



CROWN COLLEGE

ANNUAL SECURITY REPORT

Fall 2023

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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 1727 students. Currently 478 students reside on campus.*

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:

- Campus Safety Office at the Information Technology Helpdesk, S103
- Facility Management Services ("FMS") Office, S168
- 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 6:00pm, 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 building 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 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 Campus Safety Office, C101 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.

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 Safety Authority or the local police. From on or off campus, you may call the Campus Safety telephone at 952-446-4101. 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 911

CAMPUS SAFETY AUTHORITIES

| | |
|-------------------------------|-------------------------------------|
| 1. Campus Safety Office | 952-446-4101 Main Building S103 |
| 2. Resident Assistant On Duty | <i>(in person)</i> |
| 3. Resident Director | <i>(in person)</i> |
| 4. Dean of Students | 952-446-4115 Main Building, E203 |

| | |
|---|-------------------------------------|
| 5. Office of Facility Management Services | 952-446-4183 Main Building, S168 |
| 6. Director of Human Resources | 952-446-4122 Main Building, W201 |

Reports to the above-referenced Campus Safety 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 Safety Authorities are responsible for documenting incidents. Documented reports will be reflected in the Daily Crime Log.

The above-referenced Campus Safety 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 Safety 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 a police report against the perpetrator may still want to consider making a confidential report. With the victim's permission, the Campus Safety 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. The purpose of the annual disclosure of crime statistics is to make known all reported crimes that occurred on campus or adjacent public property for the past three years. Campus crime, arrest and referral statistics include those reported to designated Crown College Campus Safety Authorities. Campus Safety 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.

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.

Crown College Crime Statistics

| Offense | Year | On-Campus Property | On-Campus Student Housing Facilities |
|-----------------------------------|------|--------------------|--------------------------------------|
| <i>Criminal Offenses</i> | | | |
| Murder/Non-negligent Manslaughter | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Negligent Manslaughter | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |

| | | | |
|---|-------------|---------------------------|---|
| | 2022 | 0 | 0 |
| Sex Offenses, Forcible | 2020 | 0 | 1 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Sex Offenses Non-Forcible | 2020 | 0 | 1 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Rape | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Fondling | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Incest | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Statutory Rape | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Robbery | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Aggravated Assault | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Burglary | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Motor Vehicle Theft | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Arson | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Arrests and Disciplinary Referrals | | | |
| Offense | Year | On-Campus Property | On-Campus Student Housing Facilities |
| Arrests: Weapons: Carrying, Possessing, Etc. | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Disciplinary Referrals: Weapons: Carrying, Possessing, Etc. | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Arrests: Drug Abuse Violations | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Disciplinary Referrals: Drug Abuse Violations | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 2 |
| Arrests: Liquor Law Violations | 2020 | 0 | 0 |
| | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| | 2020 | 0 | 3 |

| | | | |
|--|-------------|---|---|
| Disciplinary Referrals: Liquor Law Violations | 2021 | 0 | 5 |
| | 2022 | 1 | 6 |
| VAWA Offenses | | | |
| Domestic Violence | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Dating Violence | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |
| Stalking | 2021 | 0 | 0 |
| | 2022 | 0 | 0 |

Hate Crimes

No hate crimes were reported in 2020, 2021, or 2022.

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
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 Safety 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 Safety 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 Student Development 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 Campus Safety representative 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:
 - o 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.
- Access reports to determine the last time student used a meal plan or accessed residence hall.
- If student works on-campus contact supervisor for contact information
- Call student's home number
- Request information from Information Technology about students last electronic sign in to Crown's network systems
- Campus Safety may issue an ID picture to assist in identifying the missing student
- Campus Safety 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.

- Vice President of Student Development
- Office of Campus Safety Personnel
- Residence Director

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

- 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.
- 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.
- 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.

Employees and students can obtain drug and alcohol education information and a list of counseling and support services from the Counseling Services Office, S111, 952-446-4352.

Sex Offense Policies, Procedures, and Programs

SEXUAL VIOLENCE PREVENTION AND AWARENESS PROGRAM

Crown College provides comprehensive, intentional, and integrated educational programming, initiatives, strategies, and campaigns to all students and employees that promote awareness of sexual violence, including domestic violence, dating violence, sexual assault, and stalking. New students and employees receive training as part of their respective orientation programs and continued training for all students and employees takes place annually each September.

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, including but not limited to recognizing situations of potential harm, understanding institutional structures and cultural

conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and take action to intervene;

- information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks with the purpose of decreasing perpetration and bystander inaction, increase empowerment for victims in order to promote safety, and help individuals and communities address conditions that facilitate violence;
- 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.

Throughout the year, the College engages in ongoing prevention and awareness campaigns that focus on increasing understanding of topics relevant to and skills for addressing sexual assault, dating violence, domestic violence, and stalking. These efforts include a range of strategies and include the same information as the College's primary awareness campaigns. Employee and student awareness initiatives will include Welcome Weekend events, specific training for Resident Directors, Assistant Resident Directors and Resident Assistants; and email blasts.

Sexual Misconduct & Violence Policy

Below are the links to the full policy and the online misconduct report form

<https://www.crown.edu/wp-content/uploads/2023/08/Sexual-Misconduct-Policy-July-2023.pdf>

https://crown-xwqbg.formstack.com/forms/sexual_misconduct_reporting_form