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White Earth
Tribal & Community College



WHITE EARTH TRIBAL &
COMMUNITY COLLEGE
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Crime Report 2021
2018, 2019, & 2020 Statistics
&
Emergency Operations

White Earth Tribal & Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools as of October 2008.

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Gaawaabaabiganikaag Gabegikendaasowigamig White Earth Tribal & Community College Crime Report & Emergency Operations

Introduction

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and the *Higher Education Opportunity Act*, White Earth Tribal and Community College (WETCC) monitors criminal activity for on-campus and off-campus sites owned or maintained by WETCC and/or recognized college organizations. WETCC documents a three-year statistical history of these incidents, which can be found at the end of this report and provides the information and statistics to students and employees by electronic means, and to others upon request. You may view WETCC's statistics by going to the Department of Education's Security Statistics search site at www.ope.ed.gov/security or www.wetcc.edu. WETCC has a variety of policies and procedures relating to campus security and reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes will appear in successive issues of this report.

Campus Map

White Earth Tribal Community College
18.0022930



Note: Boundary is only a representation and not to be used as exact, correct or for any type of official survey.



Mahnomen County
Pembina Township
144-42-2

Legend

-  WETCC Property Boundary
-  Tribal Land
- 180022940 - Private
- 180022941 - Private
- 180110300 - Tribal Land
- 130022700 - Private
- 130022800 - Private
- 130110240 - Private



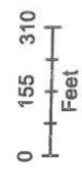
White Earth Tribal Community College Campus Boundary.



**Mahanomen County
Pembina Township
144-42-2**

Legend

- WETCC Campus Boundary
 - Tribal Land & Leases
- 430010340 - Private
 180022600 - Private/ City Mahanomen
 also split & piece is tribal.
 130010300 - Private
 130022700 - Private
 130022000 - Private



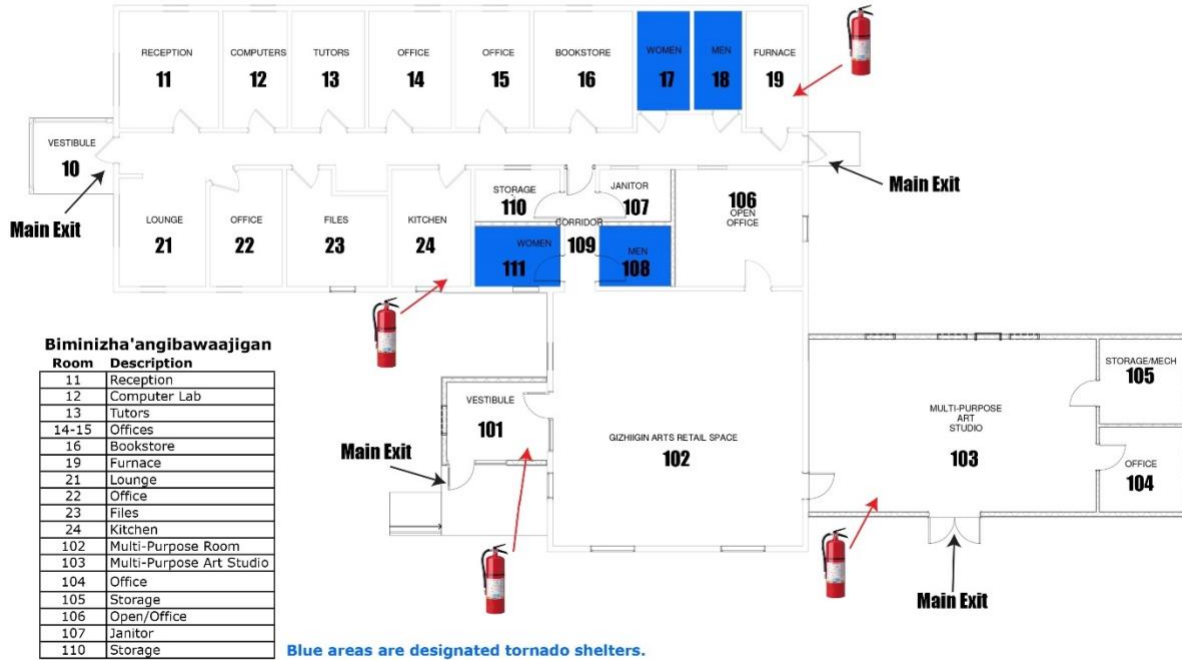
Note: Boundary is only a representation and not to be used as exact, correct or for any type of official survey.



BIMINIZHA'ANGIBAWAAJIGAN SAFETY MAP

WHITE EARTH TRIBAL & COMMUNITY COLLEGE
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FOR MORE INFORMATION GO TO
WWW.WETCC.EDU
- STUDENT LIFE
- SAFETY INFO

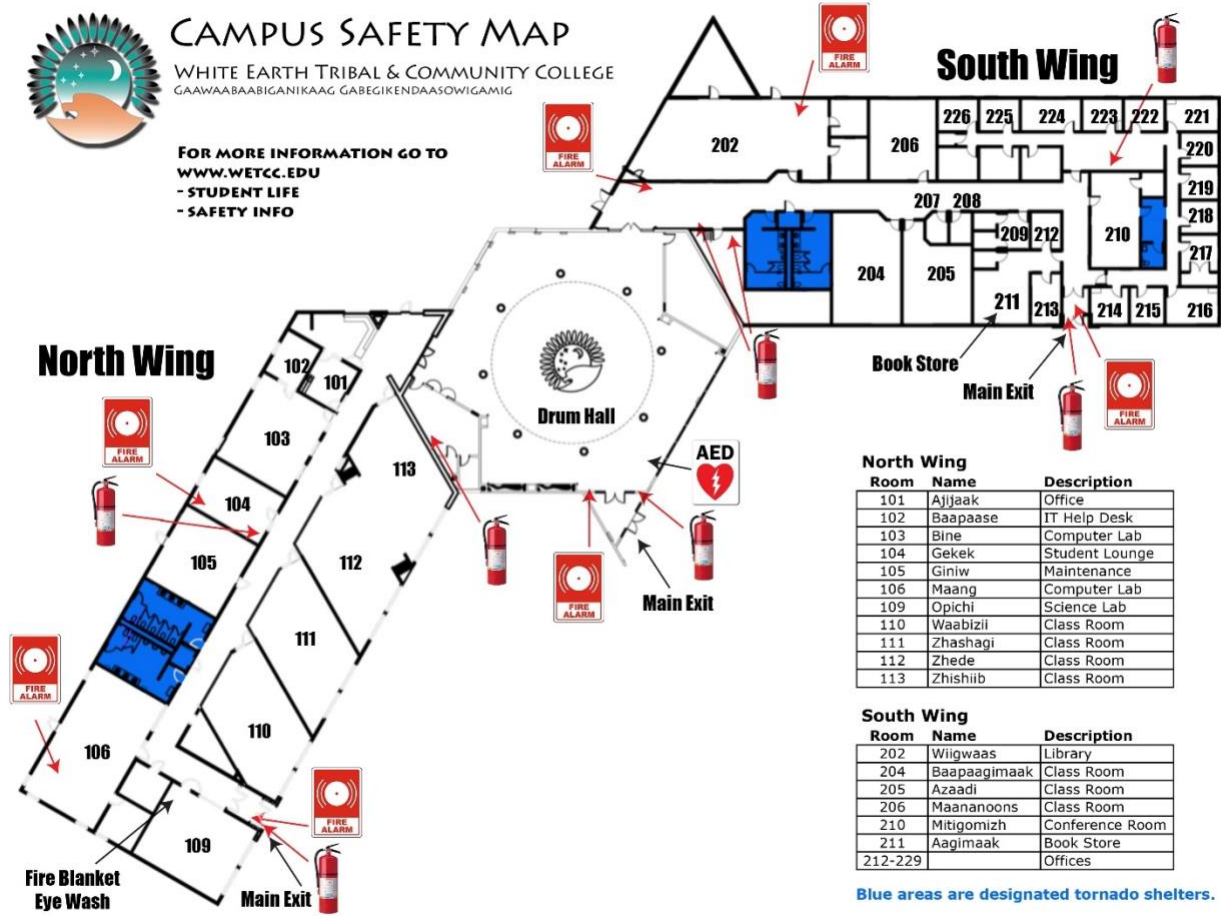




CAMPUS SAFETY MAP

WHITE EARTH TRIBAL & COMMUNITY COLLEGE
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FOR MORE INFORMATION GO TO
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North Wing

Room	Name	Description
101	Ajjaak	Office
102	Baapaase	IT Help Desk
103	Bine	Computer Lab
104	Gekek	Student Lounge
105	Giniw	Maintenance
106	Maang	Computer Lab
109	Opichi	Science Lab
110	Waabizil	Class Room
111	Zhashagi	Class Room
112	Zhede	Class Room
113	Zhishiib	Class Room

South Wing

Room	Name	Description
202	Wiigwaas	Library
204	Baapaagimaak	Class Room
205	Azaadi	Class Room
206	Maananoons	Class Room
210	Mitigomizh	Conference Room
211	Aagimaak	Book Store
212-229		Offices

Blue areas are designated tornado shelters.



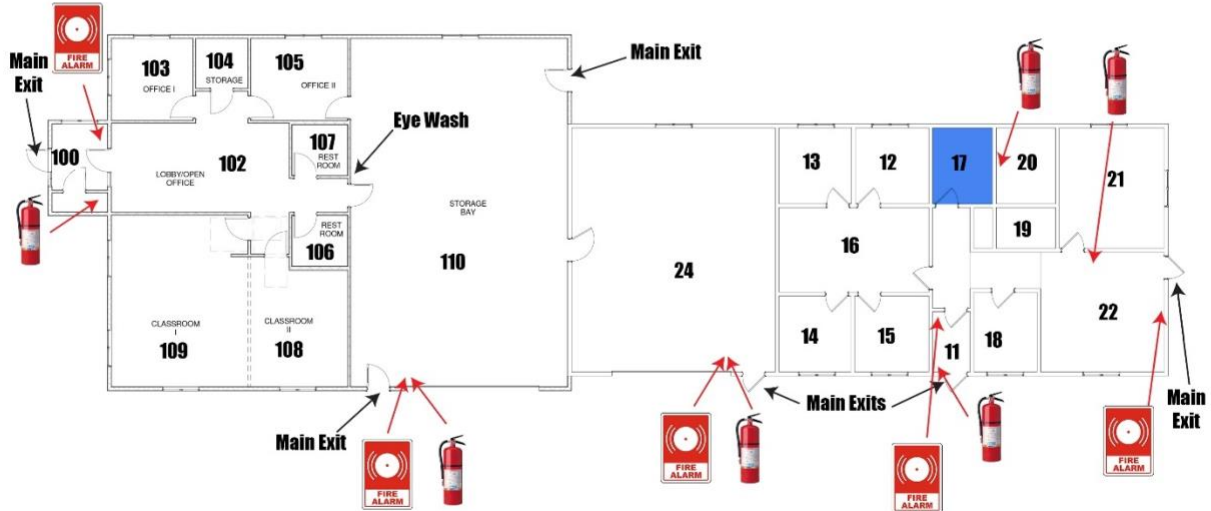
EXTENSIONS SAFETY MAP

WHITE EARTH TRIBAL & COMMUNITY COLLEGE
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FOR MORE INFORMATION GO TO
WWW.WETCC.EDU
- STUDENT LIFE
- SAFETY INFO

100	Vestibule	11	Vestibule
102	Lobby/Office	12 - 15	Offices
103	Office	16	Conference Room
104	Storage	17	Bathroom
105	Office	18 - 19	Storage Rooms
106-107	Bathrooms	20	Mechanical
108	Class Room	21	Conference Room
109	Class Room	22	Kitchen
110	Storage Bay	24	Garage

Blue areas are designated tornado shelters.



Beginning the fall of the 2016-2017 school year, the entire WETCC was located on one campus at: 2250 College Road, Mahnomon, MN 56557. All faculty and staff can be contacted by calling: 218-935-0417

To Report a Crime

If you are experiencing an emergency, please call 9-1-1.

All requests for other assistance relating to issues of safety and security should be made by contacting appropriate staff members:

Kurt Halvorson, Security Officer

Email: kurt.halvorson@wetcc.edu

Phone: 218-935-0417, ext. 102

In the absence of Kurt, Paul Pemberton, Facilities Manager serves as Security Officer

Email: paul.pemberton@wetcc.edu

Phone: 218-935-0417, ext. 333

Lorna LaGue, President

Email: lorna.lague@wetcc.edu

Phone: 218-935-0417, ext. 228

Other Cabinet Members including:

Provost, Laura Driscoll 218 935 0417 ext. 332

Director of Finance, Landa Moore 218-934-0417 ext.3

Community Extension Service Director, Lisa Brunner 218-935-0417 ext.327

Development Director, Vacant

Planning and Development Director, Vacant

All offices are located on campus at 2250 College Road, Mahnommen, Minnesota, 56557.

The Security Officer or their designee will respond to all requests for service and assistance; in the absence of the Security Officer, the Special Projects Director should be contacted or one of the other staff members listed above can assist you.

Although WETCC has full-time staff to assist with Security, none of the staff members are members of a law enforcement agency. In the event of a life-threatening emergency, or any apparent crime in progress, persons are strongly encouraged to immediately and directly contact appropriate police, fire or medical assistance by calling: 9-1-1.

Criminal activity can be reported to the White Earth Tribal Police Department at: 218-983-3201, the WETCC Security Officer and/or a member of Cabinet. Campus reporting normally requires a written report from someone to begin the investigation process. WETCC also usually needs the assistance of the complainant in the disciplinary process against the accused. WETCC will make exceptions to a written report when necessary, including cases presenting clear and immediate danger to an individual or the College community. Written reports must be filed with the Security Officer.

WETCC will issue an annual report of crimes occurring on and around campus that are made known to campus personnel and students. This report is available on the WETCC [website](#) found under Student Life – Safety Information. Requests for additional information regarding this report can be made by contacting the Security Officer or the Special Projects Director at 218-935-0417. The statistics in this report follow the uniform crime reporting procedures of the Federal Bureau of Investigation. These statistics should be considered in relation to the occurrences of crime in society in general and college demographics.

The Security Officer and/or Special Projects Director serve as primary contacts with all law enforcement agencies for safety and security issues occurring on campus. When an incident occurs, the Security Officer will determine if any concerns should be communicated to the campus community and if necessary, the means of that communication. The following media are used to inform the campus about safety and security issues, to report to the campus community crimes considered to be an immediate threat to students and employees, and to encourage students and employees to be responsible for adhering to stated security procedures and practices: email, Facebook, text alerts and/or telephone calls.

Definitions

Business Day is defined by the Facilities Use Policy as opening at 7:00 a.m. and closing at 4:30 p.m. or at the time the last class is dismissed, Monday through Fridays, excluding designated holidays.

Campus is defined as: 1) any building or property owned or controlled by WETCC within the same reasonably contiguous geographic area and used by WETCC in direct support of, or in a manner related to, WETCC's educational purposes; and 2) any building or property that is within or reasonably contiguous to the area identified in (1), is frequently used by students, and supports WETCC as an institution.

Campus Security Authority refers to the Security Officer or their designee when not available.

Clery Act crimes include:

- a. Criminal Offenses:
 - i. Criminal homicide
 - a. Murder and nonnegligent manslaughter; and
 - b. Negligent manslaughter
 - ii. Sexual assault (forcible and non-forcible sex offenses)
 - a. Rape
 - b. Fondling
 - c. Incest; and
 - d. Statutory rape
 - iii. Robbery
 - iv. Aggravated assault
 - v. Burglary
 - vi. Motor vehicle theft
 - vii. Arson
- b. Violations including:
 - i. Liquor
 - ii. Drugs
 - iii. Weapons
- c. Hate crimes, including the number of each type of "Primary Crimes" that are determined to be hate crimes; and the number of the following crimes that are determined to be hate crimes:
 - i. Larceny-theft.
 - ii. Simple assault.
 - iii. Intimidation.
 - iv. Destruction/damage/vandalism of property
 - v. Criminal offenses described above
- d. Other crimes including:
 - i. Dating violence
 - ii. Domestic violence
 - iii. Stalking incidents

Clery geography (for the purpose of collecting statistics on crimes) includes: 1) Buildings and property on campus, 2) public property adjacent to and accessible from campus, and 3) non-campus buildings or property under the control of WETCC or a recognized student organization.

College Sponsored Event - activities that include, but are not limited to; official meetings, practices, competitions or other trip involving students or staff representing WETCC.

Consent - 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. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

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

- a. 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, and the frequency of interaction between the persons involved in the relationship.
- b. For the purpose of this definition:
 - i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - ii. Dating violence does not include acts covered under the definition of domestic violence.
- c. This includes but is not limited to sexual or physical abuse or the threat of such abuse but does not include acts covered under the definition of domestic violence.
- d. For the purpose of Clery Act compliance, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic violence is defined as a felony or misdemeanor crime of violence committed:

- a. By a current or former spouse or intimate partner of the victim.
- b. By a person with whom the victim shares a child in common;
- c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- d. 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
- e. By any other person against a 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.
- f. For the purpose of Clery Act compliance, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Employee refers to any individual employed full-time, part-time or contracted by WETCC, excluding interns, student workers, and volunteers.

Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Program refers to a nationwide, cooperative statistical effort in which law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of Crimes and the requirements for classifying crimes.

Hate crime is defined as a crime reported to a local police agency or campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purpose of complying with the Clery Act, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Hierarchy Rule is a requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

Non-campus building or property is defined as:

- a. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- b. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On-Campus includes all buildings and property owned by WETCC.

Pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

Professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include:

- a. Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:
 - i. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
 - ii. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.
- b. Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Public property includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Recognized Student Organization - any student organization that has successfully completed the recognition process as outlined in the Student Organization Handbook and registers each academic year with the Student Services office.

Referred for campus disciplinary action is a referral of any person to any campus official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

Sexual assault is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Stalking includes:

- a. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress.
- b. For the purposes of this definition:

- i. 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.
 - ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - iii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- c. For the purposes of complying with the Clery Act, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Student includes all persons who are enrolled in one or more course, either credit or non-credit, through WETCC and have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

Test means any regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

Timely Warning means a notification via the WETCC Emergency Alert system which can include text messages, emails, or intercom announcements as deemed necessary by the Security Officer or Director of Development.

Travel Status - the time period from departure until return to campus by students or staff who have obtained travel authorization through the appropriate College representative for a college sponsored event.

Reporting Procedures

All criminal activity occurring on campus should be reported promptly to the Security Officer, Director of Development or another member of Cabinet and/or the White Earth Tribal Police Department. The college will assist the individual in completing criminal reports. WETCC strongly encourages victims to file complaints and written reports of all crimes in a prompt manner.

Victim support is available from professionally trained staff of area resources. In appropriate cases, reports will be shared with the Academic Dean and/or Dean of Student Services who will also assist the White Earth Tribal Police Department and WETCC with investigations when requested.

The Security Officer, Director of Development, or another member of Cabinet can accept reports of criminal activity occurring to or caused by persons involved in college sanctioned functions and groups off-campus' locations. Such incidents are included in the College's annual report and may be addressed on and/or off-campus. Complaints received by Cabinet Members must be reported to the Special Projects Director or Security Officer promptly.

If you are a victim of a crime or witness a crime

1. Call the White Earth Tribal Police Department at 911 for any emergency including medical emergencies, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
2. After the police have been contacted a report should also be filed with the Security Officer at, 218-935-0417 ext. 120 or Development Director at 218-935-0417 ext3323.
3. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible about the offender(s):
 - Gender
 - Approximate age
 - Height
 - Weight/build
 - Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.)
 - Dress/clothing
 - Distinguishing marks (scars, tattoos, etc.)
 - Voice
4. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to law enforcement and the internal staff designated above
5. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Security Officer or police arrive.

When necessary to protect the victim's identity in sexual assaults, the Security Officer or Development Director will accept third-party reports. Whenever possible, we prefer to receive reports directly from the victim, as the detail is often more accurate.

It is important to maintain all physical evidence; do not risk losing critical evidence. Anyone who become aware of an allegation of violation of college policy, student code of conduct or civil or criminal law should report the allegation to their supervisor and the Security Officer.

Supervisors and Cabinet members are responsible to report any perceived, potential, or real criminal or

safety activity of which they are aware to either the Security Officer and/or Director of Development. Staff should not attempt to investigate but should instead report and allow authorized personnel to investigate.

WETCC Response to Reports

1. All allegations will be investigated. These investigations may be made in conjunction with the local law enforcement agencies.
2. Reports will be classified by the Security Officer in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
3. When alleged perpetrators are identified as students, the case will be forwarded to the Dean of Student Services to assist with investigation and take appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus process.
4. WETCC will issue a **timely warning** to members of the campus community in cases where the Security Officer or Director of Development (or their designee) determines there is a continuing threat to the campus community. In such cases, warnings will be published throughout the campus alert system and email.

Policies Concerning Safety of & Access to Campus Facilities

WETCC personnel are here to assist you in protecting yourself by providing various safety and security communication; however, only you can protect yourself by being aware of your surroundings and taking appropriate steps to prevent crime.

Protect your valuables/property:

1. Do not loan your keys to anyone - even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.
2. Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.
3. 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.
4. Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
5. Lock your door whenever you leave your room or office. Always lock your car doors.
6. Protect all valuables in your office. Do not leave valuables in plain view.
7. You are encouraged to open savings or checking account rather than carry large sums of money. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
8. Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

Protect your automobile:

1. Always lock your car doors and never leave your keys in the vehicle.
2. Try to park your car in a well-lit area.
3. Avoid leaving property where it is visible.

Protect yourself at night:

1. Avoid walking alone at night.
2. Refrain from taking shortcuts, walk where there is plenty of light and traffic.
3. Call for an escort.

Protect yourself walking and jogging:

1. Avoid walking and jogging alone after dark.
2. Walk along well-lit routes.
3. 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.
4. Have your keys ready when returning to your car, home, or apartment and keep your personal or valuable items concealed and close to your body.

Help us protect you:

1. Watch for suspicious persons in and around campus buildings and in parking lots. Do not pursue them. Call Campus Security at 218-935-0417, ext. 120 or 9-1-1 immediately.
 - a) Suspicious activity:
 - i. If you see any suspicious activity or people on or near campus, call the Security Officer or report it to a Cabinet Member immediately. Do not assume that what you observe is an

- innocent activity or that it has already been reported.
- ii. Do not assume the person is a visitor or campus staff member that you have not seen before.
- b) Suspicious people may be:
 - i. Loitering about at unusual hours and locations; running, especially if something of value is being carried.
 - ii. Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
 - iii. Carrying property that might be suspicious, depending on the circumstances.
- 2. Report all thefts and property loss immediately to Campus Security or the Special Projects Director.
- 3. Be security conscious at all times.

Campus Facilities Security

Building Access and Maintenance

1. The WETCC campus is for the use of the students, faculty, staff, guests, and those on official business with WETCC.
2. Anyone not authorized to be on the property is subject to be charged with trespassing.
3. Access to campus buildings is limited outside of normal business and class hours.
4. Students, faculty, staff, and visitors are asked to report needed repairs to Maintenance, ext. 333.

Policies and Procedures for Safe Access to Academic Buildings

1. Keys are issued to authorized faculty, staff, and students only.
2. Exterior building doors should not be propped open when the doors are locked.
3. Building evacuation is mandatory for all fire alarms.
4. Faculty, staff, and volunteers who see a suspicious or unauthorized person in a building may ask the individual for I.D. or contact the Security Officer or a Cabinet Member if Security is not available.
5. Faculty and staff will secure the building at closing time. In buildings with outside windows, employees should close and lock them before leaving the building.
6. On campus phones are available for emergency calls. Problems related to people in buildings after hours should be reported to the Security Officer or law enforcement immediately.

Education Programs

The WETCC Student Services Center provides staff to aid students in coping with a variety of issues including sexual assault awareness, personal safety, and alcohol and drug abuse. The Student Services office also offers education on drug and alcohol abuse and has other White Earth Tribal programs do on-campus presentations. The Human Resources department provides these same services for employees of WETCC.

Alcohol and Other Drugs Policy & Procedures

White Earth Tribal and Community College recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. This College seeks to create a campus environment which promotes healthy and responsible living that is conducive to the intellectual and personal development of students. WETCC prohibits the use, sale, possession, transfer, manufacture, or distribution of alcohol and/or controlled substances or paraphernalia commonly associated with controlled substances. WETCC complies with and supports the Drug Free Schools and Community Act, the Drug Free Workplace Act, and Minnesota State law.

Drug and Alcohol Policy

WETCC prohibits the use, sale, possession, transfer, manufacture, or distribution of alcohol and/or controlled substances or paraphernalia commonly associated with controlled substances on campus or any other time representing the College.

Disciplinary Actions for Individuals in Violation of the Policies on Alcohol and Other Drugs

Appropriate disciplinary actions will be enforced upon any student and/or staff who violates regulations governing the use, sale, possession, transfer, manufacture or distribution of alcohol and/or a controlled substance or paraphernalia commonly associated with controlled substances. Sanctions will comply with the Student Handbook and/or Employee Handbook accordingly.

Health Risks

Alcohol: Damage to heart, liver, and/or pancreas, addiction, coma, death from overdose, injury or accident.

Marijuana: Damage to heart, lungs, and/or brain nerve cells, lung cancer, bronchitis, infections.

Depressants: (Alcohol, Valium, quaaludes, downers, etc.) Irreversible brain or nervous system damage, damage to heart, liver, and/or pancreas, coma, death from overdose.

Hallucinogens: (LSC, PCP, angel dust, mushrooms, etc.) Agitation, hyperactivity, convulsions, death.

Inhalants: (Solvents, aerosol sprays, paint thinner, glue, etc.) Damage to nervous system liver and brain, heart failure, seizures.

Narcotics: (Codeine, heroin, opium, etc.) Respiratory arrest, coma, death due to overdose.

Steroids: (Roids, juice, d-ball, etc.) Acne, liver and kidney damage, heart disease, gallstones, kidney stones, liver cancer, impotence, and sterility in men.

Stimulants: (Cocaine, crack, uppers, Ritalin, preludes, etc.) Headaches, depression, psychosis, cardiac arrest, convulsions, coma, death.

The abuse of alcohol and drugs has a way of creating turmoil, not just with the law and with one's body; abuse also can create havoc with emotions that leads to a variety of problems.

Alcohol/Drug Resources

Alcohol/Drug Information www.brad21.org

Alcohol Self-Assessments

1. The Drink Wheel – blood alcohol concentration calculator www.intox.com/drinkwheel.aspx
2. How much is too much?
Take an alcohol screening test www.alcoholscreening.org
3. More alcohol related information for parents and students can be found at:
www.collegedrinkingprevention.gov

Get Help

On campus counseling can be arranged with external resources by contacting a Cabinet Member for assistance.

Other resources:

1. Lakes Counseling Center in Detroit Lakes 1-866-847-0696
2. White Earth Substance Abuse Program 1-800-950-3248
3. Alcoholics Anonymous 1-800-371-4017 (toll free)

Sexual Violence Policy

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual and is prohibited at White Earth Tribal and Community College. White Earth Tribal and Community College is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute a violation of law, of which WETCC will pursue to the greatest extent of the law.

Application of policy to students, employees, and others

This policy applies to all White Earth Tribal and Community College students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on WETCC Property. Individuals alleged to have committed acts of sexual violence on WETCC property who are not students or employees are subject to appropriate actions by White Earth Tribal and Community College, including, but not limited to, pursuing criminal or civil action against them.

Options and Rights of a Student or Employee Who Reports a Complaint of Sexual Violence

Notice of complainant options Following a report of sexual violence the complainant shall be promptly notified of:

1. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and providing a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
2. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Colleges contacts for employees, students, and others.
3. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

Notice of complainant rights Complainants shall be notified of the following:

1. Their right to file criminal charges with local law enforcement officials in sexual assault cases.
2. Rights under the crime victim's bill of rights, Minnesota Statutes Sections 611A.01-611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.
3. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident.
4. Assistance available from campus authorities in preserving for sexual violence complainant materials relating to a campus disciplinary proceeding.
5. That, at a sexual assault complainant's request, the College may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available and feasible.

Where to Go for Assistance

Persons at White Earth Tribal and Community College who have been the subject of sexual discrimination/harassment or violence or who have witnessed others being subjected to sexual discrimination/harassment or violence can contact any of the Security Office, Title IX Coordinator, or

Development Director for assistance. These people can listen, answer your questions, and discuss your options. Students can seek assistance from faculty and staff on campus, referrals will be made to appropriate resources. WETCC encourages reporting of crimes for your safety and the safety of others.

Contacts Regarding Reporting Sexual Discrimination/Harassment

Academic Dean, Frank Oakgrove 218-935-0417 ext.304

Security Officer, Kurt Halvorson 218-935-0417 ext. 120

Title IX Coordinator, Human Resources Technician, Julie Doerfler 218-935-0417 ext.338

White Earth Tribal Police Department 218-983-3201

Contacts Regarding Reporting Sexual Violence

Development Director, 218-935-0417 ext.

Security Officer, Kurt Halvorson 218-935-0417 ext. 120

Human Resources Technician, Title IX Coordinator, Julie Doerfler 218 935 0417 ext. 338

White Earth Tribal Police Department 218-983-3201

For TTY Communication, contact the Minnesota Relay Service at 1-800-627-3529

Discrimination / Harassment

White Earth Tribal and Community College is committed to providing an environment free from sexual discrimination/harassment and violence and continues to seek ways to eliminate such behavior. You are strongly encouraged to talk with one of the people listed about your experience or concerns. White Earth Tribal and Community College is an equal opportunity educator and employer. This information will be made available in alternate format, upon request by contacting Disability Services at 218.935.0417 ext. 326.

Additional Local Resources:

The following local resources are also available to provide assistance:

Emergency services

Mahnomen Health Center	9-1-1 218-935-2511
Mahnomen Sheriff's Dept.	218-935-2255
Rape and Abuse Crisis Line	1-500-845-3931
WE D.O.V.E Program Domestic Violence and Rape/ Sexual Assault	1-800-543-8629
WE D.O.V.E 24hr Crisis line	1-877 830-3683
National Domestic Violence line	1-800-799-7233
Healing Families Program	1-800-543-0629
Victims of Crime	1-800-763-8629 x. 3263
D.O.V.E-Down on Violence Everyday	1-800-543-0629
Suicide Line	1-500-845-3931

Other Resources:

MN Office of Justice Programs Crime Victim Rights	1-888-622-8799
Minnesota Office of Civil Rights	TDD: 877-521-2172
Anishinaabe Legal Services Naytahwaush	1-877-800-7295
Anishinaabe Legal Services Cass Lake	1-800-422-1335
White Earth Legal Assistance	218-983-4649
White Earth Veterans Services	218-935-5554 ext. 3259
Mental Health Crisis Line	1-877-380-3621
GLBT National Help Center	1-888-799-7233

Community Notification of Sexual Offenders

In 1996 the Minnesota Legislature passed the Community Notification Law (Minnesota Statutes 244.052) that permitted the release of information about certain offenders in Minnesota. The intent of the legislature was as follows: "If members of the public are provided adequate notice and information about an offender's release, the community can develop constructive plans to prepare themselves." Prior to this law, law enforcement agencies, and others knew the information regarding predatory offenders within the criminal justice system, but beyond those agencies and individuals the information about offenders was classified as either private or confidential.

Community Notification allows some information about some offenders to be converted from private or confidential information to public information. In Minnesota the amount of information, and the scope of individuals to whom information is released, is indicated by the risk level assigned to the offender by an End of Confinement Review Committee (ECRC) established by the notification law and operated by the Department of Corrections (DOC). The higher number risk level assigned to the offenders, the more information can be released, and the broader the audience that will receive that information. Law enforcement agencies where the offenders reside have the responsibility for the notification of their communities under this law.

Information regarding sex offenders in Minnesota can be found by contacting your local law enforcement agency or: <https://coms.doc.state.mn.us/publicregistrantsearch>.



White Earth Tribal and Community College

Incident Report Form

Incident Information

Date of Incident: _____ Time of Incident: _____

Location of Incident (please be specific): _____

Reporting Party

Full Name: _____

_____ Student _____ Guest _____ Faculty _____ Staff

Telephone Number: (_____) _____ Ext. _____

Description of Incident: (please provide as much information as possible):

Signature

Date

Route to Security Officer

For Security Use Only

Referred to: _____ Date: _____

Outcome:

Date Closed: _____ By: _____

EMERGENCY GUIDELINES

Designated Lead

In any emergency (or drill) situation, the Security Officer will work in conjunction with WETCC President or (Tier 1 Leader) to assess the situation. In the event of an emergency, the local Fire Department or Law Enforcement agency shall serve as the lead agency regarding the incident when present. All students and staff are required to follow the instructions of the Designated Lead when emergency procedures are implemented.

Emergency agencies are provided with a map of the campus and the Campus security shall serve as a resource.

Active Shooter

In the event of an active shooter on campus, an alert will be sent to notify you through our emergency notification system to go into lockdown.

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

How to Respond When an Active Shooter is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that students and campus visitors are likely to follow the lead of faculty and staff during an active shooter situation.

Run (Evacuate) - Hide - Fight (Take Action)

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be

- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office/classroom with a closed and locked door)

If the active shooter is nearby:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911 and campus security at ext.120 if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Fight (Take Action)

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

What to Expect When Law Enforcement Arrives:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive and form teams and assess the situation
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to React When Law Enforcement Arrives:

- Remain calm, and follow officers' instructions

- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Always keep hands visible
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator if and when asked:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Lockdown Procedures

A lockdown of building(s) on campus is an emergency procedure intended to secure and protect the WETCC students, faculty, and staff from an immediate threat of violence or harm. An immediate threat of violence MAY include, but is not limited to, a person near campus with a weapon, or significant law enforcement action in the area adjacent to campus. This action might be necessary when an evacuation would not be appropriate.

- Remain calm.
- Remain indoors, e.g., your office or classroom. You are not allowed to leave the building unless an all clear has been sounded.
- If not in your typical surroundings proceed to a room that can be locked.
- When directed, close and lock all doors. If it is not possible to lock the doors, place furniture and equipment in front of them to barricade them. Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
- Turn off all lights.
- Occupants should be seated below window level, away from windows and doors.
- Remain silent.
- Turn off all radios or other devices that emit sound;
- Silence cell phones;
- If gunshots are heard lay on the floor using heavy objects, e.g., tables, filing cabinets for shelter;
- If safe to do so, turn off gas and electric appliances, e.g., heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner. Use phones only for emergency notification to 911.

Take Shelter

Shelter Procedure:

- Hazardous-material spill, a major weather event.
- Do not shelter in open areas such as hallways or corridors. When directed go to the nearest bathroom location.

Disturbance

If you observe threatening disturbance, follow these steps:

- If the disturbance is endangering faculty, staff, or students, dial 911 and report the incident with specific location information (building and room).
- Dial ext. 100 and report the incident with specific location information (building and room).
- Reception staff will inform security and other staff and faculty as needed
- Limit staff and students from entering the area.
- Security personnel will report to the identified area.

If it is a minor disturbance:

- Dial ext. 100 and report the incident with specific location information (building and room).
- Security personnel will report to the identified area.

Fire and/or Explosion

Fires and/or explosions require a swift evacuation of all students and faculty members. Drills are an important part of fire safety. An important part of fire safety is also the safe storage and handling of all flammable materials.

First Report:

In case of a fire, the individual should notify campus Faculty, Staff or Security Officer, pull the fire alarm, located at various locations as indicated on the building maps. It is the responsibility of Faculty, Staff and Security to contact the local Fire Department by calling 911 upon learning of a fire. Campus Security should be contacted immediately after any calls to 911 have been made.

Evacuation:

When the alarm sounds, evacuation (mandatory) is to begin immediately. Security will respond to the area and assist in evacuation. Faculty and staff will follow the evacuation routes and assignments posted near classroom doors. Evacuation areas are as follows:

Evacuate following posted route if the fire is in the Main Campus Building:

- **NORTH WING** – Go to the grass area on northwest side of the Property
- **SOUTH WING** – Go to the front of the Extension Building Garage

Evacuate following posted route if the fire is at the Extension Building or Biminizhaangibawaajican

- **EXTENSION BUILDING** – Go to the Drum Hall
- **BIMINIZHAANGIBAWAAJIGAN** – Go to the Shopko parking lot
-

Faculty and Staff Supervisors' Responsibilities:

- Will ensure that their students and staff are safely evacuated. In leaving, doors are to be closed, but not locked.
- Will take roll in the evacuation area and notify the Campus staff in charge or security if any students or staff are not present.
- Will report to the safety committee during planning and drills for their evacuation assignment. Students will remain in their class grouping, Supervisors will stay with staff, unless otherwise directed by a member of Security.
- Faculty will remain responsible for their class and Supervisors responsible for their staff until all clear is given.

All Clear:

The Security Officer, in conjunction with the President, shall give the "ALL CLEAR" to return to the building once the building has been cleared for occupancy. In the event the building cannot be occupied, the President shall determine action to be taken.

Assessment of Damage:

Campus President, Security Officer and facilities manager will confer with the Emergency Agencies and determine to what extent the campus requires closure and which buildings may be re-occupied.

IMPORTANT: After any evacuation, report to your designated assembly area. Stay there until an accurate head count is taken and all clear is given.

Tornado/Severe Weather Emergency Procedures

When a severe weather statement is issued for Mahnommen County, or the city of Mahnommen, the following steps are implemented:

- Staff will notify other Staff, Faculty and Students of the Severe Weather.
- There is no safe place from a tornado. The following areas are designated tornado shelters: ALL RESTROOMS (See map for recommended areas in your building.)

Tornado Procedure

Tornado Watch: Conditions are right for a tornado to develop in the area, and one should be on the alert for further weather developments.

- Familiarize yourself with the primary and secondary safe area locations and the emergency routes as indicated on the floor maps.
- Tornado Watch will be announced to each department through telephone, intercom, or voice.
- Depending on the severity of the weather, the watch period should be used to prepare for an easy transition into designated shelter areas. Review Tornado Warning Procedures.
- An announcement will be made by WETCC Security Officer or WETCC Staff to advise when the tornado watch is discontinued.

Tornado Warning: A tornado has been sighted or indicated by radar, usually within a ten-mile radius of our location, and the following emergency procedures will be carried out to ensure safety.

- When a Tornado Warning has been announced to each department through telephone, intercom, or voice remain calm but take immediate action.
- Personnel should walk, not run, to the designated area.
- Close the doors of each room as they are evacuated.
- Do not open windows in the building.
- Do not attempt to leave the building.
- Avoid all glass areas, doors, and entrances.
- As severe weather clears and the “All Clear” announcement is made by the National Weather Service, a verbal announcement will be made throughout the building by the WETCC Security Officer or WETCC Staff.
- Notify your Supervisor, Maintenance, and/or Security in the event of injury to individuals or damage to the building.

After the disaster or emergency:

- Use extreme caution in entering or working in buildings that may have been damaged or weakened as they may collapse without warning.
- Be aware of the possibility of gas leaks or electrical short circuits. If detected, notify the WETCC Emergency Response Team who will call Gas Company, Electrical Company, the Police, or Fire Department. Don't go back into the building until the WETCC Security Officer gives the OK. The Security Officer will give the ok after the Gas Company, Electric Company, Police Department and Fire Department have all given the go ahead to enter.
- Stay away from fallen or damaged electrical wires.

Bomb Threat

- If you hear of, see a suspicious package, or suspect a bomb threat, inform WETCC staff immediately.
- Any staff or faculty member receiving the call should fill out and follow the Bomb Threat Check List.
- WETCC Staff will call 911 and begin to evacuate the buildings immediately and wait for further instructions.

Bomb Threat Call Procedures

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the Bomb Threat Checklist (next page)

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (following) immediately. Write down as much detail as you can remember. Try to get exact words.

: Bomb Threat Received by Handwritten Note

Call 9-1-1 and notify Security (extension 120). Handle the note as minimally as possible.

Bomb Threat Received by Email:

Call 9-1-1 and notify Security (extension 120). Do not delete the Email message.

Signs of a Suspicious Package:

Some signs of a suspicious package may include:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

In the Event of a Bomb Threat DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

BOMB THREAT CHECKLIST

CALL DETAILS:	
Date:	Time:
Time Caller Hung Up:	Phone Number Where Call Received:
ASK CALLER:	
Where is the bomb located? (Building, Floor, Room, etc.)	
When will it go off?	
What does it look like?	
What kind of bomb is it?	
What will make it explode?	
Did you place the bomb? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Why?	
What is your name?	
EXACT WORDS OF THREAT:	
Document exactly what the caller stated to you:	

INFORMATION ABOUT CALLER:		
Where is the caller located? (Background noises and level of noise)		
Estimated age of caller:		
Is the voice familiar? If so, who does it sound like?		
Any other points:		
Caller's Voice:	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing Throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Crying	<input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation	<input type="checkbox"/> Incoherent <input type="checkbox"/> Message Read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken
<input type="checkbox"/> Deep <input type="checkbox"/> Deep Breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	<input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office Machinery (describe): _____ <input type="checkbox"/> Factory Machinery (describe): _____ <input type="checkbox"/> Local <input type="checkbox"/> Long Distance	
Any other Information:		



Campus Evacuation

If an evacuation from the campus becomes necessary, the following procedures will be implemented:

- Evacuation of all or part of the campus will be announced, with specific directions for leaving the building or parking lots.
- All persons (students, faculty, staff, and visitors) are to immediately vacate the site in question and relocate to another part of the campus or off campus as directed.
- Transportation will be available for individuals with disabilities if necessary.

Medical Emergency

If you observe an individual or individuals with an apparent medical problem, follow these steps:

- Assess the situation (i.e. unresponsiveness, no pulse, breathing, bleeding)
- Call out for help.
- If you have help have them call 911, if not you call 911, notify WETCC staff.
- Staff or persons on scene start your medical emergency response to your training or the best of your abilities.
- Send helper for the AED located at the main drum hall entrance, or the First Aid Kit (Green backpack trauma kit) located in the reception area of the main campus, kitchen area of the drum hall (small kit), the reception area of the Main campus south wing (small kit), the kitchen or bathroom at extension (small kits). For the AED follow the prompts on it. If you do not have help, go and get the AED and First Aid Kit as quickly as possible. Administer CPR or other first aid to the best of your ability.



**White Earth Tribal & Community College
2021 Crime Report
2018-2020 Statistics**

3 Year Crime Statistics

	2018			2019			2020		
	Campus	Non-Campus Buildings	Public Property	Campus	Non-Campus Buildings	Public Property	Campus	Non-Campus Buildings	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0			
Rape							0	0	0
Fondling							0	0	0
Sex offenses-non-forcible	0	0	0	0	0	0			
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Hate Crimes-On Campus

Criminal offense	2019 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

VAWA Offenses-On Campus

Crime	2018	2019	2020
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Arrests- On campus

Crime	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions-On Campus

Crime	2018	2019	2020
Weapons; Carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

White Earth Tribal and Community College
Annual Crime Report - 2021