

Oak Hills Christian College

2019 Annual Security and Fire Safety Report

Reporting dates January 1, 2016 through December 31, 2018

This Report uses **OHF** (Oak Hills Fellowship) to represent the organization, which includes Camp Oak Hills, Mokahum Ministry Center and Oak Hills Christian College.

Safety at Oak Hills Christian College

At Oak Hills Christian College the safety and well-being of our students, faculty and staff is always a priority. However, a truly safe campus can only be achieved through the cooperation of everyone. This information is a part of our effort to ensure that this collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for you and the campus.

Campus Representatives

Title IX Coordinator:	Sue Glidden	Dean of the College
Student Representative:	Ron Maixner	Dean of Student Life
Staff/Faculty Representative:	Sue Glidden	Dean of the College
Camp Representative:	Scott Buchan	Camp Oak Hills Director
Mokahum Representative:	Paul Strobel	Director of Mokahum

EMERGENCY PROCEDURES

Life-threatening Emergencies: Call 911

Your Location:
Your Fire Evacuation Site:
Your Severe Weather Shelter:

Medical Emergency

In the event of a serious injury or life-threatening situation

- Call 911 immediately
- Call Security Director at 218-556-1224 so they can direct emergency services.
- Do not move the person unless his/her life is in danger in the existing location. Administer first aid/CPR. Make the person comfortable until emergency personnel arrive.

Tornado/Severe Weather

- When sirens or other notification occurs, move to a secure weather shelter area.
- Stay away from windows.
- Make sure all doors are closed and keep corridors clear of objects.
- Wait for the "all clear" to return to other campus areas.

Fire

- Activate the nearest fire alarm pull station
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Security Director (218-556-1224) and/or Facilities Director ext. 1244 (218-556-1224)

Evacuation Information

Call 911 and Security Director (218-556-1224)

- Describe the emergency (fire, medical, crime, etc.)
 - Give location of emergency and your phone number.
 - If possible, without endangering yourself, observe and report the situation. The observations may be crucial to responding emergency personnel.
- Calmly evacuate the building using the nearest exit.
 - Assist persons with disabilities or special needs.
 - Gather in nearest parking lot.

Suspicious/Hostile Person

- Do not confront the person physically or block the person's access to an exit.
- Call Security, provide as much information as possible about the person and his/her direction of travel.

Suspicious Object

- **Do not touch** any unidentified packages or objects.
- Evacuate Area/Building.
- Contact Security Director (218-556-1224) and/or Facilities Director ext. 1244 (218-556-1224).

All Emergencies:

- Dean of Student Life: 218-407-3865
- Port-O-Wild's Security: 218-766-9614
- Facilities Director: ext. 1224 or 218-556-1224

Emergency Lockdown

There are a number of emergency situations where an evacuation of a building and/or office area is not advisable. These threats may require lockdown procedures to be executed. An emergency lockdown may be initiated by public address or verbal instruction in each building. It is the responsibility of each person to be familiar with these procedures.

Lockdown procedures

- Security will order and announce "Campus Lockdown"
- Bring all people inside the nearest building.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep away from windows and doors. Turn off lights.
- **DO NOT** respond to anyone at the door until an "all clear" is given.

Active Shooter

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression

**Call 911
WHEN IT IS
SAFE TO DO
SO**

Mechanical Emergency

Hazardous Material: Emergency procedures should be followed in the event of the release of a hazardous material that includes one or more of the following:

- May require evacuation of any people;
- Creates an atmosphere that is immediately dangerous to life or health;
- Creates the potential for a fire or explosion;
- Contact Security Director,

Electrical Emergency: Contact Facilities Director.

INTRODUCTION

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the HEA. On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14) was signed into law. VAWA includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes. Pursuant to the Act, the Department of Public Safety monitors criminal activity and publishes this report containing a three-year statistical history of select crimes or incidents that occur. This report is distributed to all potential students and employees. All current students, faculty and staff are sent an email that briefly describes the content of the report and also the exact Internet address where it can be found:

https://www.oakhills.edu/_assets/docs/annual-security-report.pdf. Printed copies of the report can be obtained from the Student Life Department located in Thompson Hall. The report contains information regarding campus safety and security as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

CAMPUS ALCOHOL/DRUG POLICY AND ENFORCEMENT

DRUG ABUSE

Students may not use or possess any illegal drugs. Students are also not to misuse prescription or nonprescription drugs. This is in compliance with "The Drug Free Schools and Communities Act Amendment of 1989" (Public Law 101-226). Violations of this policy will result in disciplinary action.

ALCOHOL

In Ephesians 5:18, the Bible states that drunkenness is a sin. The fact that alcohol is addictive to many people and because of biblical warnings against its dangers, we urge great caution in the consumption of alcohol. In light of this information, we believe that abstinence is the best choice. As Christians living in community on a small college campus, we expect students to exemplify Christlikeness. Consequently, while taking classes at Oak Hills, students are not permitted to consume alcohol. This begins the moment they arrive on campus and continues through the end of each semester, which is defined as the day a student leaves the campus and lives elsewhere for the holiday or summer break.

Furthermore, students, staff and guests may not consume or possess alcoholic beverages on Oak Hills' property or at any Oak Hills function. Possession or consumption of alcohol by

anyone under age 21 or providing alcohol for a minor is a criminal offense in Minnesota. Violations of this policy will result in disciplinary action.

FEDERAL AND STATE DRUG LAWS

Federal Laws

Schedule Drugs

1. Heroin, mescaline and peyote, marijuana, other hallucinogens, MDMA (ecstasy).
2. Opium, morphine, codeine, methadone, cocaine, amphetamine, methamphetamine.
3. Opium; codeine; morphine; barbiturates; other narcotics, stimulants and depressants, GHB, LSD.
4. Barbiturates; benzodiazepines; chloral hydrate; other narcotics, stimulants and depressants, anabolic steroids.
5. Codeine; other narcotics and depressants.

Penalty for Possession of Schedule I Drugs:

First offense: 10-Life, 10 year mandatory min.; if death or serious injury, 20 year min.; up to \$4 million fine individual, \$10 million other than individual. Second offense: 20-Life, 20 year min., if death or serious injury, not less than life; up to \$8 million fine individual, \$20 million other than individual.

Penalty for Possession of Schedule II Drugs:

First offense: 5-40 years, 5 year mandatory min.; if death or serious injury, 20 year min.; up to \$2 million fine individual, \$5 million other than individual. Second offense: 10-life, 10 year min.; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.

Penalty for Possession of Schedule III Drugs:

First offense: 0-5 years; up to \$250,000 fine individual, \$1 million other than individual. Second offense: 0-10 years; up to \$500,000 fine individual, \$2 million other than individual.

Penalty for Possession of Schedule IV Drugs:

First offense: 0-3 years; up to \$250,000 fine individual, \$1 million other than individual. Second offense: 0-6 years; up to \$500,000 fine individual, \$2 million other than individual.

Penalty for Possession of Schedule V Drugs:

First offense: 0-1 year; up to \$100,000 fine individual, \$250,000 other than individual. Second offense: 0-2 years; up to \$200,000 fine individual, \$500,000 other than individual.

Minnesota State Laws

First Degree. Sale: 10+grams cocaine, 50+grams of other narcotic, 200+doses of hallucinogen, 50K of marijuana. Possession: 25+grams of cocaine, 500+grams of other narcotic, 500+ doses

hallucinogen, 100+k of marijuana. Penalty: 0-30 years, 4 year mandatory min. if prior drug felony; up to \$1 million fine.

Second Degree. Sale: 3+grams cocaine, 10+grams of other narcotic, 50 doses hallucinogen, 25+k marijuana or sale of Schedule I or II drug narcotic, either to a person under 18 or in a school, park, or public housing zone. Possession: 6+grams cocaine, 50+grams of other narcotic, 100+doses hallucinogen, 25+k marijuana. Penalty: 0-25 years, 3 year mandatory min. if prior drug felony; up to \$500,000 fine.

Third Degree. Sale: Narcotic, 10+doses hallucinogen, 5+kilograms marijuana or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic or marijuana) to a person under 18 or employment of a person under 18 to sell same. Possession: 3+grams cocaine, 10+grams of other narcotic, 10+k of marijuana and any amount of Schedule I or II narcotic in a school, park or public housing zone. Penalty: 0-20 years, 2 year mandatory min. if prior drug felony; up to \$250,000 fine.

Fourth Degree. Sale: Any Schedule I, II or III drug (except marijuana), or sale of marijuana in a school, park, or public housing zone. Penalty: 0-15 years, 1 year mandatory min. if prior drug felony; up to \$100,000 fine.

Fifth Degree. Sale: Marijuana or any schedule IV drug. Possession: ALL Schedule I, II, III, or IV drugs except 42.5 grams or less of marijuana. Penalty: 0-5 years, 6 month mandatory min. if prior drug felony; up to \$10,000 fine.

Minnesota State Alcohol Violations

Minnesota has many statutes which regulate and control alcohol use and misuse. Fines and penalties are given on the basis of minimum requirements and prior violations. Some crimes and violations are as follows:

Driving under the influence (blood alcohol content .08) First offense: \$700 fine, max. 90 days in jail, revocation of driver license min. 30 days. Second offense (within five years): \$3000 fine, max. One year in jail, revocation of license min. 90 days. Driving with an alcohol concentration of .04 or more is relevant evidence of whether or not the person is under the influence of alcohol and therefore subject to arrest.

Implied Consent

By driving a motor vehicle in this state, a person agrees to submit to testing for intoxication.

Persons under the age of 21 "Not A Drop" Law, If you drink any amount of alcohol and drive, you lose your license in for 30 day on a first offence, 6 months for a second violation in Minnesota. Misdemeanors: Consumption and possession unless in parent or guardian's home, purchase or attempts to purchase alcohol, entering licensed premises, misrepresenting age.

Aiding Minors Gross Misdemeanor: to sell, furnish or give a minor alcohol, to induce a minor to purchase alcohol, to lend or permit use of license to a minor.

Consent for Sexual Activity: A person under the influence of any amount of an intoxicating substance including alcohol, marijuana, narcotics, or other substances, whether ingestion of the substance is known or unknown, cannot give legal consent for sexual activity. Sexual activity is defined as oral, anal, or vaginal penetration or contact or near contact of breasts or genitals.

Misrepresentation of Age: It is unlawful for any person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.

Furnishing Alcohol to Persons Under 21: It is unlawful to sell, barter, furnish or give alcoholic beverages to persons under 21. People who are injured by an underage drinker may sue adults who supplied alcohol to the underage drinker.

TIMELY REPORTS

The Security Director will advise community members if and when a situation of personal risk exists, and will issue timely reports to inform all community members. Anyone with information warranting a timely warning should report the circumstances to the Security Director.

RESIDENCE SAFETY

- Lock your door – even if you are only going out for a short time. It only takes 8 seconds to walk into an open room and steal your valuables.
- Always lock your door and windows when you are asleep. You are also encouraged to lock your door and windows when you are awake.
- Do not prop open locked exterior building doors. These doors are locked for your protection and protection of other residents.
- Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the main entrance doors.
- Do not loan your keys, key fob, or Student ID card to anyone – even a classmate or friend. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
- Smoke detectors are provided in each housing unit for your safety and at no time should they be disconnected or removed.

VEHICLE PROTECTION

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in well-lit areas.
- Avoid leaving property where it's visible; utilize your trunk if necessary.

PERSONAL SAFETY

- Avoid walking alone at night.
- Refrain from taking short cuts, walk where there is plenty of light and traffic.
- Avoid walking and jogging alone after dark.
- Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence hall or apartment and keep personal or valuable items concealed and close to your body.
- Watch for suspicious persons in and around buildings or parking lots. Do not pursue them. Immediately contact the Security Director (218-556-1224). Call the Security Director if you should enter your room and find a stranger, regardless of the “cover story” supplied.
- If you see any suspicious activity or people on or near campus, call the Security Director (218-556-1224). Do not assume the person is a visitor or OHCC staff member that you have not seen before.

Oak Hills Christian College Policy on Sexual Discrimination

This policy outlines the philosophy and standards practiced by Oak Hills Christian College in regards to harassment, definitions and safeguards, and the approved process for complaints and subsequent investigations regarding harassment.

Oak Hills Christian College will not tolerate any physical threats, intimidation, hazing, assault, or violence against another person *on the basis of race, color, national or ethnic origin, sex, disability, age, status with regard to public assistance or other applicable protected class status*. Such conduct is grounds for immediate disciplinary action, including dismissal, termination, fines, or arrest.

SEXUAL HARASSMENT

Sexual harassment by any member of the Oak Hills community will not be tolerated. Sexual harassment under Title IX covers three categories of conduct:

- a) Quid pro quo sexual harassment by employees
 - Misconduct on the basis of sex that jeopardizes a student’s right to or deprives a student of equal access to education
 - Misconduct using the submission to or rejection of sexual advances, requests, or demands by an individual as a basis for academic decisions
 - Misconduct on the basis of sex that explicitly or implicitly makes submission to such conduct a term or condition of an individual’s employment/student status.

- b) Sexual assault, dating violence, domestic violence, and stalking as defined by the Clery Act.
- c) Any other “unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person access to the college’s education program or activity (hostile environment)”.

This includes acts such as sexual advances, requests, humor, or demands for sexual favors, as well as other physical, verbal, or visual conduct of a sexual nature that creates an intimidating, hostile, or offensive work, living, or learning environment.

Anyone practicing sexual harassment will be subject to disciplinary action. Any student who feels subjected to such harassment, or becomes aware of sexual harassment, should report the incident immediately, either verbally or in writing, to the Dean of Student Life or the Title IX coordinator, Dr. Sue Glidden.

The full Title IX policy is available in print form from Student Life or the Vice President of Academics and Administration. This policy is also available online @oakhills.com.

SEXUAL VIOLENCE / ASSAULT

Oak Hills Christian College will not tolerate any physical or verbal threats, intimidation, hazing, assault, or violence against another person on the basis of race, color, national or ethnic origin, sex, disability, age, status with regard to public assistance or other applicable protected class status. Such conduct is grounds for immediate disciplinary action, including dismissal, termination, fines, or arrest.

This policy outlines the philosophy and standards practiced by Oak Hills Christian College in regards to sexual discrimination, harassment, assault and any other unwelcome conduct based on sex. It includes definitions, responding to cases of harassment, filing a complaint, grievance procedures, investigations, and hearings.

This policy complies with the federal Department of Education 2020 Final Title IX Rules. In the event that the final result of the formal grievance process determines that a complaint does not constitute sexual discrimination or harassment under Title IX rules, Oak Hills Christian College maintains the right to further action based upon provisions in the college’s code of conduct for students and employees. The Title IX framework is applicable to both students and employees.

DEFINITIONS

SEXUAL HARASSMENT

Sexual harassment by any member of the Oak Hills community (this includes all students, staff, faculty, or any other person who is part of the OHF programs or activities) will not be tolerated.

Sexual harassment under Title IX covers three categories of conduct:

- a) Quid pro quo sexual harassment by employees Defining

♣ Misconduct on the basis of sex that jeopardizes a student’s right to or deprives a student of equal access to education

♣ Misconduct using the submission to or rejection of sexual advances, requests, or demands by an individual as a basis for academic decisions

♣ Misconduct on the basis of sex that explicitly or implicitly makes submission to such conduct a term or condition of an individual’s employment/student status.

b) Sexual assault, dating violence, domestic violence, and stalking as defined by the Clery Act. [See definitions at the U.S. Department of Education, Campus Safety and Security site <https://ope.ed.gov/campussafety/#/> under Dictionary.]

c) Any other “unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person access to the college’s education program or activity (hostile environment)”.

This includes acts such as sexual advances, requests, humor, or demands for sexual favors, as well as other physical, verbal, or visual conduct of a sexual nature that creates an intimidating, hostile, or offensive work, living, or learning environment.

ADDITIONAL DEFINITIONS

Sexual assault means an actual, attempted or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law.

Sexual assault includes, but is not limited to:

♣ Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.

♣ Involvement in any sexual act when the victim is unable to give consent.

♣ The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).

♣ Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Dating Violence is 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 shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

♣ Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

♣ Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is a felony or misdemeanor crime of violence committed-

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has 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 person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

Consent is informed, freely given and mutually understood.

- ♣ If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- ♣ If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious.
- ♣ Under Clery, no particular definition of consent with respect to sexual assault is required.

Non-forcible acts include unlawful sexual acts with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law (incest).

OHF property means the facilities and land owned, leased, or under the primary control of Oak Hills Christian College, Camp Oak Hills, and Mokahum Ministry Center.

Education program or activity: refers to locations, events, or circumstances over which Oak Hills Christian College exercises substantial control over the person/persons accused of committing sexual harassment and the context in which the harassment occurs.

- ♣ This includes any OHF property

- ♣ This includes off-campus conduct that is part of OHCC ‘operations’

Employee: refers to any individual employed by OHF including student workers.

Student: The term “student” includes all persons who are enrolled in one or more courses, either credit or noncredit through the college.

SEXUAL ASSAULT AND THE LAW Sexual Assault is a felony and carries substantial penalties under Minnesota Law. [<https://www.house.leg.state.mn.us/hrd/pubs/ss/ssovrcsc.pdf>]

In addition, the Minnesota Criminal Sexual Conduct Law:

- ♣ Classifies criminal sexual conduct into four degrees depending on the degree of force, whether or not there has been penetration, and the nature and extent of injury to the victim.
- ♣ Stipulates that the victim's testimony need not be corroborated.
- ♣ Provides that the victim need not prove resistance.
- ♣ Provides the medical costs arising from examining the victim for purposes of gathering evidence be paid by the county in which the offense was committed.
- ♣ Provides that, as a general rule, evidence of the victim's prior sexual behavior is not admissible in court.

WHAT TO DO IF YOU HAVE EXPERIENCED HARASSMENT OR ASSAULT

a) Talk to someone you trust for support. The Sexual Assault Program in Bemidji (Support Within Reach) is also available to assist victims of such crimes (218-444-9524 or 1-800- 708-2727)). They will immediately provide an advocate who will offer emotional support and assist you with questions and decisions to be made.

b) Notify the Title IX Coordinator and/or the Dean of Students. A report to the Title IX Coordinator and/or the Dean of Students may be made at any time, 24/7, using office or cell phone (posted on campus and on the website), email, text, and any means of written or verbal report. The Title IX Coordinator, the Dean of Students, and the President are the sole persons with authority to institute corrective measures.

Any employee, student or person engaged in the college programs and activities (e.g. residing or present on OHF locations) with knowledge of a sexual discrimination or harassment of any nature must notify the Title IX Coordinator or the Dean of Students (if student involvement).

The Title IX Coordinator will respond promptly, will meet with you confidentially to discuss supportive measures, will arrange to provide these supportive measures and will discuss with you information regarding further actions which may be taken. [Notifying the Title IX Coordinator does not constitute a formal complaint against the individual who has been reported to have committed harassment. The process initiated by a formal complaint is explained below.] A report to the Title IX Coordinator who has authority to act on behalf of the college is the basis upon

which the college has official knowledge of harassment and the responsibility to respond and support the student or employee who reportedly has experienced harassment. Confidentiality will be maintained as long as it does not impair the ability of the college to provide measures.

It should be noted that no disciplinary or punitive actions can be taken against an alleged perpetrator of harassment or assault without following the grievance process documented below. It should also be noted that the college reserves the right to independently initiate a formal grievance process as documented below and will do so when the safety of other persons may be at risk.

Upon the student's/employee's request, the Title IX Coordinator will insure provision of assistance and support throughout any further actions.

In the case of an assault, some of the choices that face a victim of assault include:

1. Reporting the assault with local law enforcement (we recommend doing this). This does not obligate you to press charges. Call the Law Enforcement Center (218-333- 9111).
2. Having a medical examination. A medical person will conduct a physical examination for your protection and health, and to determine the presence of physical injury, sexually transmitted diseases or pregnancy. They are also equipped to conduct the proper collection of physical evidence.
3. Preserving evidence. It is of utmost importance to preserve physical evidence in a sexual assault investigation. Do not bathe, shower, douche, use the toilet or change clothing. If the assault occurred on a bed or other area with bedclothes, or loose fabrics, do not discard or wash them.
4. Calling your RA or close friend, or other trusted person who can be with you for support. You do not need to go through this alone.
5. Further assistance in any way possible. Potential options are crisis counseling services, medical treatment, safe-shelter options, and assistance with legal issues.
6. Participating in prosecution (if pressing criminal charges).
7. Make a formal complaint to Title IX Coordinator.

MAKING A FORMAL COMPLAINT AND THE GRIEVANCE PROCESS

Formal Complaint Process

A formal complaint is made by the submission in writing of complete documentation of an alleged sexual harassment incident(s) to the Title IX Coordinator. Documentation must include:

- ♣ date(s) and time(s) of the alleged incident(s)
- ♣ location and people involved in the alleged incident(s)

- ♣ specific details of what happened and resulting effects related to the incident(s)
- ♣ any action taken following the incident(s)
- ♣ physical or digital signature of the complainant (No complaint may be filed anonymously. The grievance process requires that the complainant's identity be disclosed to the accused person – the respondent.)

When it is clear that the complaint involves an incident within the confines of an education program or activity of the college (within the USA), the Title IX Coordinator will initiate the 6 grievance process in order to provide a prompt and equitable resolution of student and employee complaints.

In circumstances where the safety and equitable access to the college's programs and activities of other students or employees is determined to be at risk or where the alleged harassment by an employee is determined to significantly put at risk the integrity of the institution, the Title IX Coordinator may sign a formal complaint and initiate a grievance process. The Title IX Coordinator is not a complainant or a party during grievance process and must be free from conflicts or bias.

Informal Resolution

Oak Hills Christian College is committed to quick resolution of any incident that involves sexual harassment and/or assault. The Title IX Coordinator may offer an informal resolution process in certain circumstances.

1. No informal resolution process may be offered if it is alleged that an employee sexually harassed a student.
2. An informal resolution process is never required and does not constitute a requirement for continued enrollment (student) or employment of the parties involved.
3. All parties involved must voluntarily give written consent to an informal process.
4. At any time prior to a final resolution, any of the involved parties have the right to withdraw from the informal resolution process, resulting in the resumption of the formal grievance process.
5. At any point in a formal grievance process, with the consent of all parties, and informal resolution may be requested and pursued, if agreed in writing by all parties.
6. Records of an informal resolution process will be maintained and shared between all parties.

This process may include several steps, but is not limited to proceed in the order listed

- ♣ Mediation
- ♣ Arbitration
- ♣ Accountability

Examples of options to be considered for victim may include such things as:

- ♣ Academic: different class schedule, online class, waive classroom attendance policy
- ♣ Residential: offer additional housing options, new room, off campus housing
- ♣ No contact orders

DEFINITIONS WITHIN THE FORMAL GRIEVANCE PROCESS

Complainant: For the purpose of reference, the person(s) filing the complaint will be referred to as “the complainant(s).”

Respondent: The person(s) named in the complaint who is/are alleged to have been involved in unacceptable behavior occurring in specific incident(s) and/or by specific action(s) will be referred to as “the respondent(s)”.

Both the complainant and respondent parties are expected to participate in and cooperate with all designated persons involved in the grievance process. This will include requests for written information regarding the allegations, written responses, attendance at meetings involving each party, attendance at the hearing, and responding to any appeal initiated.

Failure to cooperate will be considered a serious matter and may be grounds for disciplinary action.

Title IX Coordinator: This is the designated person with authority to oversee the grievance process and insure that equitable, non-biased treatment of all parties. The Title IX Coordinator must not have a conflict of interest or bias toward either the complainant or the respondent. This person insures the integrity of the process.

Investigator(s): A team of two or more persons appointed by the Title IX Coordinator, in consultation with the Dean of Student Life or the President, to investigate the complaint. The investigation team is comprised of appropriate persons, representative of both genders. The choice of investigators of an alleged harassment complaint will depend upon who is involved in the alleged harassment. The Title IX Coordinator may function as an investigator when deemed appropriate. The Dean of Student Life functions as the lead investigator on teams when a student is involved, unless there is a conflict of interest or possibility of bias.

- ♣ If an incident involves an employee, the investigators will include the Title IX Coordinator or an appointed member from the College Leadership Team and other employees as appropriate.
- ♣ If an incident involves a student, the investigators will include the Dean of Students or an appointed member from Student Life/Student Success. Appointments may include academic personnel, faculty or other employees as appropriate.
- ♣ If the alleged incident involves both students and employees, investigators will be appointed from Student Life and from employees.

Care will be given in all cases to avoid bias or conflict of interest.

A leader for the investigation team will be determined and given the responsibility to assemble the team and oversee the investigation process. The leader is responsible to insure documentation of all processes and evidence collected in the investigation.

Advisors: Both the complainant and the respondent have the right to choose a member of the OHF community to serve as an advisor for them. The following considerations are recommended in the selection of an advisor: a colleague or peer who is well acquainted with the person and/or incident in question, a trusted friend or colleague, a person who is able to appropriately handle confidential information; a person who is able to accompany the individual at meetings requested by the investigation team.

Advisors are contact/support persons for the complainant and the respondent. These persons will be requested to be available to accompany the designated party at meetings, provide information and updates regarding the process as directed, and communicate any questions, concerns or requests to the lead investigator throughout the process of the investigation.

The advisors may or may not be asked to: participate in discussion at meetings or provide information in writing on behalf of the person they represent. An advisor may decline from making a statement in a meeting or in writing. An advisor will not be included in a meeting with an individual if deemed inappropriate by the investigation team for reasons of confidentiality.

Witnesses: Both the complainant and the respondent are permitted to request that members of the Oak Hills community serve as witnesses on their behalf. A witness should be selected based upon their knowledge of the person or of the incident. Witnesses may be requested to document information in writing and submit this information to the investigation team or to verify the accuracy of written notes regarding their testimony.

Decision-maker: The decision-maker is a designated person who has been trained to assess evidence, who leads the live hearing part of the grievance process (involving the use of technology and issues of relevance of questions and evidence), and who make a final written determination of responsibility and resolution measures regarding the complaint. The decision maker may not be the Title IX Coordinator or a member of the investigative team.

Investigation: The investigation team assumes the burden of gathering evidence and producing a complete investigative report. The college will use a clear and convincing standard of evidence. "Clear and convincing" means that the evidence is highly and substantially more likely to be true than untrue; the fact finder must be convinced that the contention is highly probable.

Live Hearing: After review of the investigative report and response time given to all parties, a live hearing is conducted under the conditions documented in the grievance process, led by the decision-maker, whereby the advisors of the complainant and respondent (who are present, possibly in separate rooms) are allowed to ask relevant questions and cross-examine the other party and witnesses.

Appeal: Following the determination of the decision-maker, both complainant and respondent have the opportunity to make an appeal based on procedural irregularities, new evidence, or any

bias or conflict of interest on the part of the Title IX Coordinator, the investigators, or the decision-maker.

THE GRIEVANCE PROCESS

The Investigation

1. An investigation team is appointed and will review the formal complaint.
2. The Title IX Coordinator or the investigation team leader will provide information as needed and insure that the complainant has a chosen advisor who will be with the complainant throughout the process.
3. The Title IX Coordinator or the investigation team leader will inform the respondent that a formal complaint has been filed and provide information about the grievance process. They will insure that the respondent has a chosen advisor who will be with the respondent throughout the process.
4. The investigation team will request in writing or in person to meet with the complainant and advisor within a reasonable timeframe (generally within 1–5 working days). The team will meet with the complainant and advisor and will review the content of the filed complaint. The team reserves the right at this time to remove any sensitive or compromising information regarding others (i.e. students, employees) prior to continuing the process.
5. The investigation team will forward a copy of the written complaint on to the respondent within a reasonable timeframe after the team meets with the complainant (generally within 1–5 working days).
6. Upon receiving the complaint, the respondent will have a maximum of three (3) working days from his/her receipt of the complaint to submit a written response addressing all allegations in the complaint to the investigation team. A shorter response time may be required in appropriate circumstances. A cover letter from the investigation team leader will provide information on the response deadline and to whom the respondent should deliver his/her response. Failure to respond will be considered a neglect of responsibility and disciplinary action may be recommended. The respondent is presumed not responsible for the alleged harassment prior to the conclusion of the grievance process.
7. After assessing the risk and if determining that the respondent may pose an immediate risk to the safety and health of a student or other individual, the investigation team will inform the Title IX Coordinator who may initiate a suspension of a student respondent or place on administrative leave a respondent employee. The respondent shall be informed and have an opportunity to respond.
8. When the respondent has submitted a written response to the complaint, the investigation team will meet with the respondent within a reasonable timeframe (generally within 1–5 working days) to discuss the written complaint and the written response. Informal discussions will be an integral part of this phase and will continue throughout the process.

9. The complainant and the respondent will communicate in writing to the investigation team leader a list of the names of individuals they request to bear testimony on their behalf. The complainant and respondent have the right to ask any member of the Oak 10 Hills Fellowship community to be witnesses, based on their knowledge of the individual and direct knowledge of the alleged harassment.

10. The investigation team will investigate the complaint as appropriate and, unless more time is warranted and appropriate, will conclude the investigation within a reasonable timeframe (generally within 5–10 working days.) Any delay in the timeline of the investigation will be communicated in writing to all parties, with an explanation of the reasons for the delay.

- ♣ An objective evaluation of all relevant evidence (inculpatory or exculpatory) will be conducted.
- ♣ Prior consent (voluntary) will be sought prior to any access of professional medical treatment information or information protected under legally recognized privilege.
- ♣ The respondent is presumed non-responsible during the investigation stage.
- ♣ The investigation team may not restrict either party from discussing the allegations or from gathering and presenting relevant evidence.
- ♣ The investigation may be terminate and the complaint dismissed if the complainant withdraws the complaint, if the respondent is no longer a student or employee of the institution, or if circumstances prevent the investigation team from gathering sufficient evidence toward reaching a determination.
- ♣ At any point in the investigation, if both parties agree in writing, an inform resolution to the complaint may be sought.

11. The investigation will produce a report and provide electronic or hard copy access to both parties for review and response. The investigation report and any responses will be given to the decision-maker for the continuation of the grievance process. Ten days will be allowed for response prior to scheduling the hearing phase.

The Hearing

1. The decision-maker will schedule a live hearing to allow advisors for both parties to ask relevant questions and cross-examine the other party and witnesses. Written notice will be sent to all parties.

- ♣ The hearing will allow each party to be in separate rooms and will use technology for the purposes of conducting the hearing. Any or all parties, other than the complainant, respondent and their advisors may appear at the hearing virtually with technology enabling participants to see and hear each other.
- ♣ Only advisors may ask questions. If a student does not have an advisor for the hearing, the college will appoint one of its choice.

♣ The decision-maker will determine the relevance of each question before a response is given. If determined to be not relevant, a reason will be given.

♣ If a party does not submit to cross-examination, no statement of that party or witness may be taken into consideration by the decision-maker in determining the responsibility of the respondent; nor can the decision-maker draw any inference based solely on the absence of a party or witness from the hearing.

♣ A recording of the live hearing will be made and will be available to the parties.

2. The decision-maker must issue a written determination regarding responsibility of the respondent for the allegation(s) in the complaint. The determination will include:

♣ Identification of the allegations potentially constituting sexual harassment

♣ Procedural steps since the complaint (supplied by the Title IX Coordinator and investigation team leader).

♣ Statement of and rationale for the result to each allegation. oDetermination of responsibility oAny disciplinary sanctions imposed on the respondent oAny remedies to be provided to the complaint (including but not limited to supportive measure established earlier in the process)

♣ Information on how to appeal the determination

3. The decision-maker will deliver the report simultaneously to the Title IX Coordinator and each party.

4. The determination will be final on the second day after the report is received, after which time an appeal will be considered no longer timely.

Guidelines for appropriate responses include:

1. Dismiss the complaint as being without merit.

2. Conclude that the respondent did act in violation of the policy on harassment and thus recommend disciplinary action. Disciplinary action may include termination of employment (employee), living arrangement or enrollment status (student).

3. Conclude that it is not possible to conclude that the respondent did act in violation of the policy on harassment. In such cases, the decision-maker will determine an appropriate response to both parties in consideration of the evidence presented and any other pertinent information available.

The findings of the decision-maker will become the decision of college, and the decision-maker will determine what appropriate disciplinary action will be taken. The implementation of such action will take place without delay.

Appeal

1. If one or both of the parties (complainant or accused) is not in agreement with the final determination of the decision-maker, that party may submit written comments to the Title IX Coordinator within two (2) working days from receipt of the decision. The following constitute the sole bases for making an appeal:

- ♣ Procedural irregularity that affected the outcome of the grievance process
- ♣ New evidence not reasonably available during the investigation and hearing that could affect the outcome of the grievance process.
- ♣ Alleged conflict of interest or bias on the part of the Title IX Coordinator, investigation team, or decision-maker toward either party or in general toward complainants or respondents (ie. bias toward the process of filing a grievance).

2. The Title IX Coordinator will establish a review board within a reasonable timeframe (generally within 1–5 working days). The review board will be made up of four members of Oak Hills Fellowship, representing both genders equally. The members of the investigation team, witnesses for either party, the Title IX Coordinator, the Dean of Student Life, and the decision-maker may not participate in the review board.

3. The review board will meet within a reasonable timeframe (generally within 5–10 working days after receiving review request). The review board will review the report(s), response(s), and findings of the investigation and live hearing to determine whether they support the determination of the decision-maker or if a modified or alternate conclusion is warranted.

- ♣ If the review board concurs with the original recommendation, the recommendation of the decision-maker will be upheld.
- ♣ Because the review board reviews the process and not the complaint, there will be no need to meet with either the complainant or the respondent.
- ♣ The final decision of the review board will be communicated in writing to all parties involved within a reasonable period of time.

Conclusion of the Grievance Process / Miscellaneous

1. Upon resolution of the complaint, the Title IX Coordinator will maintain a separate, confidential file to include a copy of the written complaint, a copy of the written response provided by the respondent, the report from the investigation team, the final determination report of the decision-maker, the written appeal (if any), the findings of the appeal review board (if any) and copies of any agreements signed by the involved parties. The confidential file will be kept in an appropriate place as directed by Title IX Coordinator. Such a file shall be treated as confidential information and will not be revealed to anyone unless it is necessary in connection with any legal or administrative proceedings.

2. In the event that law enforcement authorities conduct an investigation of an assault incident, Oak Hills Fellowship authorities will cooperate fully and assist with obtaining, securing and maintaining evidence under the direction of the law enforcement authorities.

3. In regards to OHF employees, this investigation procedure does not alter the at-will employment status.

4. **CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK** The definitions to be used for reporting the crimes are recorded by the Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions as Excerpted from the Implementing Regulations of the Campus Security Act Federal Register, April 29, 1994, Vol. 59, No. 82. 13

Retaliation

1. No retaliatory action will be taken against any person who in good faith reports conduct that he or she believes may violate this policy.

2. No retaliatory action will be taken against any individual for assisting or participating in an investigation, proceeding or hearing related to a harassment complaint.

3. Any person who violates these provisions may be subject to discipline, up to and including termination of employment or student status.

WHAT RIGHTS DOES ONE HAVE?

1. The respondent has a right to receive a copy of the original complaint, a right to respond to it in writing by a determined deadline, a right to be interviewed by the investigation team, a right to request witness testimony, a right to concur or disagree in writing with any final decision or actions, and a right to know what records are being kept in what office, for what duration.

2. Both the complainant and the respondent have the right to have an advisor. The complainant and the respondent have the right to request that the advisor attend all meetings for support. If either party chooses to not have an advisor, the college may assign a member of the college community as an advocate.

3. Both the complainant and the respondent have the right to have any member of the OHF community bear testimony for them before the investigation team or during the live hearing.

4. Justice requires that the rights and concerns of both parties be fully assured. The college shall make every effort to assure and protect these rights, and shall undertake no action that threatens or compromises them.

5. Suggested time frames are provided throughout the policy to assure a thorough yet efficient investigation that treats each incident with the attention it deserves. In some circumstances (e.g. allowing for college breaks, scheduling challenges, etc.) the time-lines may have to be adjusted.

6. The complainant has a right to request to review the written response submitted by the accused, a right to be interviewed by the investigation team, a right to request witness testimony,

a right to concur or disagree in writing with the determination of the decision-maker and resultant actions, and a right to know what records are being kept in what office, for what duration.

7. The college reserves the right to modify or alter this policy. The college retains the sole discretion to interpret the provisions of this policy. The provisions of this policy supersede the provisions of all such previous policies, and all such previous policies are expressly revoked.

Local Resources

On Campus 218-751-8670

Title IX Coordinator 218-333-1959

Dean of Student Life 218-407-3865

Associate Dean of Student Life 218-760-2821

Men's Resident Director 405-274-3550

Security Director 218-556-1224

Port-O-Wild's Security Services 218-759-7615 or 218-766-9614

Off Campus

Bemidji Police Department 911

Bemidji Police Non-Emergency 218-333-9111

Sanford Regional Hospital 218-751-5430

Support Within Reach 218-444-9524 or 1-800-708-2727

Evergreen Community Services 218-751-8223

Education/Training/Prevention

1. Distribute this document annually to staff/faculty/students
2. Annual Student Engagement Team training
3. New Student Orientation
4. Annual Staff Training of Employees
5. Community awareness: Chapel presentation by Support Within Reach

Standing Investigators:

Title IX Coordinator: Sue Glidden

Dean of Student Life: Ron Maixner

Reference Documents Federal Register/Vol. 85, No. 97/Tuesday, May 19, 2020/Rules and Regulations. Accessed July 18, 2020 at <https://www.govinfo.gov/content/pkg/FR-2020-05-19/pdf/2020-10512.pdf>

Summary of Major Provisions of the Department of Education's Title IX Final Rule, pp. 1-9. Accessed July 15-20 at <https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>

National Association of Independent Colleges and Universities (NAICU) Executive Summary of Final Title IX Rules. PDF. Accessible at <http://www.naicu.edu/issues-advocacy/title-ix-regulations-update>

National Association of Independent Colleges and Universities (NAICU) Technical Summary of Final Title IX Rules, May 11, 2020. PDF. Accessible at <http://www.naicu.edu/issues-advocacy/title-ix-regulationsupdate>

Nash, Kathryn and Emily Mawer. Webinar from trainED (Lathrop GPM), Minnesota Office of Higher Education Title IX Training. June 2020.

Campus Community and Registered Sex Offenders

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Oak Hills Christian College is providing a link to the Minnesota State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Minnesota, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

The Minnesota Predatory Offender Registration and Tracking Program are available via Internet pursuant to MN Statute 243.166 Session updates. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited.**

Follow the link below to access the Minnesota Bureau of Criminal Apprehension website.

[Bureau of Criminal Apprehension MN](#)

Additional search cites

[Minnesota Department of Public Safety](#)

[National Sex Offender Public Website](#)

Family Watchdog

MISSING STUDENT NOTIFICATION

Students who reside in campus housing managed by the Oak Hills Christian College are subject to certain missing student notification procedures. Anyone suspecting that a student has been missing for the past twenty-four hours must immediately notify the Student Life Department. The Security Director will respond to your report and begin an immediate investigation.

Upon receiving information that a student cannot be located and may be missing, OHCC Student Life will initiate an investigation which will include the following:

- Conduct a welfare check into the student's room.
- Call known contacts (parents, guardians, roommates, and friends).
- Contact employers and associates, if known.
- Contact the student's professor to ascertain the student's recent attendance in class.
- If the student has a vehicle, we will attempt to locate the vehicle.

If the student cannot be located after reasonable efforts, Residence Life Staff will then contact the student's emergency contacts no later than 24 hours after the student has been determined to be missing. If a Confidential Contact has been listed (see below), that person must be contacted. If the missing student is under the age of 18 and is not an emancipated individual, Residence Life Staff will notify the student's parents or legal guardian. The Security Director will file a Missing Person's Report with the Beltrami County Sheriff's Department to initiate an investigation.

As a resident student, you may identify a contact person(s) who the institution will notify if you become missing. Oak Hills Christian College will notify this person if we determine you are missing. This contact person information should be communicated to the Student Life Department as a part of your Registration process. The information provided will be kept confidential by the department and will be accessible only to authorized campus personnel and law enforcement involved in the missing person investigation.

Location Definitions

Oak Hills Christian College believes that an informed community is a safety-conscious community. The annual report includes all criminal reports made to the Security Director. It also includes criminal reports made to the Bemidji Police Department and the Beltrami County Sheriff's Department.

The following definitions are taken from the Higher Education Act of 1965, 485(f) (20 U.S.C. 1092(f)), the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", and are used to classify the locations.

Campus: The term "campus" means 1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the

institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and 2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Building or Property: The term “non-campus building or property” means 1) any building or property owned or controlled by a student organization recognized by the institution; and 2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

Oak Hills Christian College does not recognize any off campus student organizations.

The following statistics are provided in compliance with the Crime Awareness and Campus Safety Act of 1990 and its amendments. If you have any questions, please contact Brad DeJager, Dean of Student Life/Security Director at braddejager@oakhills.edu or call 218-751-8670 ext. 1240.

Campus Crime Statistics

Criminal Offenses—On Campus	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Criminal Offenses—On Campus Student Housing Facilities	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Criminal Offenses—Public Property	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests – On Campus	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – On Campus Student Housing Facilities	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	3	1
Liquor law violations	0	0	0

Disciplinary Actions – On Campus Student Housing Facilities	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	3	1
Liquor law violations	0	0	0

Disciplinary Actions – Public Property	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Total Unfounded Crimes	2017	2018	2019
	0	0	0

Hate Crime Statistics for 2017, 2018, and 2019

The statistics below have been classified as “Hate Crimes” and are compliant in accordance with the definitions used in the Hate Crime Statistics Act. Hate crimes are defined as crimes in which the victim is intentionally selected because of their actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. Such statistics shall not identify victims of crimes or persons accused of crimes.

2019: No (0) Hate Crimes were reported.

2018: No (0) Hate Crimes were reported.

2017: No (0) Hate Crimes were reported

CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions Excerpted from the Implementing Regulations of the Campus Security Act Federal Register, April 29, 1994, Vol. 59, No. 82.

The following definitions are to be used for reporting the crimes listed in § 668.47 in accordance with the Federal Bureau of Investigations Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

MURDER

The willful (non-negligent) killing of one human being by another.

MANSLAUGHTER

The killing of another person through gross negligence.

ROBBERY

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. (Including attempts)

AGGRAVATED ASSAULT

The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)(Includes attempts)

BURGLARY

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned. (Excludes vehicle burglary)

MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. (Includes attempts).

ARSON

The willful or malicious burning or attempt to burn (w/o the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another. (Includes attempts)

WEAPON LAW VIOLATIONS

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; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DRUG LAW VIOLATIONS

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, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

LIQUOR LAW VIOLATIONS

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; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

(Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

SEX OFFENSES-FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

SEX OFFENSES-NONFORCIBLE

Unlawful, nonforcible sexual intercourse.

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

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

Source: Federal Register, April 29, 1994, Vol. 59, No. 82. Chapter 6 Appendix B

DOMESTIC VIOLENCE

Crimes of violence committed by a current/former spouse of the victim; person with whom the victim shares a child in common; person who is cohabitating with or has cohabitated with the victim as a spouse; or person similarly situated to a spouse of the victim.

DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffers substantial emotional distress.

HATE CRIMES

Separate statistics will be available for these categories (plus simple assault, larceny-theft, intimidation and destruction/damage/vandalism) when it is determined that specific reports manifests evidence of prejudice based on race, religion, gender, sexual orientation, disability, ethnicity or national origin as defined by the Hate Crimes Statistics Act (28 U.S.C, 534.)

LARCENY-THEFT

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

EVACUATION EMERGENCIES

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Oak Hills, all persons in the affected premises must evacuate. You will be notified of a fire or other evacuation emergency by fire alarm signal, which may be a bell or horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages and phone communication (voice mail) if appropriate.

If you discover a fire or smell smoke, or discover any other hazardous emergency condition in a college facility, immediately activate the building fire alarm and call 911 first, and then the Security Director. Calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items you may take include coats, valuable, medicines, purses, wallets and keys. You should never try to retrieve items in another location in the building.

Building occupants are not required or encouraged to fight fires and may not use a fire extinguisher unless they are designated and trained by the college to do so. Any individual designated and trained by the college in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. Close window and doors behind you. Use the nearest safe exit. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge. If the door or doorknob to the hallway is hot, do not open it, as fire may be on the other side. If you are unable to leave your room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 911 and the Security Director at 218-556-1224 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, visually impaired, deaf, hard of hearing, or mobility impaired as needed and immediately inform the nearest emergency responder of the individual's location. Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Know the location of all exits from your building.

Leave the building and assemble in the Commuter Parking lot, where you will not hinder the approaching emergency response personnel and apparatus. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any

missing individuals should be reported to the Security Director or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for the Security Director or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter.

If re-entry to the building is not imminent, occupant will be directed to proceed to another location. Depending on the severity and scale of the event that triggered the evacuation, the Security Director will implement procedures to account for all college employees and residents known to have been in the building, and all are expected to cooperate in the effort. To the extent possible, telephones and computers will be provided to allow employees and residents to contact family member(s).

TAMPERING WITH FIRE EQUIPMENT

Fire safety equipment that has been tampered with may fail to operate correctly in an emergency. This could prove fatal. Tampering with fire safety equipment (including but not limited to fire alarm pull stations, fire extinguishers, smoke detectors, sprinkler heads, and exit signs) when there is not a fire or any reason to believe that one exists will result in disciplinary action, civil penalties and possible eviction.

The Student Life Department will pursue prosecution to the full extent of the law of any individuals suspected of creating a false fire alarm or tampering or interfering with any fire alarm system or equipment.

Chapter 609.686 of the Minnesota State Criminal Code states the following regarding fire alarms and tampering with a fire alarm system:

It is a **MISDEMEANOR** to intentionally create false fire alarm or to tamper with any fire alarm system, fire protection device or fire pull station.

It is a **FELONY** to tamper with a fire alarm system or equipment if one has reason to know that this action creates a potential for bodily harm

FIRE PREVENTION

The use of candles, oil lamps, incense, matches, lighters, and any open flame in residence halls is prohibited by Minnesota state fire laws. For the safety and well-being of the college community, the possession or use of fireworks, potato guns, or any other explosive devices on campus is prohibited. Flammable materials such as gasoline, kerosene, propane, and Coleman fuel products may not be stored in the residence halls or any on-campus dwelling.

Before having a campfire or bonfire on campus, students must get permission from Student Life or Facilities. There are designated areas for campfires and bonfires. All DNR fire bans will be posted outside the Central Office and must be abided by. The campfire tower may be used for small campfires without special permission, unless posted otherwise.

FIRE EMERGENCY PLAN

We prepare for a fire emergency by explaining fire safety and fire escape plans. We also have

periodic fire drills without prior notification. All students are required to participate in these drills. Resident students will receive fire escape plans and building fire code numbers from the Student Life staff.

If you detect a fire: Don't panic—think!

Small Fire: Use fire extinguisher to put the fire out.

Fire extinguishers are located near the building exits.

Larger Fire:

- Step #1: Pull any alarm.
- Step #2: Get everyone out and away from the building to safety.
- Step #3: Call 911 (on OHCC phone: 8-911)
- Step #4: Notify Oak Hills staff

Daytime: Call Welcome Center, 218-751-8670

Evening, Night, or Weekend: Contact a staff member.

Ron Maixner 218-407-3865

Brad De Jager 218-556-1224

Port-O-Wild's Security 218-766-9614

Please assist with fire prevention by contacting Facilities, Student Life, or Security if you detect any potential fire hazard—electrical short, smoke, burning smell, or other emergency safety concerns.

TRAINING

All students will be provided with copies of this plan, which is also available online on the OHCC website www.oakhills.edu. Students will be trained on fire safety procedures at the start of the academic year by Student Life personnel. Fire/evacuation drills are conducted each semester under the direction of the Dean of Student Life.

Fire extinguisher training and fire safety is provided for our student leaders by the Bemidji Fire Dept. during student leadership training week.

All new employees or other regular building occupants, including full and part-time, permanent and temporary staff and faculty, will be provided with copies of this plan and receive training on its contents. Drills will be conducted on a regular basis by the Security Director.

Fire Safety Systems- On Campus Housing Facilities					
	Fire Detection System	Fire Suppression System	Fire Extinguishers Present	Redundant Monitoring System	Fire Drills Each Year
Acorn Apartments	Yes	No	Yes	No	2
East Hall-building removed 2017	Yes	No	Yes	No	2
PineView Apartments	Yes	No	Yes	No	2
Southgate Apartments	Yes	No	Yes	No	2
Thompson Hall	Yes	Yes	Yes	Yes	2
Ten Oaks	Yes	No	Yes	No	2
West Hall-building removed fall 2016	Yes	No	Yes	No	2

Fires – Summary									
	2017	2017	2017	2018	2018	2018	2019	2019	2019
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Acorn	0	0	0	1	0	0	0	0	0
East	0	0	0	0	0	0	X	X	X
PineView	0	0	0	0	0	0	X	X	X
Southgate	0	0	0	0	0	0	0	0	0
Ten Oaks	X	X	X	X	X	X	X	X	X
Thompson Hall	X	X	X	1	0	0	0	0	0
West	0	0	0	0	0	0	X	X	X

Fire Statistic Log 2017							
	Total Fires	Date	Time	Cause	Injuries	Deaths	Damage Amount in Dollars
Acorn	0						
East	0						
PineView	0						
Southgate	0						
Ten Oaks	X						No Longer used as student housing
West	0						

Fire Statistic Log 2018							
	Total Fires	Date	Time	Cause	Injuries	Deaths	Damage Amount in Dollars
Acorn	1	9/21/18	5pm	Burnt food	0	0	No Damage: Alarm sounded due to burnt food.
East	X						
Pine View	X						
Southgate	0						
Ten Oaks	X						No longer used as student housing
Thompson Hall	1	9/4/18	5:40pm	Dryer	0	0	No Damage: Dryer vent came loose releasing steam, which triggered the alarm
West	X						No longer used as student housing

Fire Statistic Log 2019							
	Total Fires	Date	Time	Cause	Injuries	Deaths	Damage Amount in Dollars
Acorn	0						
East	0						
Pine View	0						
Southgate	0						
Ten Oaks	X						No Longer used as student housing
West	X						

Future Upgrades

Thompson Hall was completed in January 2017 and students also moved in January 2017. With this new building added to our campus we will no longer be using West Hall starting August 2016 and East Hall January 2017.

At this time, there are no new building projects planned or planned upgrades to current facilities.