



2019 ANNUAL SECURITY & FIRE SAFETY REPORT

For Calendar Years 2016-2018

Published October 2019

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2019 Annual Campus Security and Fire Safety Report

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 2016, 2017, and 2018 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 Associate Dean of Student Success with the assistance of maintenance and CSAs. 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, Associate Dean of Student Success, Dean of Student Success, Athletic Director, Coaches, Assistant Coaches, Title IX Coordinator, Faculty Student Club Advisors, and the Vice President of Academic and Student Affairs.

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, 2019. The report can be retrieved from the website at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>, 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 Associate Dean of Student Success or by calling 406-377-9465.

Disclosure of Reported Crimes and Crime Statistics for Calendar Years 2016, 2017, and 2018

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		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Criminal Offenses												
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	0	1	0	0	1	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	1	0	0	1	0	0	0	0	0	0
Burglary	0	1	0	0	1	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

TOTAL	0	2	1	0	2	1	0	0	0	0	0	0
Hate Crimes												
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	0	0	0	0	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	1	0	0	1	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	0	0	0	0	0	0
VAWA Offenses												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	1	1	1	1	1	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	1	1	1	1	1	0	0	0	0	0	0
Alcohol, Drugs, Weapons Arrests												
Weapons law violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	3	1	0	3	1	0	0	0	0	0	0	0
Liquor law violations	3	14	19	3	14	19	0	0	0	0	0	0
TOTAL	6	15	19	6	15	19	0	0	0	0	0	0
Alcohol, Drugs, Weapons Disciplinary Actions/Referrals												
Weapons law violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	3	0	0	1	0	0	0	0	0	0
Liquor law violations	0	0	2	0	0	2	0	0	0	0	0	0
TOTAL	0	0	5	0	0	3	0	0	0	0	0	0

There were no unfounded crimes in 2016, 2017, or 2018.

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.

Consent according to Montana Code Annotated 2017 45-5-501 “means words or overt actions indicating a freely given agreement to have sexual intercourse or sexual contact and is further defined but not limited by the following:

- (i) an expression of lack of consent through words or conduct means there is no consent or that consent has been withdrawn;
- (ii) a current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue does not constitute consent; and
- (iii) lack of consent may be inferred based on all of the surrounding circumstances and must be considered in determining whether a person gave consent.

(b) the victim is incapable of consent because the victim is:

- (i) mentally disordered or incapacitated;
- (ii) physically helpless;
- (iii) overcome by deception, coercion, or surprise;
- (iv) less than 16 years old;

(v) incarcerated in an adult or juvenile correctional, detention, or treatment facility or is on probation or parole and the perpetrator is an employee, contractor, or volunteer of the supervising authority and has supervisory or disciplinary authority over the victim, unless the act is part of a lawful search;...” Mont. Code Ann. § 45-5-501(1)

Consent is ineffective if: it is given by a person who by reason of youth, mental disease, disorder, or intoxication is unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense. Mont. Code Ann. § 45-2-211(2)(b)

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

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

Simple Assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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. 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 Associate Dean of Student Success and Resident Assistants can be contacted. Dawson Community College does not have campus law enforcement personnel.

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:

Dawson Community College 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.

Dawson Community College does not have a procedure to encourage pastoral and professional counselors, at their discretion, to inform those they counsel of procedures for reporting crimes voluntarily and confidentially for inclusion in the institution's annual security report.

Campus Security and Access:

During business hours, DCC is open to the public.. 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 Residence Halls are for students residing in the halls (no solicitation is allowed). The Residence Halls are locked 24/7 and accessible only by key issued to residents that give access to their assigned bedroom room and apartment shared living space but to no other apartment or bedroom. The Main Lobby in the Residence halls is unlocked 24/7 and monitored 24/7 by cameras.

During 2019-2020 Academic Year the college plans to have the Safety Committee meet during the academic year to report, review and make recommendations to the correct campus personnel on safety and security along with policy and procedure review. Maintenance updated the outdoor lighting on campus during the Summer of 2019 and monitors that lighting in parking lots and pathways is working and provides adequate lighting.

Campus Security Personnel:

Dawson Community College does not employ campus police. Criminal incidents are referred to the Glendive City Police Department or the Dawson County Sheriff Department. Dawson Community College does not have an official memorandum of understanding written with the Glendive City Police Department or the Dawson County Sheriff Department, however both Departments work very closely with Dawson Community College and respond quickly to all requests made to them. Both Departments do have the authority to issue citations and make arrests on Dawson Community College's campus for crimes that are committed.

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, Associate Dean of Student Success, and Resident Assistants.

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. Identified CSAs are provided yearly training 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”. Warnings will also be issued through campus e-mail to all students, faculty, and staff. The college is adding a new warning system during the 2019-2020 academic year and warnings will be issued through the College’s emergency alert notification system that notifies all subscribers of the situation once this service is active.

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.

Building Evacuation

If you hear an alarm or an administrator tells you to evacuate, evacuate immediately.

- **DO NOT HESITATE.** Do not take any personal belongings with you.
- Facilitate an orderly evacuation of the building or area.
- **DO NOT USE ELEVATORS DURING A FIRE OR AFTER AN EARTHQUAKE.**
- Assist those requiring assistance during the evacuation (children, persons with disabilities, etc.).
- When possible, close doors as you leave the room or office. Do not lock inside doors.
- Follow the evacuation route outlined on the map posted in your classroom or office.
- Walk quickly to the nearest exit and alert others to do the same.
- **MOVE AT LEAST 500 FEET AWAY FROM THE BUILDING(S) TO A SAFE AREA.**
- Wait quietly and calmly. Ensure that evacuees group at designated assembly points.
- Make sure no one is missing from your area.
- If anyone is missing, notify emergency personnel.

- Give official information and directions as soon as possible.
- **DO NOT INTERFERE WITH EMERGENCY VEHICLES OR STAFF.**
- **DO NOT BLOCK FIRE LANES OR FIRE HYDRANTS.**
- **DO NOT RE-ENTER THE BUILDING(S) FOR ANY REASON UNTIL INSTRUCTED TO DO SO BY EMERGENCY PERSONNEL OR CAMPUS ADMINISTRATION.**
- Stay in place until an “all clear” is issued by emergency personnel or administration.

Possible Evacuation Assembly Sites (If necessary):

For the Main Building:

- Outside: Upper Main Parking Lot
- Inside: DCC gym and/or Toepke Center gym

Campus Evacuation:

- Good Weather: DCC Baseball Complex
- Bad Weather: To Be Announced

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. Students who live on campus are required to attend a mandatory residence hall meeting at the beginning of the school year where consent 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 is planned to be implemented in the 2019-2020 academic year through the Campus Safety Committee. Emergency Management plans will be updated and drills will be conducted.

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. 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 Associate Dean of Student Success 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 Associate Dean of Student Success at 406-359-9023 or jlanglois@dawson.edu. The Associate Dean of Student Success with Resident Assistants will conduct a preliminary investigation and obtain all necessary information.

The Associate Dean of Student Success, and Resident Assistants 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 Associate Dean of Student Success, and Resident Assistants 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 (CP 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 <https://www.dawson.edu/about/policies-procedures.html>, BP and CP 2-7.

If one of these assaults occurs (dating violence, domestic violence, sexual assault, or stalking), 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 and let them know that they have several options including the option to notify law enforcement authorities about the offense, the option to be assisted by campus authorities in notifying law enforcement authorities if the student chooses to do so, and the option to decline to notify such authorities. 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. If a student requests assistance in notifying authorities Dawson Community College will comply with the student's request for assistance in notifying law enforcement authorities.

Local Law enforcement may be contacted by calling 9-1-1. Making a police report will involve an interview with someone from the department for the report. Your information will be collected and you will be asked to recount as much detail as possible regarding the incident including who/what/when/where/why/how.

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. Students may also obtain a restraining order or similar lawful order issued by a criminal, civil or tribal court and Dawson Community College will comply with and enforce those orders. Dawson Community College does not issue orders of protection but information may be requested from The Human Resources and Compliance/Title IX Coordinator 406-377-9412 or the Vice President of Academic and Student Affairs 406-377-9418 about available options to the student and instructions on how to file a request for each option available to the student. If a student has an order of protection please provide a copy to Dawson Community College Human Resources and Compliance/Title IX Coordinator 406-377-9412 or the Vice President of Academic and Student Affairs and local law enforcement authorities so the order of protection may be enforced.

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.

Rights of the Accused Student and Survivor

The student who claims s/he is the victim of campus violence and the student accused of violating campus rules will be treated with equal care, concern, honor, fairness and dignity.

1. A student accused of violating the Student Conduct Code has certain rights:

The right to be advised of the potential charges.

The right to review the evidence.

The right to respond to the charges including the right to submit a written account relating to the alleged charges.

The right to know of the identity of individuals who will be present at an administrative conference or a Community Standards Board (CSB) hearing.

The right to have a person of choice, including legal counsel, present throughout any and all proceedings provided for in this Code.

The right to a reasonable period of time to prepare for a hearing and the right to request a delay of the hearing for good reason.

The right to hear and question witnesses and the accuser except in exceptional circumstances.

The right to present relevant evidence and witnesses.

The right to timely adjudication of charges as provided in this Code.

2. A person who has been a victim of an offense and who files a complaint with the College is entitled to certain rights in the disciplinary process:

The right to meet with the designated administrative officer to discuss the various aspects of the disciplinary process.

The right to submit a written account of the incident and a statement discussing the effect of the alleged misconduct on himself or herself.

The right to have a person of choice, including legal counsel, present throughout any and all the proceedings provided for in this Code.

The right to be informed of the date, time, and location of the administrative conference or CSB hearing, and the right to be present at all stages of the proceedings except the private deliberations of the administrative officer or CSB.

The right to have past conduct that is irrelevant to the case not discussed during the proceedings. In the case of rape and sexual assault, this is specifically provided for in Montana Law.

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://www.rainn.org/safety-prevention>.

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:

<https://www.dawson.edu/about/campus-security.html/title/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/file_download/inline/6178765a-d307-48cd-8121-c29cff6c0848

- CP 2-7: Harassment and Sexual Harassment Procedures

https://www.dawson.edu/file_download/inline/ec90152b-1de4-4a54-8d25-e22e34c8b31b

- BP 3-5: Student Conduct Code Policy https://www.dawson.edu/file_download/inline/28027ce8-2608-43e2-868a-cb0efd0a0ec2
- Student Handbook <https://www.dawson.edu/current-students/student-success/student-handbook.html>
- BP 3-7: Sexual Misconduct Policy https://www.dawson.edu/file_download/inline/ec849e7b-6923-43c7-9144-cb48d84663e8
- CP 3-7: Sexual Misconduct Procedures https://www.dawson.edu/file_download/inline/ff3a1b71-f326-4d16-8f18-40405e362d8b

Emergency Services Points of Contact

Agency	Phone Number	Website, Address or 2nd Phone Number
Glendive Police Department	911	377-2364
Dawson County Sheriff's Department	911	377-5291
Fire/Hazardous Material	911	377-2361
Dawson County Disaster & Emergency Services	377-2566	gehnertmj@dawsoncountymail.com
Crimestoppers	377-8111	

Medical

Dawson County Health Department	377-5213	207 West Bell Street
Glendive Medical Center	345-3306	202 Prospect Drive
Gabert Clinic	345-8901	107 Dilworth Street
Gabert Walk-in Clinic	345-8930	107 Dilworth Street
Montana Poison Control	800-222-1222	dphhs.mt.gov
Family Planning/HIV Testing	377-2935	207 West Bell
Mental Health Center	377-6075	313 Valentine

Victims Assistance Groups

American Red Cross – State Office	800-272-6668	http://www.redcross.org/mt/billings
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Agency	Phone Number	Website, Address or 2nd Phone Number
National Institute of Mental Health	866-675-6464	www.nimh.nih.gov
VA Montana Health Care System	877-468-8387	406-442-6410
Domestic Violence – Date Rape	377-6477 989-1318	122 West Bell

Government Agencies

FEMA	800-621-3362	http://www.fema.gov/
Montana Commissioner of Securities Insurance	406-444-2040	http://www.csi.mt.gov/
Montana DEQ	406-444-4970	http://deq.mt.gov/DEQAdmin/about/deqlocations
Montana Safety and Health Bureau	406-444-6401	

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 Housing office. 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.

Statistics and Related Information Regarding Fires in Residential Facilities for 2018						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire (in \$)
Brueberg Hall*	0	0	NA	0	0	0
Gibson Hall*	0	0	NA	0	0	0
Kettner Hall*	0	0	NA	0	0	0
*Brueberg Hall, Gibson Hall, and Kettner Hall are all located at 200 College Dr. Glendive, MT 59330.						

Statistics and Related Information Regarding Fires in Residential Facilities for 2017						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire (in \$)
Brueberg Hall*	0	0	NA	0	0	0
Gibson Hall*	0	0	NA	0	0	0
Kettner Hall*	0	0	NA	0	0	0
*Brueberg Hall, Gibson Hall, and Kettner Hall are all located at 200 College Dr. Glendive, MT 59330.						

Statistics and Related Information Regarding Fires in Residential Facilities for 2016						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire (in \$)
Brueberg Hall*	0	0	NA	0	0	0
Gibson Hall*	0	0	NA	0	0	0
Kettner Hall*	0	0	NA	0	0	0
*Brueberg Hall, Gibson Hall, and Kettner Hall are all located at 200 College Dr. Glendive, MT 59330.						

Monthly checks are conducted by the Residents Assistants in the Residence Halls. They ensure fire alarms haven't been tampered with and smoke detectors are in working order.

Brueberg Hall

Has a smoke detector and fire extinguisher in each Apartment. Each Apartment outside door is a fire door. No fire drills were held in Brueberg Hall.

Gibson Hall

Has a smoke detector and fire extinguisher in each Apartment. Each Apartment outside door is a fire door. There is a fire safety door on each entrance into the boiler room and for the laundry room. No fire drills were held in Gibson Hall.

Kettner Hall

Has a smoke detector in each bedroom of the apartment and in the room outside of the bedrooms. These smoke detectors are tied into a building-wide system in Kettner that will alert the entire building of Kettner if there is smoke or a fire. This system is in the Kettner Main Lobby and every other room in Kettner Hall and there is a fire extinguisher in the laundry room and Main Lobby of Kettner Hall. There is a fire door for the door entering the laundry room and the door entering into the storage and boiler room of Kettner Hall. Each Apartment outside door is a fire door. No fire drills were held in Kettner Hall.

The following electrical appliances are **not** allowed in campus housing because of fire and safety hazards as determined by the fire marshal: electric skillets, grills (electric or non-electric), hot plates, broilers, space heaters, portable washer/dryer and live Christmas trees. Candles, candle warmers, and incense are NOT allowed in residence apartments. No open flame devices are allowed. ALL Extension Cords are NOT Allowed.

Smoke-Free Housing Complex

DCC housing complex is a smoke-free area which means there is no smoking anywhere on the housing complex premises, including all buildings and grounds. Tobacco use by definition includes the possession of any lighted tobacco products, including but not limited to electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.

Chemicals, Explosives, & Hazardous Materials

Chemicals and explosives are not permitted in the Residence complex. This includes, but is not limited to: fireworks, explosive devices, smoke bombs, combustion engines, flammable or explosive liquids/gases, gunpowder, and ammunition (paint balls are considered ammunition and are prohibited). Oleoresin Capsicum Spray, also known as O/C spray or pepper spray, is not allowed unless it is in a small, personal protection container. Materials and devices which, by themselves or combined, could be explosive, toxic, flammable, or dangerous (such as camping fuel).

Student Evacuation Instructions

In the event of fire, severe weather, threats or other emergency situations, please adhere to the following procedure: If for any reason you are to evacuate your apartment, all students are to meet in the Residence Apartment complex parking lot and wait for further instruction from the Director of Housing or Emergency personnel or other DCC Administrators.

Fire Alarm

When the fire alarm sounds, leave the apartments immediately and gather at one of the two designated areas outside. (Main Campus Parking Lot and the Northeast corner of the housing complex parking lot) The Director of Housing will notify the Vice President of Academic and Student Affairs, if necessary. Please expect a minimum of one unannounced practice fire drill during each semester.

Fire Protection Equipment

Planned fire drills will be conducted periodically for the safety of the residents.

All fire alarms are to be considered a real emergency. If someone fails to follow protocol for a fire drill, they can be fined \$25 for failing to exit their rooms. Fire extinguishers are located in each residence apartment for emergency use only. If you have to use your fire extinguisher, please contact the Director of Housing so we can get it refilled and ready for emergency use again. Any person who tampers with or handles any part of the firefighting equipment other than for legitimate fire protection will be fined \$500.00. All members of a group will be charged for damages resulting from group action.

Charges will be made to the occupants of that area if the responsible party is not identified.

In addition to the College's policy regarding false fire alarms, a full investigation may be performed by the fire department officials as they deem necessary.

Who to Report To

If a fire occurs in an emergency situation call 9-1-1. After a fire has happened, a report should be given to Resident Assistants, Professional Residence Life Staff (Associate Dean of Student Success), Facility Personnel (Maintenance), or Associate Vice President of Student and Academic Affairs.

Fire Prevention Training/Education

Fire safety training and education is a priority topic in the year-long residence life training cycle. Prior to each semester, Professional Staff of Residence Life and Student Life review with the student staff, the proper procedures of fire safety as well as review the proper protocol for drills and evacuation. These procedures are also reviewed again mid-semester and are discussed after each fire drill to ensure staff understanding of the things they did correctly as well as any area needing improvement/correction prior to the next drill. Fire Extinguisher training is provided to our Residence Life and Student Life Staff.

The on-campus residents are oriented regarding protocol for fire drills as well as the proper evacuation routes they would utilize in the event of a fire in a housing unit. The RA/SA and professional staff again reviews the information at all mandatory floor meetings that are scheduled at the commencement of each semester. Fire drill reviews are also held with all students at the first scheduled floor meetings (mandatory) following a fire drill.

Improvements

Our institution is going to have three smoke detectors that are linked together in groups of three inside of each Apartment located in the Residence Halls. We will also hold a minimum of one fire drill per semester in each of the Residence Hall buildings.

Fire Emergency Procedures

Pre-Fire Readiness

- Know the location of fire extinguishers and how to use;
 - activate alarm systems in your area immediately
 - Fire Extinguisher Instruction
 - **P = Pull** safety pin from the handle
 - **A= Aim** at the base of the fire
 - **S = Squeeze** the trigger handle
 - **S = Sweep** from side to side
- Identify at least two possible evacuation/exit routes from your classroom or office area.
- Never use an elevator as part of your escape route.
- Take an active part in fire evacuation drills.

If you discover a fire

- Activate the nearest fire alarm.
- **Call 911**
- Follow up with a call to your Supervisor and other occupants.

Maintenance/Physical Plant 377-9451

Student Services 377-9400

Fight the fire ONLY if

- The fire department has been notified of the fire
- The fire is small and confined to its area of origin
- You have a way out and can fight the fire with your back to the exit
- You have the proper extinguisher, in good working order, AND know how to use it.
- If you are not sure of your ability or the fire extinguisher's capacity to contain the fire, leave the area.

If you hear a fire alarm

- Evacuate the area. Close windows, turn off gas jets, and close doors as you leave.
- Assume the alarm is the real thing!
- Leave the building and move away from exits and out of the way of emergency operations (recommended 500 feet).
- Assemble in a designated area.
- Communicate with administration or fire department so we can determine that all personnel have evacuated your area.
- Remain outside until "all clear" has been issued

Appendix A Procedures and Policies

BP 2-7: VIOLENT, DISCRIMINATORY, AND SEXUAL MISCONDUCT

BOARD POLICY BP 2-7 APPROVED: June 17, 2019 EFFECTIVE: June 17, 2019 REVIEWED: June 10, 2019
REFERENCES: MCA 45-5-221

It is the policy of Dawson Community College to expressly prohibit any acts or threats of violence or discriminatory misconduct—whether verbal, physical, visual, or through electronic means—by any DCC student, staff, or faculty member against another at any time or place. DCC recognizes that such misconduct interferes with all aspects of its functioning. By this policy, DCC notifies its community that it fosters a safe learning and working environment that supports academic and professional growth of students, staff, and faculty and has zero tolerance for violence or for discriminatory misconduct that is motivated by race, color, ethnicity, national origin, gender, sexual orientation, disability, class, religion, creed, age, marital or relationship status, or political ideas. When incidents occur, the College will hold perpetrators accountable through appropriate disciplinary actions, while respecting the rights of the aggrieved party, in accordance with federal and State laws, the College's Student Conduct Code, and other applicable College policies. Each member of the DCC community is responsible for creating an atmosphere free of violence, discrimination, intimidation, and harassment. All DCC members have a duty to report any conduct which they believe violates this policy and cooperate with any investigation. DCC prohibits any form of retaliation against anyone affiliated with DCC for reporting violence and misconduct or for cooperating with efforts to investigate and stop it. SCOPE This policy applies to Dawson Community College. PROCEDURES The College President shall promulgate such procedures as may be needed to implement this policy. History: 8/28/01; 3/26/12

CP 2-7: Harassment and Sexual Harassment

COLLEGE PROCEDURES CP 2-7 APPROVED: August 28, 2001 EFFECTIVE: August 28, 2001 REFERENCES: BP 2-7

Employees or students seeking advice on or wishing to file a grievance related to alleged harassment are to contact the Affirmative Action Officer, room 127 of the main building. Informal Harassment Complaint Procedure File a verbal complaint with the Affirmative Action Officer, who then will involve the appropriate Dean and complainant to find an acceptable solution at the lowest possible management level. Formal Harassment Complaint Procedure A written formal grievance must be filed with the Affirmative Action Officer and the President, who, within five working days, will transmit it to the members of the Appeals Board. Other Forms of Harassment Threats, whether or not a person has the intention of carrying out a threat, are a serious matter with possible criminal implications. Disciplinary action will taken when instances of sexual harassment are identified and confirmed, filed and result in a finding of probable cause. Retaliation against persons who file complaints is a violation of laws prohibiting discrimination and will result in disciplinary action against offenders. A copy of the campus policy dealing with sexual harassment is available in the business office or upon request from the Student Services Office. DCC students and employees are required to be aware of the above expectations and responsibilities and that they will always abide by those realistic standards of

achievement and citizenship that are conducive to self-growth and to the well-being of the college community. SCOPE These procedures apply to Dawson Community College.

BP 3-5: Student Code of Conduct

BOARD POLICY 3-5 APPROVED: May 20, 2019 EFFECTIVE: May 20, 2019 REVISED: REFERENCES: DCC

Being a student at Dawson Community College (DCC) presupposes a commitment to responsible citizenship and to the ideals of integrity and fairness. The Board recognizes the need for a code of student conduct which identifies appropriate conduct and sanctions for misconduct and which protects both the rights of students accused of misconduct, as well as the rights of survivors of such misconduct. Pursuant to the above principles, the Board of Trustees confirms its commitment to the establishment of a fair code of student conduct and fair and expeditious procedures for the implementation of disciplinary sanctions pursuant to that code of conduct. In furtherance of this commitment, the Board directs and authorizes the DCC administration to develop and maintain a student conduct code for the students of DCC with fair procedures for the implementation of sanctions under that code. The code should address the expectations for appropriate conduct, rights of the parties involved, the imposition of discipline and appeal procedures, and the confidentiality of disciplinary proceedings and sanctions. Such procedures may include sanctions against individual students and student groups and may include the disciplinary sanctions of suspension and expulsion. The Division of Student Affairs shall be responsible for the procedural administration of the code. For purposes of this Code, a "student" means any person who is enrolled and pursuing undergraduate studies, whether full-time or part-time, or engaged in campus activities. In addition to compliance with this Code, students remain responsible for compliance with the civil and criminal laws of Montana and the United States and may be disciplined for violation of the law. JURISDICTION OF DAWSON COMMUNITY COLLEGE Generally, DCC jurisdiction is limited to conduct occurring on College premises or at College sponsored activities. However, DCC's jurisdiction extends to any situation in which off-campus conduct disrupts the college environment, interferes with student learning, and/or threatens the health and safety of any member of the campus community. Application of this Code to off-campus offenses is subject to procedures adopted by the DCC administration in accordance with this policy. DCC may pursue enforcement of its rules whether or not criminal proceedings are in process and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken and the discipline that should be imposed. SCOPE This policy applies to Dawson Community College.

PROCEDURES The College President shall promulgate such procedures as may be needed to implement this policy. History: 07/25/2005

BP 3-7: VIOLENT, DISCRIMINATORY, AND SEXUAL MISCONDUCT

BOARD POLICY 3-7 APPROVED: May 20, 2019 EFFECTIVE: May 20, 2019 REVISED: REFERENCES: DCC

It is the policy of Dawson Community College to expressly prohibit any acts or threats of violence or discriminatory misconduct – whether verbal, physical, visual, or through electronic means – by any DCC student, staff, or faculty member against another at any time or place. DCC recognizes that such misconduct interferes with all aspects of its functioning. By this policy, DCC notifies its community that it

fosters a safe learning and working environment that supports academic and professional growth of students, staff, and faculty and has zero tolerance for violence or for discriminatory or sexual misconduct that is motivated by race, color, ethnicity, national origin, gender, sexual orientation, disability, class, religion, creed, age, marital or relationship status, or political ideas. When incidents occur, the College will hold perpetrators accountable through appropriate disciplinary actions, while respecting the rights of the aggrieved party, in accordance with federal and State laws, the College's Student Conduct Code, and other applicable College policies. Each member of the DCC community is responsible for creating an atmosphere free of violence, discrimination, intimidation, and harassment. All DCC members have a duty to report any conduct which they believe violates this policy and cooperate with any investigation. DCC prohibits any form of retaliation against anyone affiliated with DCC for reporting violence and misconduct or for cooperating with efforts to investigate and stop it.

SCOPE This policy applies to Dawson Community College.

PROCEDURES The College President shall promulgate such procedures as may be needed to implement this policy. History: 07/2005; 03/26/2012

CP 3-7: Sexual Misconduct

COLLEGE PROCEDURES CP 3-7 APPROVED: March 23, 2012 EFFECTIVE: March 23, 2012 REFERENCES: BP 3-7

Pursuant to BP 3-7, the Board of Trustees confirms its commitment to the establishment of a fair code of student conduct and fair and expeditious procedures for the implementation of disciplinary sanctions pursuant to that code of conduct. In furtherance of this commitment, the Board directs and authorizes the DCC administration to develop and maintain a student conduct code for the students of DCC with fair procedures for the implementation of sanctions under that code. The code should address the rights of the parties involved, the imposition of discipline and appeal procedures, and the confidentiality of disciplinary proceedings and sanctions. Such procedures may include sanctions against individual students and student groups and may include the disciplinary sanctions of suspension and expulsion. The Vice President of Student Affairs shall be responsible for the procedural administration of the code. Violations of this policy will subject a student to disciplinary action under the procedures set forth in the Student Conduct Code. Violations by employees will subject them to appropriate disciplinary action. Dawson Community College reserves the right to report any illegal activity to law enforcement authorities. DCC may pursue enforcement of its rules whether or not criminal proceedings are in process and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken. Reporting Procedures The College encourages reporting of all incidents of sexual misconduct, and respects the choices that the aggrieved party makes regarding the methods of reporting: 1. Filing a report with the appropriate law enforcement agency to pursue legal redress; 2. Filing a Student Conduct Code complaint to pursue College disciplinary action; 3. Filing a confidential report to alert the College to the threat of violence and contribute to accurate College data concerning violence; and 4. Filing a complaint with the Affirmative Action Officer. The aggrieved party may opt for one or more of these choices: The aggrieved party choosing to pursue the reporting process has the right to assistance or consultation by a friend or trained advocate. The College offers services to the aggrieved party even if they choose not to report the incidents. The Student Support Services Non-Traditional Advisor provides services, advocates, and information for the

aggrieved party in a safe, supportive, and confidential setting. In some circumstances, the aggrieved party may seek a Temporary Order of Protection (TOP) from a court of appropriate jurisdiction against the alleged perpetrator. The aggrieved party may also seek restriction of access to the College by non-students or nonemployees in certain circumstances. Federal law requires the College to collect, publish, and distribute an annual security report that includes statistics concerning the incidence of sexual offense and other serious crimes occurring on campus and on public property, in non-College buildings, or on non-College property. The reports do not include identifying information about the aggrieved party, but incidents included within the reports require confirmation. These reports function to increase awareness of the extent of crime on campus and to foster the development of policies, procedures, and programs to prevent and report crime. Following a formal or confidential report of an incident of sexual violence on campus, the Affirmative Action Officer will issue a public warning if the evidence indicates that a threat of continued violence exists (See Student Handbook, Student Information for Identifying and Reporting). SCOPE These procedures apply to Dawson Community College. History: 7/25/2005