



# 2017 ANNUAL SECURITY & FIRE SAFETY REPORT

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## **2017 Annual Campus Security and Fire Safety Report**

(January 1, 2017 to December 31, 2017)

### **ABOUT THE REPORT**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 109 (f)) is the land-mark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around campuses. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, non-campus property owned or controlled by DCC and on public property within, or immediately adjacent to and accessible from the campus. The following pages provide crime rates and statistics for 2015, 2016, and 2017 calendar years as required by law. This report also includes fire safety information.

The Clery Act requires that the following “Clery crimes” be reported:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Domestic violence
- Dating violence
- Stalking
- Hate crimes

### **How the crime statistics in this report are compiled:**

The crime statistics in this report have been compiled by the Vice President of Academic and Student Affairs with the assistance of residence life and facilities maintenance. This report is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990. The statistics include all crimes reported to college officials, the Glendive Police Department and the Dawson County Sheriff’s Office. The totals reported in this annual security report include crimes reported which have occurred on campus; at non-campus properties owned or controlled by the College and used for educational purposes; and on public property such as streets and sidewalks immediately adjacent to the campus.

Statistics pertaining to referrals for disciplinary action reflect those incidents of alcohol, drugs, and weapons violations that were referred to the Director of Residence Life or the Vice President of Academic and Student Affairs for student disciplinary action.

## How the crime report is disseminated

The Clery Act stipulates DCC notify all current and prospective students, faculty and staff of the availability of this report no later than October 1, 2018. The report can be retrieved from the website at [www.dawson.edu/students/student-safety-and-campus-security](http://www.dawson.edu/students/student-safety-and-campus-security), and in an email notification providing the URL address for the report sent to all current students, faculty and staff. Printed copies of the report are available upon request from the office of the Vice President of Academic and Student Affairs or by calling 406-377-9405.

## Disclosure of Reported Crimes and Crime Statistics for Calendar Years 2015, 2016 and 2017

For the purpose of this report, the following definitions apply:

**On-campus** is defined as “any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonable geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor)”.

**Non-campus** building or property is defined as “any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.”

**Public Property** is defined as “all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.”

	On-Campus			On-Campus Student Housing			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
<b>Criminal Offenses</b>												
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	0	1	0	1	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	2	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	1	0	0	0	0	0
Burglary	1	0	0	0	0	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	2	0	0	1	0	2	3	0	0	0	0	0

<b>Hate Crimes</b>												
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	0	1	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	0	0	1	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	1	1	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	1	0	0	1	1	0	0	0	0	0	0
<b>Alcohol, Drugs, Weapons Arrests</b>												
Weapons law violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	3	0	0	3	1	3	0	0	0	0	0
Liquor law violations	0	3	0	0	3	14	5	0	0	0	0	0
TOTAL	0	6	0	0	6	15	8	0	0	0	0	0
<b>Alcohol, Drugs, Weapons Disciplinary Actions/Referrals</b>												
Weapons law violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes in 2015, 2016 and 2017.

## Definitions

*Murder & Non-negligent Manslaughter* is defined by the willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as murder and non-negligent manslaughter.

*Negligent Manslaughter* is defined as the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities, are not included in the category of Negligent Manslaughter.

*Sex Offense* is defined as any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

*Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

*Sexual Assault with an Object* is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia (e.g., a finger, bottle, handgun, stick).

*Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.

*Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent.

*Robbery* is the taking, or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

*Aggravated Assault* is an attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner or the victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

*Burglary* is the unlawful entry into a building or other structure with the intent to commit a felony or a theft.

*Motor-Vehicle Theft* is the theft or attempted theft of a motor vehicle. All cases where automobiles, trucks, motorcycles, all-terrain vehicles, and mopeds are taken by persons not having lawful access or consent including joy riding, even if the vehicle is recovered.

*Arson* is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another, etc.

*Domestic Violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

*Dating Violence* is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and, where the existence of such a relationship shall be determined by the victim with consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, (3) the frequency of the interaction between the persons involved in the relationship.

*Stalking* is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

*Liquor-Law Violations* are the violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person, underage possession, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, and all attempts to commit any of the aforementioned offenses. Drunkenness and driving under the influence are not included in this definition.

*Drug-Law Violations* are the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

*Weapons Law Violations* are the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnished deadly weapons to minors, aliens possessing deadly weapons, all attempts to commit any of the aforementioned.

*Hate Crime* is defined as a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. For Clery Act reporting purposes, hate crimes include any offense in the following list that is motivated by bias:

- Murder and Non-Negligent Manslaughter
- Sex Offense
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft

- Arson
- Destruction/Damage/Vandalism to Property
- Intimidation
- Larceny/Theft
- Simple Assault

#### Hate Crime Bias

- Race
- Gender
- Religion
- National Origin
- Sexual Orientation
- Gender Identity
- Ethnicity
- Disability

*Unfounded Crimes* Occasionally, an agency will receive a complaint that is determined through investigation to be false or baseless. In other word, no crime occurred. If the investigation shows that no offense occurred nor was attempted, then it must be classified as being unfounded. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense. Also, the findings of coroner, court, jury, or prosecutor do not unfound offenses or attempts that law enforcement investigations establish to be legitimate.

#### **How to Report Criminal Offenses:**

Preventing crime is everybody's responsibility. If you have witnessed a crime or been a victim of, either on or off campus, report the incident immediately. Dial 9-1-1 for emergencies or the Glendive Police Department Dispatch Center at 406- 377-2596. After reporting an emergency, contact the Campus Safety Coordinator at 406-987-8420. In addition, the following staff at Dawson Community College can also be contacted to report a crime: Voluntary, confidential crime reporting can be made to the Vice President of Academic and Student Affairs or to the Human Resources and Compliance/Title IX Coordinator either in person or via email or phone. If a crime occurs in the residence halls, the Director of Housing and Resident Assistants can be contacted.

If you see anyone acting suspiciously, call 9-1-1. Do not approach the individual yourself. Report the type of suspicious behavior and the location. Relay pertinent information concerning the involved person including age, sex, hair color and length, body size and clothing description, notable characteristics (scars, tattoos), vehicle, color and license information, and travel direction.

#### **Importance of Reporting Criminal Activity:**

New in the 2018-2019 academic year, Dawson Community College has a Campus Safety Coordinator. This individual does not have the privileges of a sworn law enforcement officer. Therefore students,



faculty, staff, and guests are strongly encouraged to report all criminal and suspicious activity by calling 9-1-1, the Glendive Police Department and College officials in a timely manner.

Prompt reporting of criminal activity enables College officials and local law enforcement officials to more effectively protect the safety of the entire community. Reporting criminal activity also ensures inclusion in the annual crime statistics and aids in providing timely warning notices to campus. All reports of criminal activity will be investigated. No matter how insignificant the incident may seem, the information students, faculty, staff, and guests provide can be helpful in an investigation.

Voluntary, confidential crime reporting can be made to the Vice President of Academic and Student Affairs, the Campus Safety Coordinator, or the Human Resources Title IX Coordinator. The confidential report is to comply with a student's wish to keep the matter confidential while still taking the steps to ensure the safety of the student and others. With this information, the College can keep an accurate record of the number of incidents involving students, employees and visitors, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports in this manner are counted and disclosed in the annual crime statistic for the institution.

#### **Campus Security and Access:**

During business hours, DCC is open to the public. The residence halls are for students residing in the halls and visitors must sign-in on the visitor log (no solicitation). During non-business hours, access to the College facilities is by key only. The facilities staff ensure that the campus and buildings are locked after hours. The facilities staff also ensures that lighting on campus is working and that pathways are safe and kept clear during the winter season. The Toepke Center and the Jane Carey Memorial Library have separate evening and weekend business hours and are locked after those business hours, which vary based on the time of year. Security cameras record activities on campus 24/7.

The Safety Committee meets monthly during the academic year to report, review and make recommendations to the correct campus personnel.

#### **Campus Security Authorities:**

Students and employees should report criminal offenses described in the annual Clery report to designated Campus Security Authorities (CSAs) or local law enforcement for the purpose of making timely warning reports and annual statistical disclosure. Under the Clery Act, DCC must designate certain individuals as CSAs. CSAs are officials who have significant responsibility for student and campus activities, individuals responsible for security, and individuals designated to receive crime reports. At DCC, the CSAs include the Vice President of Academic and Student Affairs, Title IX Coordinator, Director of Housing, Resident Assistants, Campus Security Coordinator and in the near future, Dean of Student Success.

Students may contact any CSA for appropriate assistance in reporting crimes. Confidentiality of crime reports made to CSAs cannot be promised. Clery requires statistical reporting, but CSAs are also reporters under the requirements of Title IX and as such, may not be able to maintain confidentiality. The Campus Safety Coordinator will keep a crime log available in the Security Office. Identified CSAs are provided yearly training in early Fall semester and as needed.

**Timely Warning and Emergency Notifications:**

Consistent with the requirements of the Clery Act, the President or designee will “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency”. The warning will be issued through the College’s emergency alert notification system that notifies all subscribers of the situation. Warnings will also be issued through campus e-mail to all students, faculty, and staff.

The President and his Executive staff will review the nature of the crime and, if needed, consult with law enforcement to determine what information should be released and in what timeline as to not interfere with any investigation. Official communication will come from the President, the Director of Marketing and Public Relations, or other designated personnel, as well as email and the notification system.

**Security Awareness and Crime Prevention:**

Residence Life/Student Life personnel provide sexual assault awareness to students on Dawson Community College’s campus at least once a semester. Safety procedures are addressed with new employees during New Employee Orientation. Students who live on campus are required to attend a mandatory residence hall meeting at the beginning of the school year where rape prevention awareness is addressed as well as information on who to contact in an emergency (residence life staff and/or local Police Departments). Dawson Community College does not have any officially recognized student organizations with off-campus locations that are monitored by the College (such as fraternity or sorority houses). The Montana University System has also entered into a contract with EverFi, which is a company that hosts online training for sexual assault prevention and bystander intervention called Haven. All incoming students at DCC are required to complete Haven.

Additional training will be implemented in the 2018-2019 academic year with a Campus Safety Coordinator on-campus. Emergency Management plans will be updated and drills will be conducted.

For an escort to a car or building on campus, the Campus Safety Coordinator can be contacted at 406-987-8420.

**Primary Prevention and Awareness and Ongoing Prevention and Awareness Efforts:**

Campus Security Authorities/Mandatory Reporter Training for Clery and Title IX: All faculty, staff, and Residence Life personnel complete mandatory reporter training in the fall semester beginning as well as Title IX trainings throughout the year. This training is provided by the Compliance/Title IX Coordinator and student affairs personnel. All new employees receive an orientation facilitated by Human Resources and Title IX Coordinator. During the orientation, new employees are exposed to DCC’s Discrimination, Harassment, Sexual Misconduct, Stalking, Domestic Violence and Retaliation Policy. During the Fall semester, the Vice President of Academic and Student Affairs and the Title IX Coordinator hold a mandatory Responsible Parties report for all faculty and staff. All incoming students are provided with EverFi’s Haven web-based product which is a two-part training program focusing on prevention and awareness programming as it relates to dating violence, domestic violence, sexual assault, and stalking.

Substance Abuse Prevention: Dawson Community College provides alcohol and substance abuse prevention programming to both students and employees. Within the residence halls, there is a strict

policy structure in place to prevent alcohol and substance abuse from taking place. Appropriate counseling services are available for all students and employees who have alcohol and/or substance abuse issues. Students who have concerns about their alcohol or substance use should contact the Director of Housing or the Vice President of Academic and Student Affairs to receive counseling services. Employees should contact Dawson Community College's Director of Human Resources for resources. The Montana University System has also entered into a contract with EverFi, which is a company that hosts online training called AlcoholEdu. All new students at Dawson Community College are sent the information for completing AlcoholEdu.

#### **Alcohol:**

It is illegal in Montana for anyone under the age of 21 to consume or be in possession of alcohol. It is also illegal for anyone to sell or provide alcohol to a person under the age of 21. DCC prohibits the possession or consumption of alcoholic beverages on campus, or in any college facility, except as specially authorized by Dawson Community College Board Policy. Students, organizations, or groups violating alcohol policies or laws may be subject to disciplinary actions by DCC and/or the appropriate Police Department.

#### **Illegal Drugs:**

The use, possession, or distribution of illegal drugs is strictly prohibited at DCC. The possession, sale, manufacture or distribution of any controlled substance is illegal in Montana with the exception of the Montana-issued medical marijuana card. Dawson Community College prohibits the use of marijuana on campus regardless of the presence of a state-issued medical marijuana card. Violators of illegal drug use, possession, or distribution will be turned over to the appropriate Police authority and are subject to Dawson Community College's disciplinary actions.

#### **Missing Person:**

If someone has a concern that a student living in the residence halls is missing, this concern should be reported to the Director of Housing at 406-987-8421 or [askinner@dawson.edu](mailto:askinner@dawson.edu). The Director of Housing with Resident Assistants and Campus Safety Coordinator will conduct a preliminary investigation and obtain all necessary information.

The Director of Housing, Resident Assistants and Campus Safety Coordinator shall:

- Call the missing student's cell phone and send a text message
- Conduct a quick but thorough search of the campus buildings and parking lots using the student's class schedule
- Interview roommates and known friends
- Check any surveillance video to determine the last time the student may have been seen
- Look at social networking sites such as Facebook for any activity
- Issue an I.D. card photograph to assist in the identification of the missing student
- Check with faculty members to see when the student was in class or if they have had contact with the missing student
- Check the cafeteria and coffee shop to see when the last time the student's I.D. card was scanned
- Attempt to locate the student's vehicle on campus

After the Director of Housing, Resident Assistants and Campus Safety Coordinator has conducted the search with negative results, and determine that the student has been missing for more than 24 hours, they shall notify the Vice President of Academic and Student Affairs, who shall then notify the President and local law enforcement agency. If the student is under the age of 18 and not emancipated, the custodial parent(s) or legal guardian will also be contacted. It will then be determined if a school-wide email and emergency notification alert shall be sent to faculty, staff, and students with the missing student's picture attached. In all cases of a missing student, local law enforcement agencies shall provide information to the media to solicit public assistance in the search for any missing student. The local law enforcement agencies shall consult with the Vice President of Academic and Student Affairs. Any media requests to the College shall be directed to the Director of Marketing and Public Relations.

### **Dating Violence, Domestic Violence, Sexual Assault and Stalking Prevention:**

Dawson Community College affirms the right of all employees and students to work and study in an environment free from all forms of discrimination, harassment, and intimidation and is committed to providing a climate of mutual respect among students and employees. The College is opposed to any practice or action that denies human dignity or infringes upon academic and personal freedom (BP 2-7: Harassment and Sexual Harassment).

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct or written communications of an intimidating, hostile, or offensive sexual nature. In addition, sexual harassment behavior includes:

- the employee's or student's submission to the conduct that is made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- the employee's or student's submission to, or rejection of, such conduct that is used as a basis for employment or education decisions; or
- the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, offensive environment.

Dawson Community College prohibits such conduct. Furthermore, sexual harassment and/or intimidation is a violation of state and federal equal opportunity and nondiscrimination regulations. The College is committed to taking action against an offender through the disciplinary process for both students and employees. Additional information can be found at [www.dawson.edu/policy-manual](http://www.dawson.edu/policy-manual), BP and CP 2-7.

If one of these assault occurs, students should report the incident to the Human Resources and Compliance/Title IX Coordinator as soon as possible. Reports can be made in-person or through other available means. The Human Resources and Compliance/Title IX Coordinator will assist the student in notifying appropriate law enforcement authorities if the student requests the assistance of these personnel. Victims should not disturb any physical evidence. Victims should not wash, clean up or use the restroom, which can destroy powerful evidence. Information shared will remain confidential and will not require the individual to file a police report unless so desired.

Dawson Community College works with area counselors who, upon the request of assault victims, can receive necessary counseling services. The Vice President of Academic and Student Affairs can authorize counseling visits.

Dawson Community College will make reasonable accommodations to the accused and/or the accuser's academic schedules or to the residence hall living accommodations so that the individuals can avoid on-going contact with the person(s) who have been implicated in the assault.

If the accused is a student, employee, or otherwise officially affiliated with the College, the victim will be advised of their right to pursue disciplinary action against the assailant. The student may pursue disciplinary action whether or not the student chooses to file a criminal complaint. Both the accuser and accused will be informed by the Vice President of Academic and Student Affairs of any disciplinary action imposed.

In sexual assault investigations, the preponderance of evidence will be the standard used to determine whether or not there has been a violation of policy.

**All reports and complaints of violations of DCC's Discrimination, Harassment, Sexual Misconduct, Domestic Violence, and Stalking Policy are considered in accordance with DCC's Discrimination Grievance Procedure. The procedures include the following:**

A prompt, fair, and impartial investigation and resolution adhering to the principles of due process of such reports and complaints;

A process conducted by officials who receive annual training on the issues related to sexual misconduct, domestic violence, and stalking, including how to conduct investigations and hearings which protect the safety of victims and promotes accountability;

A process in which the accusing party and the accused have the same opportunities to participate in the process, including the right to be accompanied by an adviser and the right to any appeal.

Policy violations are established with the evidence shows that it is more likely than not the proscribed conduct occurred (referred to as a "preponderance of the evidence standard"). The outcome of the process, including the determination of whether a policy violation occurred and the sanction imposed, will be disclosed to both the accusing party and the accused. A written statement will be provided to any student or employee victim of sexual misconduct, dating violence, domestic violence, or stalking providing an explanation of their rights under the Discrimination Grievance Procedure.

#### **Description of Safe and Positive Options for Bystander Intervention:**

DCC stresses that preventing crime is a shared responsibility. Everyone in the campus community should play an active role in making the college environment safe and secure from criminal activity. Bystanders play a critical role in the prevention of sexual and relationship violence. DCC wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders might not always know what to do if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911.

- Watch out for your friends and fellow students/employees and, if you see someone who looks like they could be in trouble or need help, ask if they are ok

- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated
- Speak up when someone discusses plans to take sexual advantage of another person
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking
- Refer people to on or off campus resources

### **Risk Reduction:**

The following risk reduction strategies have been included from the Rape, Abuse & Incest National Network (RAINN) website located at <https://rainn.org/get-information/sexual-assaultprevention>.

These are some of the ways students can utilize tactics to reduce their risk of sexual assault:

- Walk with purpose: Even if you don't know where you are going, act like you do
- Be secure: Lock your door and windows when you're asleep and when you leave the room and report individuals who keep blocking doors open to a member of the residence life staff
- Stay alert: When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings, and if alone, only use headphones in one ear to stay aware of your surroundings
- Avoid isolated areas: It's more difficult to get help if no one is around
- Prevent isolation: Don't allow yourself to be isolated with someone you don't trust or someone you don't know
- Be careful about posting your location: Many social media sites, like Facebook, use geolocation to publicly share your location
- Keep an eye on your friends: If you are going out in a group, plan to arrive together and leave together; if you decide to leave early, let your friends know; if you're at a party, check in with them during the night to see how they're doing; if something doesn't look right, step in; don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about their safety
- Have a backup plan: Sometimes plans change quickly and you might realize it's not safe for you to drive home, or the group you arrived with might decide to go somewhere you don't feel comfortable; keep the number for a reliable cab company saved in your phone and cash on hand in case you decide to leave
- Know what you're drinking: If you don't recognize an ingredient then use your phone to look it up; avoid large-batch drinks like punches or "jungle juice" that may have a deceptively high alcohol content as there is no way to know exactly what was used to create these drinks
- Trust your instincts: If you feel unsafe, uncomfortable, or worried for any reason, don't ignore these feelings, go with your gut, get somewhere safe and find someone you trust or call law enforcement
- Don't leave a drink unattended: That includes when you use the bathroom, go dancing, or leave to make a phone call; take the drink with you or throw it out and avoid using the same cup to refill your drink
- Don't accept drinks from people you don't know or trust: If you choose to accept a drink from someone you've just met, try to go with the person to the bar to order it, what it being poured, and carry it yourself
- Check in with yourself: Whether you drink regularly or not, check in with yourself periodically to register how you feel
- It's okay to lie: If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie; you are never obligated to remain in a situation that makes you feel

uncomfortable, pressured, or threatened; you can also lie to help a friend leave a situation that you think may be dangerous; some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time

- Be true to yourself: Don't feel obligated to do anything you don't want to do, "I don't want to" is always a good enough reason; do what feels right to you
- Have a code word: Having a code word with friends and family enables you to not feel uncomfortable and allows you to call them and communicate your discomfort without the person you are with knowing what you are communicating so they can then come and get you or make up an excuse for you to leave

### **Sex Offenders:**

Montana's registry for sexual offenders can be found at the following web address:

<https://app.doj.mt.gov/apps/svow/default.aspx>.

### **Dawson Community College's policy and procedures regarding discrimination, harassment, sexual misconduct, domestic violence, and stalking:**

- BP2-7: Harassment and Sexual Harassment Policy <https://www.dawson.edu/policy-manual/bp-2-7-harassment-sexual-harassment/>
- CP 2-7: Harassment and Sexual Harassment Procedures <https://www.dawson.edu/policy-manual/cp-2-7-harassment-and-sexual-harassment/>
- BP 3-5: Student Conduct Code Policy <https://www.dawson.edu/policy-manual/bp-3-5-student-conduct-code/>
- Student Handbook <https://www.dawson.edu/students/student-handbook/>
- BP 3-7: Sexual Misconduct Policy <https://www.dawson.edu/policy-manual/bp-3-7-sexual-misconduct/>
- CP 3-7: Sexual Misconduct Procedures <https://www.dawson.edu/policy-manual/cp-3-7-sexual-misconduct/>

### **Fire Safety Report:**

Dawson Community College maintains an on-campus student housing facility and must collect fire statistics and keep a fire log which is housed in the office of the Campus Safety Coordinator and the records of the Housing Director. For each housing facility on-campus, the following must be reported:

- The number of fires and the cause of each fire.
- The number of deaths related to the fire.
- The number of injuries related to the fire that resulted in treatment at a medical facility. The value of property damage related to the fire.

Fire Incidents	2015	2016	2017
Brueberg Hall	0	0	0
Gibson Hall	0	0	0
Kettner Hall	0	0	0

Monthly checks are conducted by the Residents Assistants in the Residence Halls. They ensure fire alarms haven't been tampered with. Future plans for improvement include fire drills and testing the fire alarms by the Campus Safety Officer.