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Introduction
Crown College (“Crown” or the “College”) is a private Christian college located in Saint Bonifacius, Minnesota, approximately 30 miles west of the Minneapolis/St. Paul metropolitan area. The college is affiliated with the Christian and Mission Alliance (C&MA) denomination and offers more than 30 accredited majors. The college is a four-year residential campus for traditional undergraduates and offers online programs for nontraditional students. The campus property encompasses 215 acres. Buildings, roads and sidewalks cover 25 acres, the remainder of the property includes walking paths, and tree covered rolling hills, lakes and wetlands. The entire student body, including those who reside on campus and commute, and those who participate in online degree programs, is nearly 1300 students. Currently 494 students reside on campus. Online students reside in 42 states outside of Minnesota and in 3 Canadian provinces.

In compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Crown College:
1) monitors criminal activity occurring on campus,
2) publishes this Annual Security Report, and
3) maintains a three-year statistical history of crimes reported on campus.

This Annual Security Report will provide students, their families, employees and the public with accurate and complete information about safety and security on campus. This Annual Security Report includes an explanation of Crown’s policies and procedures for keeping its campus safe and secure, programs and education provided to students and employees regarding crime prevention and campus security, and crime report statistics.

Annual Security Report Availability and Distribution
Currently enrolled students, faculty and staff receive email notification that provides directions to access this report on the College website at http://www.crown.edu/about/campus-safety/. Prospective students will also have access to the annual security report on the home page of the College website. Prospective employees who receive job offers will be informed of the availability of this report by the Human Resources office. A paper copy may be obtained by calling the Human Resources office at 952-446-4122 or by contacting the Facility Services Management office at 952-446-4183.
**Clery Geography**
Crown College collects and reports crime statistics for its campus, which is located in Carver County Minnesota, approximately one mile south of the intersection of State Highway 7 and County Road 92. The western border of the campus is on Laketown Parkway/County Road 30. Lake Parley, park of the Carver Park system, borders the eastern edge of campus. Private property borders the northern and southern edges of the campus.

Crown College does not operate off-campus facilities, such as off-campus student housing or student organization facilities, nor is any public property adjacent to the campus. Crimes that may occur off-campus are not monitored by the College and are not included in reported crime statistics.

The College’s campus does not border any street or road except for Laketown Parkway/County Road 30. Laketown Parkway is a two lane highway, which runs north-south along the western campus boundary.
Campus Safety Personnel
Crown College’s commitment to campus security and Clery Act compliance is a cooperative undertaking. The following positions or offices have significant responsibility for the safety and welfare of students and campus activities:

- Facility Management Services (“FMS”) Office, which houses the Campus Safety Office
- Coaches
- Faculty/Staff Advisors
- Student Development Office Personnel
- Student Life Personnel, including Resident Directors, Assistant Resident Directors, and Resident Assistants

Authority and Cooperation with Local Law Enforcement
Campus Safety Personnel do not serve as a formal campus police force, but they do have authority to uphold Crown College safety policies regarding vehicles and building access and are empowered to involve local law enforcement as needed. Campus Safety Personnel are to be respected as having authority to enforce current safety policies and regulations approved by College Administration.

Campus Safety Personnel have authority to ask persons for identification and to determine whether individuals have lawful business on campus. They likewise have the authority to order an individual to leave the premises. Campus Safety Personnel monitor and inspect college property to assess safety and security concerns (i.e., broken locks, burnt out exterior lights, etc.), record all reported campus crimes and incidents, serve as a liaison between the student and local law authorities and respond to campus emergencies.

Campus Safety Personnel do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on campus. Campus Safety Personnel cooperate with local police to respond to criminal incidents and support police investigations. All crime victims and witnesses are strongly encouraged to immediately report crimes to campus security authorities and the Carver County Sheriff’s Office. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Campus Security and Access
With the exception of the Main Building, access to all on campus buildings is restricted. Students and employees are issued an identification that must be scanned to gain entry to on-campus buildings. The primary entrance to the Main Building is open to the public from 7:30am to 7:30 pm, Monday through Friday.

Crown College has installed a number of digital video surveillance cameras at key points on campus. This system is used in conjunction with the ID card access system. Cameras may be monitored live at any time or reviewed later as needed.

Crown FMS-Campus Safety staff manage this security feature. Minnesota law does not require second party consent for video surveillance in public areas. Crown College wants the College community and
public to know that these are in place as a deterrent to enhance the safety of the campus and as an asset if a crime is committed on campus.

Crime Alerts (Timely Warnings)
When serious crimes are reported on campus as defined by the Clery Act, the Vice President of Finance and Operations and/or the Provost will issue a Crime Alert (Timely Warning) to the campus community that an incident has been reported, general information surrounding the incident and how incidents of a similar nature might be prevented in the future. The criteria for the issuance of timely warnings would include “crimes that are considered to represent a serious and/or continuing threat to students and employees”. The names of those persons involved or information that could lead someone to identify the complainant or respondent will be held confidential and will not be released in the timely warning. These alerts communicated via a mass notification system provided through e2campus. This system is designed to alert the on campus community via email, text messaging, and in some cases, voice. Current students and employees may register to receive notifications on the College’s website at http://www.crown.edu/about/campus-safety/campus-alerting-system/. In addition, a “daily crime log” listing all crimes reported to Campus Safety is maintained in the Facility Management Services (FMS) Department, S185 and is available for public review during normal business hours.

Emergency Response and Evacuation Procedures
The college has written emergency response procedures that include classroom and residence hall evacuation, medical emergencies, severe weather and fire emergencies, suspicious activity and suspicious persons on campus, power outages, and natural gas and hazardous materials release. See Appendix A for complete Emergency Response Procedures. Emergency notifications will be communicated through the e2campus notification system described above.

Crown College has and will continue to conduct regular drills for assessment and evaluation of fire and severe weather emergency procedures. One fire drill is conducted in the Fall semester, one fire drill and one severe weather drill are conducted in the Spring semester. The desired building evacuation “clear” time for a fire drill is ten minutes or less. The desired assembly time for a severe weather emergency is eight minutes or less. Time results for 2013:

- Spring 2013 Fire drill was conducted on April 22 – Building clear time was 9 minutes
- Spring 2013 Severe Weather drill was conducted April 15 – Assembly time 5 ½ minutes
- Fall 2013 Fire drill was conducted on October 29 – Building clear time was 7 ½ minutes

Reporting Crimes and Other Emergencies
Crown College encourages anyone who is the victim or witness to any crime to promptly report the incident to a Campus Security Authority or the local police. From on or off campus, you may call the Campus Safety telephone at 952-412-3658. Calls to the Campus Safety telephone are answered 24 hours a day. Students and employees are encouraged to add this number to their cell phone contacts as a speed dial option. Any suspicious activity or person seen on campus should be reported to the Campus Safety telephone, who may notify local law enforcement. In case of emergency, call 9-1-1.

CAMPUS SECURITY AUTHORITIES

| 1. Campus Safety Telephone | 952-412-3658 (from off campus) |

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Reports to the above-referenced Campus Security Authorities will be used for the purpose of making timely warning reports and reporting crime statistics in accordance with the Clery Act. The above-designated Campus Security Authorities are responsible for documenting incidents. Documented reports will be reflected in the Daily Crime Log.

The above-referenced Campus Security Authorities will assist the victim or witness in making a report to the local police department if the victim or witness desires to make such a report. In the event of such a report, they will serve as the liaison between the College and local police. In appropriate circumstances, Campus Security Authorities may investigate incidents and determine appropriate discipline, either in conjunction with or independent of criminal prosecution.

Crime victims who do not want to pursue against the perpetrator may still want to consider making a confidential report. With the victim’s permission, the Campus Security Authority to whom the report is made can file a report on the details of the incident without revealing the victim’s identity. The purpose of the confidential report is to respect the victim’s wish to keep the matter confidential, while taking steps to secure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students and alert the College community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

**Crime Statistics**

This report is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus crime, arrest and referral statistics include those reported to designated Crown College Campus Security Authorities. Campus Security Authorities create Incident Reports in response to crime reports, which are reviewed and classified by the Director of Facility Management and added to Crown’s Daily Crime Log. Statistics are derived from Crown’s Daily Crime Log. Reports to local law enforcement are included when information about those reports can be obtained. The College made a good faith effort to obtain information about crimes reported to the Carver County Sheriff.

(continued on next page)
### Crown College Crime Statistics

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
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<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
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<tr>
<td></td>
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<tr>
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<tr>
<td></td>
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<tr>
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<td>Arrests: Weapons: Carrying, Possessing, Etc.</td>
<td>2011</td>
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<td></td>
<td>2012</td>
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<td></td>
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<tr>
<td></td>
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</tr>
<tr>
<td>Arrests: Drug Abuse Violations</td>
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<td>0</td>
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<td>2012</td>
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<td>2013</td>
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<td>0</td>
</tr>
<tr>
<td>Disciplinary Referrals: Drug Abuse Violations</td>
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<tr>
<td></td>
<td>2013</td>
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<td>Arrests: Liquor Law Violations</td>
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<tr>
<td>Disciplinary Referrals: Liquor Law Violations</td>
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<td>2012</td>
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### Campus SaVE Act Crime Statistics

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<tr>
<th>Offense</th>
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<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
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</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>2013</td>
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<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Hate Crimes
No hate crimes were reported in 2011, 2012, or 2013.

Security Awareness, Crime Prevention and Education
Student Life staff, including Resident Directors, Assistant Resident Directors and Resident Assistants receive 40 hours of training prior to assuming their duties working with students. This training includes:

- procedures for power outages, severe weather, fire and medical emergencies;
- Responding to reports of sexual assault/violence;
- Crime prevention on campus; and
- Identifying and responding to concerns of alcohol and substance abuse.

All students receive a version of the training provided to Student Life, which emphasizes the personal security and theft prevention. A central theme of the training is to encourage students to be aware of their responsibility for their own security and the security of others. Also, the College publishes daily announcements to students that routinely include reminders about security measures.

Corporate safety initiatives include:
1. Do not prop open entrance doors that are secured with electronic access points
2. Do not grant building access to someone you do not know and who does not have a College ID Card
3. Do not enter or allow entrance of restricted areas of campus (e.g., Mechanical rooms)
4. Drive slowly and follow vehicle regulations on campus
5. Be familiar with motor vehicle regulations
6. Lock your doors whenever you leave your room or car unattended
7. Do not leave personal property unattended in classrooms or hallways
8. Report all suspicious people and situations

Violence Prevention Policy
The College is committed to preventing workplace violence and to maintaining a safe environment for learning and working. Given the increasing violence in society in general, the College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All students and employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, disability, or any characteristic protected by applicable federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a Campus Security Authority or immediate supervisor (for employees). This includes threats by employees, as well as threats by visitors, students, staff members, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.
All suspicious individuals or activities should also be reported as soon as possible to a Campus Security Authority or supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The College will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the College may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including expulsion or involuntary termination of employment.

The College encourages employees to bring their disputes or differences with other employees to the attention of their supervisors and/or the Vice President of Finance and Operations before the situation escalates into potential violence. The College is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

**Security Inspections**

The College wishes to maintain a work and educational environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the College prohibits the possession, transfer, sale, or use of such materials on its premises. The College requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees and students but remain the sole property of the College. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the College at any time, either with or without prior notice. Employees and students do not have an expectation of privacy with respect to College property or personal articles stored on the College’s property.

**Missing Student Notification Policy and Procedures**

Crown College takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Crown College students living in college owned on-campus housing, who based on the facts and circumstances known to the College are determined to be missing. This policy has been established as required by the Higher Education Opportunity Act of 2008.

It is understood that resident students will have opportunities during the academic year to take weekends away to visit family or friends. When students will be away from their on-campus residence, students should inform their roommate or Resident Assistant of their plans and expected date of return for emergency contact purposes. 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 foul play, expression of suicidal thoughts, alcohol or drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

I. Procedures for designation of emergency contact information

A. Students age 18 and above and emancipated minors. At the beginning of each academic year, Crown College will notify all students in college housing of the opportunity 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 and will be retained with their housing contract information. Students may change or revoke their emergency contact information through the Student Development Office.

B. 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 for the 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.

II. Official notification procedures for missing students

A. Any individual who has information that a student may be missing must notify the Office of Campus Safety as soon as possible.

B. Campus Safety 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, and up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the students.

C. When a missing student report is made to the Office of Campus Safety, the Director of Security will immediately notify appropriate Student Development Staff.

D. Student development will contact the student's Resident Director and appropriate staff based on student's residence hall assignment.

E. Campus staff will take steps to try to locate the missing student, including but not limited to the following:
   - Call the student's cell phone and residence hall room phones
   - Send residence director, resident assistant or housing coordinator to student's room.
   - Contact roommate(s)
   - Access student's vehicle information to locate and distribute to local authorities if necessary
   - Access student's class schedule and seek information on last sighting or other contact information.
o Access reports to determine the last time student used a meal card or accessed residence hall.

o If student works on-campus contact supervisor for contact information

o Call student’s home number

o Request information from Information Technology about students last electronic sign in to Crown’s network systems

o Security may issue an ID picture to assist in identifying the missing student

o Security may search on campus public locations (library, cafeteria, etc.)

F. If these actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered; the following personnel will meet to determine if the student is missing.

o Vice President of Student Development

o Director of Campus Safety

o Office of Campus Safety Personnel

o Residence Director

G. No later than 24 hours after determining that a student is missing, the following will take place:

o The Office of Campus Safety 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. The Office of Campus Safety will assist external authorities with these investigations as requested.

o The Vice President of Student Development 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.

o For missing students who are 18 years of age or older, and did not designate an individual to be contacted, the vice President of Student Development or designee, will act in accordance with FERPA and Minnesota Government Data Privacy guidelines with regard to contacting a parent/guardian.

III. Campus Communications about missing students

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 the missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities who may consult with Crown’s Marketing and Media Relations Department. Inquiries to the college regarding missing students will be referred to the Marketing and Media Relations Department. Individuals with information about the missing student will be directed to the Office of Campus Safety who shall refer inquiries and information to law enforcement authorities.

Prior to providing the Crown College community with any information about a missing student, the marketing and Media Relations Department shall consult with the Office of Campus Safety, Student Development and local law enforcement authorities to ensure that communications not only avoid hindering investigations but also that they comply with FERPA guidelines.
Drugs and Alcohol Policy
In keeping with the College Community Covenant and the College’s intent to provide a safe and healthful education and work environment, Crown College prohibits the use, consumption, possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. These prohibitions apply regardless of age. The College enforces the drinking laws of the state of Minnesota, including the prohibition of use by persons younger than 21 years of age. Possession or consumption of alcohol on College premises may result in disciplinary proceedings and/or arrest.

The College likewise prohibits the possession, distribution, or use of illegal drugs and/or controlled substances in accordance with state and federal laws. Violations of this prohibition may result in disciplinary proceedings and/or arrest.

Additional information may be found in the College’s Drug and Alcohol Abuse Prevention Information, attached at Appendix B and available online at http://my.crown.edu/fileadmin/filemounts/Student_Development/Drug_and_Alcohol_Abuse_Prevention_Information_Final.pdf.

Students can obtain drug and alcohol education information and a list of counseling and support services from the Counseling Services Office, S111, 952-446-4557.

Sex Offense Policies, Procedures, and Programs
SEXUAL VIOLENCE PREVENTION AND AWARENESS PROGRAM

Crown College is developing educational programming to all students and employees that promotes awareness of sexual violence, including domestic violence, dating violence, sexual assault, and stalking. Training will be completed in November and December 2014 and annually thereafter. New students and employees will receive training as part of their respective orientation programs beginning in December 2014.

The College’s sexual violence awareness program will include:
- a statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
- the definition of domestic violence, dating violence, sexual assault, and stalking in Minnesota;
- the definition of consent, in reference to sexual activity, in Minnesota;
- safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
- information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- possible sanctions or protective measures that Crown may impose following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.
- procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred,
• procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking; and
• information about how the College will protect the confidentiality of victims.

SEXUAL MISCONDUCT POLICY

CROWN COLLEGE
SEXUAL MISCONDUCT POLICY

Notice of Nondiscrimination

Crown College (the “College”) does not discriminate on the basis of sex in administration of its educational policies, financial aid program, and all other programs. In accordance with Title IX, this policy addresses the College’s prohibition of sexual discrimination. Sexual Harassment is a form of sexual discrimination. Sexual harassment includes a variety of unwelcome behavior of a sexual nature, and at its most severe form includes sexual misconduct. Examples of sexual misconduct include, but are not limited to: sexual assault, domestic violence, dating violence, and stalking.

Questions or concerns regarding sexual discrimination, sexual harassment or sexual misconduct may be directed to the College’s Title IX Coordinator:

Amy Luesse
Director of Human Resources
luessea@crown.edu
952-446-4122
8700 College View Dr
St. Bonifacius, MN 55375

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education http://www2.ed.gov/about/offices/list/ocr/index.html.

Crown College is committed to a safe and healthy environment and as such will not tolerate sexual harassment or sexual misconduct in any form; including but not limited to, sexual assault, domestic violence, dating violence, and stalking. Sexual assault is a crime and is a violation of an individual’s rights and dignity. Sexual assault is not only an act of disrespect, violence, aggression or coercion against an individual, but also an attack on our College community. The College is committed to promptly, impartially, and equitably addressing and resolving all reports of discrimination, harassment, sexual misconduct or violence, domestic or dating violence, or stalking. When the College finds that such behavior has occurred, it will take steps to prevent the recurrence of the behavior and to correct its effects. Retaliation against an individual who brings a complaint or pursues legal action, or an individual who serves as a witness in an investigation is prohibited and will not be tolerated.

Definitions

a. Complainant
The person alleged to have been subject to conduct that violates the Sexual Misconduct Policy.

b. Respondent

The person accused of engaging in conduct that violates this policy.

c. Sexual Harassment

Sexual harassment includes unwelcome conduct such as sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal, nonverbal or physical conduct or communication of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational experience or employment, or the individual's submission or rejection of such conduct is used as the basis of an educational program or activity decision or employment decision affecting such individual; or
- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's education or employment or creating an intimidating, hostile, or offensive educational or work environment.

Sexual harassment is distinguished from a voluntary sexual relationship by the introduction of the element of coercion, threat, hostility, or unwanted attention of a sexual nature.

Actions that can constitute sexual harassment include:

- Unwelcome sexual flirtations, advances, or propositions;
- Requests for sexual favors
- Verbal abuse of a sexual nature, obscene language, off-color jokes, verbal commentary about an individual’s body, sexual innuendo, and gossip about sexual relations
- The display of derogatory or sexually suggestive posters, cartoons, drawings, objects, notes, letters, emails, or text messages
- Visual conduct such as leering or making gestures
- Videotaping or taking photographs of a sexual nature without consent
- Cyber harassment, including but not limited to disseminating information, photos, or video of a sexual nature without consent
- Engaging in conduct of a sexual nature which creates an intimidating, hostile, or offensive academic or work environment (e.g., sexually-oriented jokes, offensive physical contact, obscene messages and gestures)
- Punishing or threatening to take adverse action against a subordinate or student for refusing to comply with sexual demands.

Although certain forms of sexual harassment may seem self-evident, recognizing such behavior when it is happening to you or others around you can be difficult. In making such an assessment consider whether the behavior:

- Is offensive, unwanted or both
- Interferes with your ability to enjoy your employment or academic environment
- Interferes with job or academic performance
- Causes unnecessary discomfort, humiliation or harm to you or others around you.
d. Sexual Misconduct

Sexual Misconduct is a form of sexual harassment and incorporates a variety of behaviors, including sexual assault or other sexual violence, domestic violence, dating violence, peeping, voyeurism, going beyond the boundaries of consent (such as secretly allowing others to watch a sexual encounter), and any other misconduct of a sexual nature. Many types of sexual misconduct include nonconsensual sexual contact, but this is not a necessary component. Threatening or intimidating speech, which meets the definition of sexual harassment, for example, will constitute sexual misconduct. Photographs, video, or other visual or auditory records of sexual activity made or shared without explicit consent constitute sexual misconduct, even if the activity documented was consensual.

e. Sexual Assault

Sexual Assault is any sexual contact, including but not limited to sexual penetration, with another person who does not or cannot give consent. This may or may not include force. The use of alcohol or drugs does not diminish a person’s responsibility for assaulting someone. Sexual Assault includes, but is not limited to:

- Unwanted sex by acquaintance or stranger
- Unwanted touching, fondling, grabbing
- Use of coercion to cause submission

f. Consent

Consent is words or overt actions by a person clearly indicating a freely given present agreement to perform a particular sexual act with the actor. Consent must be informed and freely and actively given.

Consent can only be given by someone who: acts freely, voluntarily, and with knowledge of the nature of the act involved. Consent can be withdrawn at any time. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent.

As explained further below consent cannot be given if someone:

- is incapacitated by drugs or alcohol
- is threatened, coerced or intimidated into submission
- is not conscious
- is physically incapacitated
- is mentally incapacitated
- is not of legal age to consent (16 years old in Minnesota)

Consent cannot be inferred from:

- permission for one particular act
- a prior sexual, romantic or marital relationship
- an existing sexual, romantic or marital relationship
- silence, or an absence of resistance
- prior sexual activity with other individuals

g. Incapacitation
“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. Where alcohol is involved, incapacitation is determined by how the alcohol consumed impacts a person, including the person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the respondent knew, or a sober, reasonable person in the position of the accused student should have known, that the person was incapacitated.

h. Dating Violence

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will 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. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

i. Domestic Violence

Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, a person who is/has been cohabitating with the victim as a spouse, by a person similarly situated to a spouse of the victim under Minnesota’s domestic or family violence laws. While not exhaustive, the following are examples of conduct that can constitute domestic violence: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.

j. Stalking

Stalking means engaging in a course or pattern of unwelcome and unwanted conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking can be a form of sexual harassment if based on someone’s sex. Stalking behavior includes, but is not limited to:

- Repeated, unwanted, intrusive, and frightening communications by phone, mail, and/or email;
- Repeatedly leaving or sending victim unwanted items, presents, or flowers;
- Following or lying in wait for the victim at places such as home, school, work, or recreation place;
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets;
- Damaging or threatening to damage the victim's property;
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth;

Unreasonably obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim’s garbage, following the victim, contacting victim's friends, family work, or neighbors, etc.

k. Retaliation
Retaliation means adverse action taken against an individual for making a good faith report of a violation of this policy, for supporting another person’s report, or participating in an investigation or other proceedings based on the report.

**Scope of Policy**

Sexual harassment or misconduct committed in connection with any College program, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, extra-curricular, and other College programs. In addition, this policy applies to off-campus conduct that the College determines may cause or threaten to cause an unacceptable disruption at the College or which may interfere with an individual’s right to non-discriminatory educational environment.

This policy applies to all students, employees, contractors, and other visitors. This also applies regardless of the sexual orientation or gender identity of any of the parties.

Crown College is committed to addressing sexual misconduct and encourages victims to report incidents to appropriate College authorities. Individuals found responsible of sexual assault will be subject to any disciplinary action deemed appropriate by the College, up to and including suspension, expulsion, or discipline for students; disciplinary action up to and including termination of employment for personnel; and no trespass orders and/or other disciplinary action against other individuals deemed responsible for violating the College’s policy.

**Confidentiality**

**Confidential vs. Non-Confidential Communications**

In times of distress, it may be confusing to decide who you can contact to obtain information about your options and resources both on and off campus. Depending on who you choose to speak with, there are limits on the confidentiality of the information shared. Before making a decision about who to talk with, you may want to consider the following:

1. **Confidential Communications.**

Confidential communications are those communications which legally cannot be disclosed to another person, without the reporter’s consent, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. The College recognizes that some individuals may wish to keep their concerns confidential. As such, the College has established confidential reporting resources for individuals who prefer to talk with someone confidentially about their concerns. Individuals who wish to discuss their situation confidentially may contact one of the following campus resources:

- Counseling Services (952)-446-4314, Office S111
- Campus Pastor, (952) 446-4277, Office, E207

Individuals may discuss concerns in complete confidence with a confidential reporting source, so long as the allegations do not involve the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. In addition, the College’s Counseling Services staff can assist a complainant with obtaining medical, emotional, and other support resources whether or not a complainant decides to report his or her concerns to the College.
2. **Non-Confidential Communications.**

The College is required by law to investigate and respond to reports of sexual harassment and sexual misconduct, including sexual assault. Only confidential reporting resources can promise confidentiality. All other College employees who become aware of incidents or allegations of sexual harassment, sexual misconduct, dating or domestic violence, or stalking have a responsibility to contact the College’s Title IX Coordinator to report the matter, even if the complainant requests confidentiality. Non-confidential communications will be disseminated to others on a need-to-know basis in order to ensure that necessary steps are taken to protect the community as a whole and appropriate disciplinary measures are considered and taken.

Examples of non-confidential communications include those with:

- A Resident Director, Assistant Resident Director, or Resident Assistant
- Campus Safety: (Ext. 5100 or 952-412-3658) (24 hour dispatch-emergency)
- Dean of Students Office: 952-446-4115
- Title IX Coordinator, Amy Luesse: 952-446-4122
- All faculty members
- All other college employees

Non-confidential reporters will make every effort to refer you to confidential reporters as described above before you have disclosed a situation that requires response and investigation.

The College encourages individuals to report all incidents of sexual harassment and sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking to the College, so that the College can investigate and resolve such reports. This enables the College to provide more resources and assistance to a complainant and to more effectively provide a safe, nondiscriminatory environment. When a report of sexual harassment or sexual misconduct is made to the College, every effort will be made by the College to ensure confidentiality to the extent possible, subject to the College’s need to investigate and respond to such complaints and to report campus crimes in accordance with applicable law. As discussed further below, the College is obligated to provide the college community with general information regarding incidents of sexual misconduct occurring on campus, but such warnings will not include names or other information that may personally identify either party.

**Complainant Requests for Anonymity or Non-action**

When the College receives a report of sexual misconduct, it has a legal obligation to respond in a timely and appropriate manner. Making a report to the College does not require a complainant to initiate or participate in a complaint procedure. However, based on information gathered, the College may determine that it has a responsibility to initiate a complaint procedure (even without the complainant’s participation). If a complainant asks the College that his or her name or other identifiable information not be revealed during the investigation or that no investigation be conducted, the College will evaluate the request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students, faculty and staff. In some cases, a confidentiality request may hinder the investigation. Thus, the College may weigh the request for anonymity or no investigation against the following factors: the ability to conduct an investigation without revealing identifiable information, the reasons for the complainant’s request, the seriousness of the alleged conduct, whether there have been other
discrimination, harassment, sexual misconduct, or retaliation complaints about the same individual, and the extent of any threat to the college community. While the College cannot guarantee confidentiality, it will strive to accommodate the complainant’s requests to the extent possible consistent with the legal obligations of the College to respond effectively to reports and complaints.

Community Reporting and Institutional Response

To achieve a safe and secure campus environment, all members of the campus community are encouraged to report promptly any suspicious or criminal activity observed directly to Campus Safety at Ext. 5100 or 952-412-3658 and the Carver County Sheriff when the complainant elects not to report or is unable to make such a report. Those community members who “have significant responsibility for student and campus activities, serve as advisors to student groups or coach student athletes” and others identified as Campus Security Authorities are required to report crimes to Campus Safety. It is critical that all crimes reported to Campus Security Authorities be reported to Campus Safety for inclusion in the College’s annual campus security report pursuant to the Clery Act. Compliance with these provisions does not constitute a violation of FERPA regulations. Retaliation against any individuals for exercising their rights or responsibilities to report crimes under any provision under the Clery Act is strictly prohibited.

Timely Warning Notifications

When serious crimes are reported on campus as defined by the Clery Act, the Vice President of Finance & Operations or the Provost will issue a Crime Alert (Timely Warning) to the campus community that an incident has been reported, general information surrounding the incident and how incidents of a similar nature might be prevented in the future. The criteria for the issuance of timely warnings would include “crimes that are considered to represent a serious and/or continuing threat to students and employees”. The names of those persons involved or information that could lead someone to identify the complainant or respondent will be held confidential and will not be released in the timely warning. These alerts communicated via a mass notification system provided through e2campus. This system is designed to alert the on campus community via email, text messaging, and in some cases, voice. Current students and employees may register to receive notifications on the College’s website at http://www.crown.edu/about/campus-safety/campus-alerting-system/. In addition, a "daily crime log" listing all crimes reported to the office of Facility Management Services (FMS) and is maintained in the FMS Office, S185 and is available for public review during normal business hours.

Immediate and On-Going Assistance to Survivors of Sexual Misconduct

Immediate Assistance

Individuals who feel they have been the victim of any form of sexual misconduct may wish to seek support or confidential counseling from the following resources.

On Campus Confidential Resources

(See the Confidentiality section above for additional information about confidential sources.)

- Counseling Services (952)-446-4314, Office S111
- Campus Pastor, (952) 446-4277, Office, E207
On Campus Non-Confidential Resources

- Title IX Coordinator
- Dean of Students
- Resident Assistants
- Campus Safety Personnel

Health Care Options

Hennepin County Medical Center (HCMC) in Minneapolis provides Sexual Assault Resources Services (SARS) assistance to victims of rape and sexual assault 24 hours per day. Sexual Assault Nurse Examiners (SANE’s) perform a special exam and collect evidence in a “rape kit.” The Ridgeview Medical Center in Waconia has SANEs on-call.

In addition to answering any questions, SANE’s will carry about a special exam which involves:
- Collecting and saving evidence that will be needed to report sexual assault to law enforcement,
- Evaluating risk for pregnancy and discussing safe prevention options
- Evaluating risk of contracting a sexually transmitted infection and offering medication to reduce that risk
- Further evaluating and documenting any injuries
- Providing resources to help during your recovery. This will include advocate services, agencies for medical follow-up, information about reporting this crime to law enforcement, information about the Crime Victims Reparations Fund and many other resources.

Choosing to be seen by a SANE is about your health and safety; you have the right to decline any part of the exam at any time.

You do not need to decide if you want to report this sexual assault to law enforcement right away. You can discuss your options for reporting with your SANE, a sexual assault advocate, or your friends and family. If you decide to report after you leave the hospital the evidence collected during the exam will be saved for up to 3 months. If you have already reported your assault, your SANE will make sure the correct law enforcement agency is made aware that evidence was collected.

The county in which you were assaulted is required by law to pay for your forensic exam. If you have injuries that require medical care, such as stitches or x-rays, your insurance will be billed if that is possible. Any charges beyond this will be covered by the hospital at which you were seen.

For more information about Sexual Assault Nurse Examiners, please visit http://www.hcmc.org/services/HMC_MAINCONTENT_428.

Students who feel they have been the victim of any form of sexual misconduct may also wish to seek support or confidential counseling from any of the following resources.

- Sexual Assault Resource Service 612-873-5832
  701 Park Avenue, Orange Building, 2.220, Minneapolis, MN 55415
- Sexual Violence Center of Carver & Scott (952) 448-5425 (24-hour crisis line)
  500 North Pine Street Suite 203, Chaska 55318
Reporting Options

a. Institutional Complaint

Complaints of sexual misconduct may be made by students to the following:
- A Resident Director, Assistant Resident Director, or Resident Assistant
- the Title IX Coordinator,
- Campus Safety,
- Dean of Students,
- Any Vice President.

Complaints of sexual misconduct may be made by employees to the following:
- the Title IX Coordinator,
- Campus Safety,
- An immediate supervisor,
- Human Resources,
- Any Vice President.

Upon receipt of a report, the College will initiate its response and resolution process as set forth herein.

b. Reports to Confidential Sources.

The College encourages individuals who have concerns to report all incidents of sexual harassment or sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking to the College so that the College can investigate and resolve such reports. As discussed above, the College recognizes that some individuals may wish to keep their concerns confidential and may speak with a confidential source. Again, confidential resources are Counseling Services and the Campus Pastor and can be used as a resource for individuals not wishing to report to the College. All other employees are not confidential resources and are required to report to the Title IX Coordinator. See the Confidentiality section above for more information about confidential versus non-confidential sources. As a result of the traumatic nature of sexual assault and misconduct, survivors are strongly encouraged to seek support and counseling. Crown College offers counseling and support services available free of charge to victims of sexual assault.

c. Anonymous Reports

The College will accept anonymous reports to the Title IX Coordinator of conduct alleged to violate this policy. The individual making the report is encouraged to provide as much detailed information as
possible to allow the College to look into the report and respond as appropriate. The College may be limited in its ability to investigate an anonymous report unless sufficient information is furnished to enable the College to conduct a meaningful and fair investigation.

d. Law Enforcement Reports

When allegations of sexual misconduct rise to the level of sexual assault, individuals are encouraged to notify local law enforcement authorities and will be assisted by campus authorities in notifying such authorities, if the individual so chooses. All victims are encouraged to report the incident to the Carver County Sheriff’s Office and file criminal charges, but the filing of charges is optional. If filing charges is a consideration, sexual assault victims should go to either Ridgview Medical Center Emergency Room or the Hennepin County Medical Center Emergency Room to obtain a medical exam and preserve evidence that may be necessary for criminal prosecution as soon as possible. If you would like to report sexual misconduct to law enforcement, the Carver County Sheriff’s Department can be contacted by calling 911 or 952-361-1231.

Regardless of either party’s affiliation with the College, petition forms to apply for Harassment Restraining Orders or to seek an Order for Protection are available at the Court Administration Office located at the Carver County Justice Center Building, 600 East 4th Street • Chaska, MN 55318. The Court Administration Office has all the necessary forms and can answer any questions. The main number for Court Administration is (952) 361-1420.

e. Waiver of Drug/Alcohol Violations

The College strongly encourages reporting instances of sexual harassment and sexual misconduct, including assault, dating or domestic violence or stalking. Consequently, individuals who report such information, and individuals who participate in an investigation into allegations of violations of this policy, will not be disciplined by the College for any violation of its drug and alcohol policies in which they might have engaged in connection with the reported incident.

Complaint Procedure

a. Initiation of Complaint

Complaints are generally initiated by individuals who believe that their rights under this policy have been violated, but any individual may initiate the complaint procedure. In addition, circumstances may arise in which a complaint may be initiated in the name of the College to protect the safety, integrity and welfare of the community as a whole. Generally, the Title IX Coordinator will make a determination of whether a complaint should be initiated in the name of the College. When a complaint is made under this policy, the College may ask that any report be confirmed in a written and signed complaint form. The Title IX Coordinator or other College official is available to assist in the completion of this form. Complaint forms are available from the Title IX Coordinator, the Dean of Students office, or Human Resources.

b. Requests for Confidentiality or Non-action

Upon receiving a report of a violation of this policy, the College will seek the consent of the complainant to proceed using the procedure set forth herein. The College strives to honor any request that a
complainant may make to keep any such report confidential or for the College not to investigate or respond to such report, but complying with any such request will limit the College’s ability to look into and respond to a report. In deciding whether the complainant’s request can be honored, the College will weigh the request against the seriousness of the alleged misconduct, the College’s obligation to maintain a safe and nondiscriminatory learning environment for its students, and the College’s commitment to addressing and preventing recurrence of misconduct. This determination will be made by the Title IX Coordinator.

If the College decides that it has an obligation to investigate and address the alleged policy violation, it will notify the complainant before proceeding. The College will maintain confidentiality to the extent reasonably possible, subject to its need to conduct an investigation and respond to the situation in accordance with this policy. In all cases, the individuals investigating and responding to incidents or allegations of misconduct will share information about the incident or allegation, investigation and response within and outside the College only on a “need to know” basis. However, complete confidentiality generally will not be possible. Accordingly, if a complainant is not certain that he or she wishes the College to initiate the response and resolution process, the complainant should contact a confidential reporting resource.

c. Interim Measures

At any time after a report of a potential violation of this policy has been received by the College, the College may take immediate steps as it finds appropriate to protect a complainant or to meet its obligations to maintain a safe, nondiscriminatory learning environment for students. The College may take such steps even when a complainant asks that the College keep a reported violation of this policy confidential and that it not investigate the matter. Such measures will vary based on the particular facts and circumstances and based on a complainant’s confidentiality preferences, but may include:

- Establishing a “no contact” order between individuals.
- Prohibiting an individual from being on campus or at College events.
- Changing a student’s or employee’s status, in consultation with appropriate administrator(s).
- Changing work, class, or other schedules, in consultation with appropriate administrator(s).
- Changing academic requirements or providing assistance with academic issues.
- Issuing a timely warning of any substantial threat or danger to the community.
- Making information about and providing assistance with respect to orders for protection and harassment restraining orders, including enforcement of such orders.

d. Advisor

The complainant and the respondent have the right to be assisted by an advisor of their choice as long as the advisor is not a potential witness in the case.

Guidelines for advisors are:

- The purpose of the advisor is to support a student in the complaint process. Advisers should be chosen for their ability to assist a student with the process.
- Advisors may confer with the student involved, but they may not actively participate in the process. The advisor may accompany the complainant or respondent to all meetings relating to the complaint procedure. The advisor may not appear in lieu of the complainant or respondent or speak on his or her behalf.
All information concerning any case may be made available to advisors with the written permission of the involved student.

Violations of confidentiality or other forms of interference with the complaint procedure by the advisor may result in disqualification of an advisor. The College will provide the parties information regarding the selection of an advisor by another party.

e. Non-Participation and Silence

If, at any time during the complaint procedure, a party decides not participate, the College will proceed with the Complaint process and make a determination based upon the information available. Silence in response to an allegation will not necessarily be viewed as an admission of the allegation, but may leave the complainant's allegations undisputed.

Formal and Informal Resolution Options

When a Complainant or the College chooses to move forward with the complaint procedure set forth in this policy, there are two avenues for resolution of an alleged policy violation: formal and informal resolution. The Complainant or the College has the option to proceed informally, when permissible. If a complaint is processed informally, the Complainant, Respondent or College has the option to move the complaint to the formal process at any time. Informal resolution is never appropriate in cases involving allegations of sexual assault.

The Title IX Coordinator is available to explain the informal and formal resolution procedures. In addition, the Title IX Coordinator may also directly refer the matter to other institutional disciplinary procedures. This referral option will generally be used when: (1) the type of behavior that is alleged to have occurred does not constitute a violation of the sexual misconduct policy or (2) the behavior that is alleged to have occurred is better handled under another disciplinary procedure. Every attempt should be made to determine the appropriate option for resolution within five (5) business days of the submission of the complaint.

Informal Process and Resolution

If an informal resolution is pursued, the Title IX Coordinator (or her/his designee) will attempt to facilitate a resolution that is agreeable to all parties. Under the informal process, the College will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the College, and the College community.

Any party to the complaint has the option to discontinue the informal process and request a formal investigation. The College also always has the discretion to initiate a formal investigation. If at any point during the informal process, the complainant, the respondent, or the College wish to cease the informal process and to proceed through the formal procedure, the informal process will stop and the formal process outlined below will be invoked.

Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of the College to stop, remedy, and prevent policy violations. To facilitate such a resolution, the Title IX Coordinator will make a recommended resolution that may include a variety of institutional responses or requirements, including, but not limited to, the following: warning, behavioral contracts, administrative referrals, community service hours, restitution, required
attendance at educational programs, required assessment or counseling, mediation at the complainant's request, the respondent's education record including a finding that this policy was violated, restriction of privileges, and/or probation.

If all parties to the complaint and the College agree in writing to the terms and conditions of a recommended resolution within five (5) business days, the case will be resolved without further process under this procedure. If all parties to the complaint do not agree in writing to the terms and conditions of the recommended resolution within five (5) business days, the complaint will be referred to the formal process.

Formal Process

If a complaint is not processed through the Informal Process, or is not resolved through the Informal Process outlined above, the complaint shall be processed according to the formal procedure outlined below.

a. Investigation

Following the submission of a completed complaint form that states a possible violation of this policy, the College will strive to complete a thorough, fair and impartial investigation. The investigation will be conducted by one or more investigators appointed by the College. At least one investigator shall be appointed for each case. The investigator(s) shall interview the complainant, respondent and/or other witnesses or request additional information from the complainant, respondent or others. In addition, the complainant and respondent shall have an opportunity to advise the investigator of any witnesses they believe should be interviewed, and/or other evidence that they believe should be reviewed by the investigator(s). All interviews with the complainant, respondent, and other witnesses will be recorded.

Every attempt will be made to complete the investigation process within fifteen (15) business days of the filing of the complaint or the referral from the informal process, but in some cases more time will be required. If a criminal complaint has been filed, the College’s procedures, including any investigation, may be temporarily delayed to allow law enforcement to gather evidence. Such delay may only occur at the request of law enforcement and shall not be any longer than necessary for law enforcement to complete the gathering of evidence. In no case will the College wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation.

b. Adjudication

Upon completion of the investigation, the Adjudicator will review the investigation and make a determination as to whether it is more likely than not that a violation of this Policy occurred, and if so, what sanctions are warranted. The College reserves the right to appoint additional adjudicators to assist in making a determination.

The complainant and the respondent shall receive written notice of the identity of any additional adjudicators assigned to review the investigation. The complainant or respondent may request the removal of an adjudicator on the grounds of personal bias or other conflict of interest. Such requests may be made by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than two (2) business days after receiving the notice of the identity of the adjudicator(s) assigned to the matter. The Title IX Coordinator will determine whether to accept or deny
the challenge. If the request is accepted, a replacement will be appointed and notice will be provided to the complainant and respondent. The decision of the Title IX Coordinator with regard to the challenge is final and is not appealable.

1. **Review of Investigation File**

The investigation file will be made available to and reviewed by the adjudicator(s) upon following confirmation of his, her, or their appointment. The investigation file shall consist of the following: the complaint, the recordings of witness interviews, and any other evidence obtained through the investigations. Upon review of the investigation file, the adjudicator(s) may, in their discretion, request additional investigation by the investigator(s).

The investigation file will also be made available for review by the complainant, respondent, and their designated advisors. Confidential information in the investigation file that cannot be shared with the parties may be redacted from the file in accordance with applicable law. The file cannot be copied or removed from the investigation file at the location provided by the College for review purposes.

Following review of the investigation file, both parties shall have the opportunity to provide a written statement containing any comments or additional information the parties would like the adjudicator(s) to consider. The written statement shall not exceed 4,500 words in length. The written statement must be submitted within ten (10) business days after the investigation file becomes available to the parties. If desired, the parties shall have an opportunity to review the written statement submitted by the other party and may submit a rebuttal written statement not to exceed 1,300 words in length. The rebuttal written statement must be submitted within five (5) business days after the deadline for submission of written statements. The adjudicator(s) will ensure that the complainant and respondent have been given equivalent opportunities to present relevant information for consideration in the investigation and adjudication process.

2. **Determination**

The adjudicator(s) will render a decision based upon the investigation file, additional written statements provided by the parties to the complaint, and any other information the adjudication panel deems appropriate and which is made available to both the complainant and respondent. While the Title IX Coordinator is available for consultation, the Title IX Coordinator will not participate in making a decision. The adjudicator(s) will use a preponderance of the evidence standard (or “more likely than not” standard) in determining whether a violation of the Sexual Misconduct policy has occurred.

The adjudicator(s) will render a decision and communicate the decision to the complainant and respondent. The written decision will provide findings of fact, conclusions, and where a violation is deemed to have occurred, the sanctions imposed. The parties shall receive simultaneous written notice of the determination within five (5) business days after the parties’ due date for submitting any rebuttal written statement.

The determination of the adjudicator(s) may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final.

If the decision is made that there is not sufficient basis to believe that it is more likely than not that a violation of this policy occurred, the parties will be notified of that determination and the complainant
will be informed of other procedures for resolving the complaint and of other resources that may be available to the complainant.

If the decision is made that it is more likely than not that the policy was violated, the adjudicator(s) shall determine appropriate sanction(s). The determination will include steps to take to prevent recurrence of any such violations, and as appropriate, remedies for the Complainant. Sanctions imposed upon students who are determined to have violated this policy may include a variety of institutional responses or requirements, including, but not limited to, the following: warning, behavioral contracts, administrative referrals, community service hours, restitution, required attendance at educational programs, required assessment or counseling, restriction of privileges, probation, suspension and/or expulsion.

Appropriate sanctions for College personnel deemed to have violated this policy include, but are not limited to unpaid suspensions, suspension of promotion and salary increments, suspension or withdrawal of privileges, demotion and/or termination of employment.

If it is determined that it is more likely than not that a third party violated this policy, the adjudicator(s) shall determine appropriate sanction(s) including but not limited to conditions upon presence on campus or at College events, no trespass and no contact orders, or other steps deemed necessary to protect the campus community. Third parties have no right to appeal the determination of the adjudicator(s).

c. **Timelines**

Generally, the College will complete the investigation and adjudication process outlined above within sixty (60) days of receiving a complaint or report of a violation of this policy. Some complaints and reports may, however, take longer to investigate and resolve. The College is, however, committed to investigating and resolving all matters as promptly as possible.

d. **Treatment of Parties**

The College will strive to treat all parties involved in a complaint procedure with dignity and to provide nonjudgmental support to students and employees who are engaged in this procedure.

e. **Conflicts**

If a complainant or respondent has any concern that any individual acting for the College under this policy has a conflict of interest, such concern should be reported to the Title IX Coordinator. The Title IX Coordinator will review the concerns and take appropriate steps to ensure that no conflicts of interest exist on the part of anyone investigating or resolving a complaint under this policy. If the Title IX Coordinator has a conflict of interest with respect to a complaint, the College’s Vice President of Finance and Operations shall appoint an alternate person to oversee adherence to the Sexual Misconduct policy with respect to the complaint at issue. If the Vice President of Finance and Operations is a party to the complaint or has a conflict of interest with respect to a complaint, the Provost for the College shall ensure that the institution puts in place appropriate safeguards under the circumstances to ensure that the institution promptly and equitably responds to the complaint, including, but not limited to, appointment of alternate individuals to oversee adherence to the Sexual Misconduct policy.
f. **Reservation of Flexibility**

The procedures set forth in this section reflect the College’s desire to respond to complaints in good faith and in a manner that promotes fairness to all parties. The College recognizes that each case is unique and that circumstances may arise which require that it reserve some flexibility in responding to the particular circumstances of the matter. In the rare cases where it is not possible or practical to follow this procedure, the College reserves the right to modify the procedure or to take other administrative action as appropriate under the circumstances.

g. **Appeals**

Following the communication of the decision by the adjudicator(s), the complainant or respondent (other than individuals who are not either students or employees of the College) may request an appeal of the decision. The request for an appeal must be submitted in writing to the Title IX Coordinator within five (5) business days of receiving notice of the determination. Failure to file a timely appeal constitutes a waiver of any right to an appeal.

The basis for an appeal will be limited to the following:

(i) New or newly discovered evidence which may substantially affect the outcome of the adjudication; or

(ii) There was a procedural error which substantially affected the outcome of the adjudication.

Appeals should not be requested frivolously. An appeal represents a procedural safeguard for the parties. In an appeal the burden of proof is on the appealing party to show by a preponderance of evidence that one or more of the above grounds for appeal are satisfied.

If the Title IX Coordinator or his/her designee determines that the appealing party has demonstrated that it is more likely than not that one of the above grounds for appeal is satisfied, the matter will be remanded for review of the investigation file by the Vice President of Finance and Operations. If the grounds for appeal relate to the investigation, or warrant additional investigation, the adjudicator(s) may refer the matter to further investigation before proceeding. Upon remand, the adjudicator(s) shall utilize the same process as required for all adjudications under this policy.

If there is not adequate reason to believe that one or more grounds for appeal has been satisfied, the Title IX Coordinator may dismiss the appeal. This decision is final and is not appealable.

The Title IX Coordinator or his/her designee will notify the parties to the complaint in writing of his/her determination within 10 business days of the filing of the appeal.

**No Retaliation**

The College prohibits retaliation against any individual who makes a good faith report of a potential violation of this policy, who supports another person’s report, or who acts as a witness in any investigation into a complaint. Any concerns of retaliation should be reported to the Title IX Coordinator or the Dean of Students (for students) or the Vice President of Finance and Operations (for employees). The College will take appropriate action against any individual who retaliates against another person in violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
Alternative Procedures

Nothing in this policy is intended to interfere with the right of any individual to pursue other avenues of recourse which may include, but is not limited to, filing a complaint with the United States Department of Education’s Office for Civil Rights (OCR).

The OCR office for institutions located in Minnesota is:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago IL 60661-4544

Tel: 312.730.1560
TDD: 877.521.2172
Email: OCR.Chicago@ed.gov

Registered Sex Offender Notification

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that requires the College to notify students where law enforcement agency information concerning registered sex offenders may be obtained. Information about registered Level 3 sex offenders may be obtained from the Minnesota Department of Corrections at https://coms.doc.state.mn.us/Level3/. Crown College is located in zip code 55375. Additional searches for information about registered offenders may be obtained at http://www.doc.state.mn.us/PAGES/index.php/search-offenders-fugitives.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

Crown College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding or action taken against a student who is the alleged perpetrator of such a 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 purposes of this paragraph.
APPENDIX A – Emergency Response Procedures

CROWN COLLEGE EMERGENCY RESPONSE PROCEDURES

In all life-threatening emergencies, call 9-1-1. For all emergencies, call Campus Safety (Ext. 5100 or 952-412-3658).

Color-coded emergency procedures documents are posted in all classrooms and residence halls. Please read and familiarize yourself with all procedures, and confirm the location of posted documents for quick referral in the event of an emergency.

Medical Emergency

Call 9-1-1 immediately if the situation is a life-threatening emergency. In all instances, call Campus Safety (Ext. 5100 or 952-412-3658). Stay with the individual and do not attempt to move him/her unless they are in danger. Calmly allow emergency personnel to address the situation.

Severe Weather

Crown College relies on the National Weather Service to determine when to take precautionary action due to severe weather. If you hear a weather siren outside it is signaling severe weather and you should find shelter inside a building. When the siren sounds all persons should move to the lowest level core of a building to avoid glass and debris while assisting persons with disabilities or special needs. If you are in a classroom, guide students to the designated shelter in an orderly manner. The Severe Weather Warning tone for the interior of Main has a “wa-wa/wa-wa” sound and does not use the strobe lights.

Fire

If an alarm with strobe lights is going off inside the building, it is signaling a fire alarm. You should exit and calmly close your room/office/classroom door behind you, assist persons with disabilities or special needs, and move immediately out of the building into the parking lots past the fire lanes for fire evacuation. If you are in a classroom, guide students to the nearest exit in a calm and orderly manner. Do not enter buildings until authorized by emergency personnel.

Suspicious Person(s)

Do not physically confront the person or block the person’s access to an exit. Call Campus Safety (Ext. 5100 or 952-412-3658); provide as much information as possible about the person and their direction of travel.

Dangerous Person(s)

If you are in a building when a dangerous incident occurs, or notification of a “lock-down” is received through the Emergency Notification system, take the following steps:

- Notify students/guests of the situation if they are unaware.
- If safe to do so, leave the building and get away from the incident. RUN
• If you are uncertain or if you can’t leave, secure yourself and students in the nearest office or
classroom and lock and/or barricade all doors. HIDE

• Close blinds and block windows.

• Stay away from doors and windows.

• Turn off lights, radios, and computer monitors.

• Stay low and behind heavy objects such as tables, desks, file cabinets, or chairs.

• Keep yourself out of sight and remain silent.

• Silence all cell phones.

• Call 9-1-1 and report the incident.

• Call Campus Safety (Ext. 5100 or 952-412-3658) to report the incident.

• Remain in the secured area until you are certain the dangerous person(s) is/are contained by
law enforcement.

• As a last resort if you must, FIGHT.

• Do not attempt to rescue anyone if it will further endanger the persons within the secured area.

• When in doubt, remain within the secured area and wait until the “all clear” has been given by
law enforcement or Campus Safety.

• If you encounter police officers, raise your hands and follow their commands immediately and
completely. They may not know who the dangerous person(s) is/are.

Power Outage

Call Campus Safety (Ext. 5100 or 952-412-3658). Remain calm and move cautiously to a lighted area
while assisting persons with disabilities or special needs. Turn off stoves and unplug computers,
appliances, and other voltage-sensitive equipment. Do NOT tamper with or reset tripped fuses or
switches, and do NOT utilize candles during power outages.

Natural Gas Leak

Remain calm, and guide students to evacuate the building or area immediately while assisting persons
with disabilities or special needs. Call Campus Safety (Ext. 5100 or 952-412-3658). Do NOT use light
switches, cell phones, or anything else that could cause a spark. Do NOT use or tamper with any
equipment.

Hazardous Materials Release

Move away from the site of the hazard to a safe location. Call 9-1-1 immediately if this is a life-
threatening emergency. In all instances, call Campus Safety (Ext. 5100 or 952-412-3658). Alert others to
stay clear of the area, and notify emergency personnel if you have been exposed or have information
about the release.

Suspicious Object

Do NOT touch or disturb the object. Calmly leave the area, and call Campus Safety (Ext. 5100 or 952-
412-3658).
APPENDIX B – Drug and Alcohol Abuse Prevention Information

DRUG AND ALCOHOL ABUSE PREVENTION INFORMATION

(http://my.crown.edu/fileadmin/filemounts/Student_Development/Drug_and_Alcohol_Abuse_Prevention_Information_Final.pdf)