of the resident housing facility is designated as smoke–free. Smoking in not allowed in the facility.
- The use and/or possession of explosives (such as firecrackers and ammunition) or flammable liquids is forbidden.

- Propane tanks, car batteries and BBQ grills are prohibited in the dorms.
- No candles, incense, or open flame may be burned in student rooms.
- Appliances with an open coil or that can bring oil to a boil are not allowed in the residence halls.
- Smoke detectors are to be connected, and operational at all times.
- Light fixtures, outlets and switches are not to be altered or have items hung from their surfaces (e.g., can top rings or foil which may conduct electricity)
- Motorbikes or other motorized vehicles are not allowed in the residence halls.
- Excessive use of flammable substances on walls is not permitted.
- Only metal or flame–retardant wastebaskets are allowed in students' rooms.
- Residents are not to leave cooking food unattended. FDLTCC will review its fire safety procedure annually. Changes to the plan and improvements will be made as needed.

Housing Fire Log Report – 2022, 2023, and 2024

Reporting Year	Date Fire Reported	Nature of Fire	Date/Time of Fire	Location	Injuries Requiring Treatment	Deaths related to fire	Value of property damage caused
2025	None	None	None	None	None	None	None
2024	None	None	None	None	None	None	None
2023	None	None	None	None	None	None	None

Value Ranges:
$0 – 99
$100 – 999
$1,000 – 9,999