



CROWN COLLEGE

Called to Serve. Prepared to Lead.

ANNUAL SECURITY REPORT

Fall 2019

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Introduction

Crown College (“Crown” or the “College”) is a private Christian college located in Saint Bonifacius, Minnesota, approximately 30 miles west of the Minneapolis/St. Paul metropolitan area. The college is affiliated with the Christian and Mission Alliance (C&MA) denomination and offers more than 30 accredited majors. The college is a four-year residential campus for traditional undergraduates and offers online programs for nontraditional students. The campus property encompasses 215 acres. Buildings, roads and sidewalks cover 25 acres, the remainder of the property includes walking paths, and tree covered rolling hills, lakes and wetlands. The entire student body, including those who reside on campus and commute, and those who participate in online degree programs, is 1522 students. Currently 482 students reside on campus. Online students reside in 45 states outside of Minnesota, including Washington DC, Malaysia, Japan, Venezuela and Alberta and Ontario, Canada.

In compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Crown College:

- 1) monitors criminal activity occurring on campus,
- 2) publishes this Annual Security Report, and
- 3) maintains a three-year statistical history of crimes reported on campus.

This Annual Security Report will provide students, their families, employees and the public with accurate and complete information about safety and security on campus. This Annual Security Report includes an explanation of Crown’s policies and procedures for keeping its campus safe and secure, programs and education provided to students and employees regarding crime prevention and campus security, and crime report statistics.

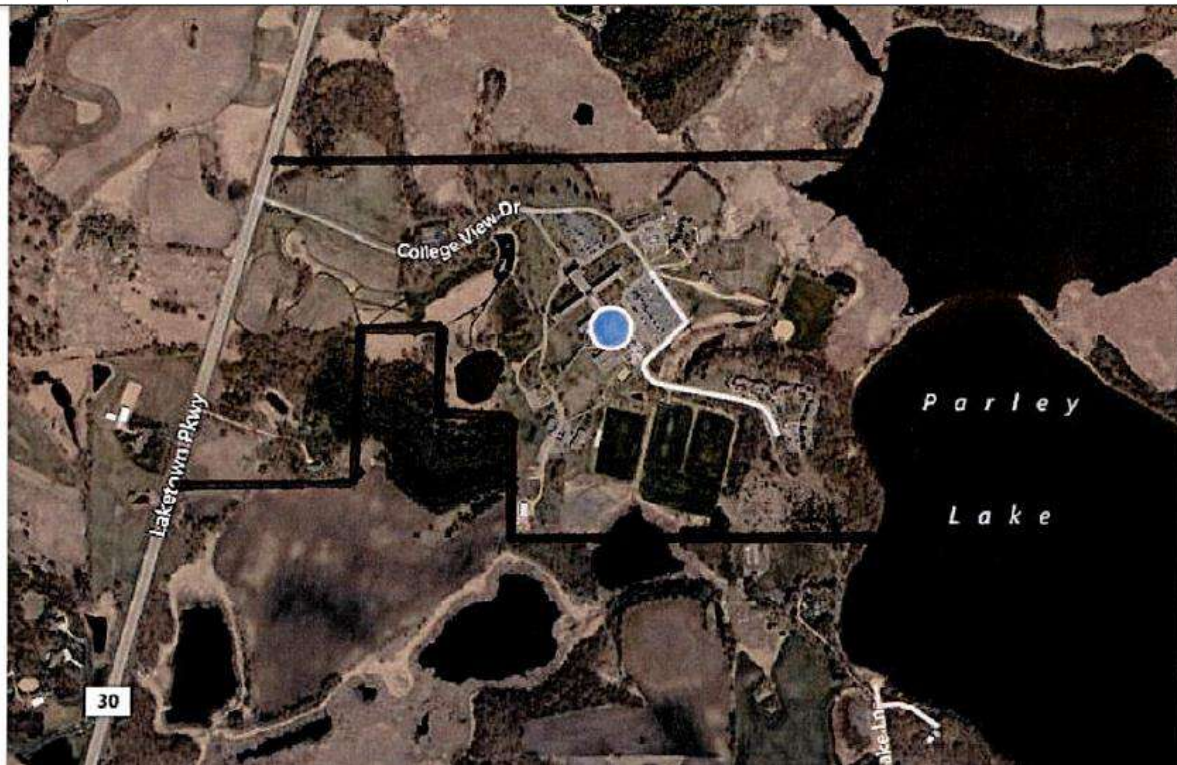
Annual Security Report Availability and Distribution

Currently enrolled students, faculty and staff receive email notification that provides directions to access this report on the College website at <http://www.crown.edu/about/campus-safety/>. Prospective students will also have access to the annual security report on the home page of the College website. Prospective employees who receive job offers will be informed of the availability of this report by the Human Resources office. A paper copy may be obtained by calling the Human Resources office at 952-446-4122 or by contacting the Facility Services Management office at 952-446-4183.

Clery Geography

Crown College collects and reports crime statistics for its campus, which is located in Carver County Minnesota, approximately one mile south of the intersection of State Highway 7 and County Road 92. The western border of the campus is on Laketown Parkway/County Road 30. Lake Parley, park of the Carver Park system, borders the eastern edge of campus. Private property borders the northern and southern edges of the campus.

Crown College does not operate off-campus facilities, such as off-campus student housing or student organization facilities, nor is any public property adjacent to the campus. Crimes that may occur off-campus are not monitored by the College and are not included in reported crime statistics.



The College's campus does not border any street or road except for Laketown Parkway/County Road 30. Laketown Parkway is a two lane highway, which runs north-south along the western campus boundary.

Campus Safety Personnel

Crown College's commitment to campus security and Clery Act compliance is a cooperative undertaking. The following positions or offices have significant responsibility for the safety and welfare of students and campus activities:

- Campus Safety Office, C101
- Facility Management Services ("FMS") Office, S185
- Coaches
- Faculty/Staff Advisors
- Student Development Office Personnel
- Student Life Personnel, including Resident Directors, Assistant Resident Directors, and Resident Assistants

Authority and Cooperation with Local Law Enforcement

Campus Safety Personnel do not serve as a formal campus police force, but they do have authority to uphold Crown College safety policies regarding vehicles and building access and are empowered to involve local law enforcement as needed. Campus Safety Personnel are to be respected as having authority to enforce current safety policies and regulations approved by College Administration.

Campus Safety Personnel have authority to ask persons for identification and to determine whether individuals have lawful business on campus. They likewise have the authority to order an individual to leave the premises. Campus Safety Personnel monitor and inspect college property to assess safety and security concerns (i.e., broken locks, burnt out exterior lights, etc.), record all reported campus crimes and incidents, serve as a liaison between the student and local law authorities and respond to campus emergencies

Campus Safety Personnel do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on campus. Campus Safety Personnel cooperate with local police to respond to criminal incidents and support police investigations. All crime victims and witnesses are strongly encouraged to immediately report crimes to campus security authorities and the Carver County Sheriff's Office. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Campus Security and Access

With the exception of the Main Building, access to all on campus buildings is restricted. Students and employees are issued an identification that must be scanned to gain entry to on-campus buildings. The primary entrance to the Main Building is open to the public from 7:30am to 6:00pm, Monday through Friday.

Crown College has installed a number of digital video surveillance cameras at key points on campus. This system is used in conjunction with the ID card access system. Cameras may be monitored live at any time or reviewed later as needed.

Crown FMS-Campus Safety staff manage this security feature. Minnesota law does not require second party consent for video surveillance in public areas. Crown College wants the College community and

public to know that these are in place as a deterrent to enhance the safety of the campus and as an asset if a crime is committed on campus.

Crime Alerts (Timely Warnings)

When serious crimes are reported on campus as defined by the Clery Act, the Vice President of Finance and Operations and/or the Provost will issue a Crime Alert (Timely Warning) to the campus community that an incident has been reported, general information surrounding the incident and how incidents of a similar nature might be prevented in the future. The criteria for the issuance of timely warnings would include “crimes that are considered to represent a serious and/or continuing threat to students and employees”. The names of those persons involved or information that could lead someone to identify the complainant or respondent will be held confidential and will not be released in the timely warning. These alerts communicated via a mass notification system provided through e2campus. This system is designed to alert the on campus community via email, text messaging, and in some cases, voice. Current students and employees may register to receive notifications on the College’s website at <http://www.crown.edu/about/campus-safety/campus-alerting-system/>. In addition, a "daily crime log" listing all crimes reported to Campus Safety is maintained in the Campus Safety Office, C101 and is available for public review during normal business hours.

Emergency Response and Evacuation Procedures

The college has written emergency response procedures that include classroom and residence hall evacuation, medical emergencies, severe weather and fire emergencies, suspicious activity and suspicious persons on campus, power outages, and natural gas and hazardous materials release. See Appendix A for complete Emergency Response Procedures. Emergency notifications will be communicated through the e2campus notification system described above.

Crown College has and will continue to conduct regular drills for assessment and evaluation of fire and severe weather emergency procedures. One fire drill is conducted in the Fall semester, one fire drill and one severe weather drill are conducted in the Spring semester. The desired building evacuation “clear” time for a fire drill is ten minutes or less. The desired assembly time for a severe weather emergency is eight minutes or less. Time results for the previous three years:

- Spring 2016 Fire Drill was conducted on April 29 – Building clear time was 7 minutes
- Spring 2016 Severe Weather drill was conducted on April 14 – Assembly time was 7 ½ minutes
- Fall 2016 Fire Drill was conducted on September 22 – Building clear time was 8 ½ minutes
- Spring 2017 Fire Drill was conducted on April 25 – Building clear time was 6 ½ minutes
- Spring 2017 Severe Weather drill was conducted April 21 – Assembly time 7 minutes
- Fall 2017 Fire Drill was conducted on September 25 – Building clear time was 8 ½ minutes
- Spring 2018 Fire drill was conducted on April 25 – Building clear time was 7 ½ minutes
- Spring 2018 Severe Weather drill was conducted April 12 – Assembly time 6 minutes
- Fall 2018 Fire drill was conducted on October 15 – Building clear time was 7 minutes and 45 seconds

Reporting Crimes and Other Emergencies

Crown College encourages anyone who is the victim or witness to any crime to promptly report the incident to a Campus Safety Authority or the local police. From on or off campus, you may call the Campus

Safety telephone at 952-446-4101. Students and employees are encouraged to add this number to their cell phone contacts as a speed dial option. Any suspicious activity or person seen on campus should be reported to the Campus Safety telephone, who may notify local law enforcement. In case of emergency, call 911

CAMPUS SAFETY AUTHORITIES

1. Campus Safety Office	952-446-4101 (from off campus) Main Building C101
2. Resident Assistant On Duty	<i>(in person)</i>
3. Resident Director	<i>(in person)</i>
4. Dean of Students	952-446-4115 Main Building, E 203
5. Office of Facility Management Services	952-446-4183 Main Building, S185
6. Director of Human Resources	952-446-4122 Main Building, N207

Reports to the above-referenced Campus Safety Authorities will be used for the purpose of making timely warning reports and reporting crime statistics in accordance with the Clery Act. The above-designated Campus Safety Authorities are responsible for documenting incidents. Documented reports will be reflected in the Daily Crime Log.

The above-referenced Campus Safety Authorities will assist the victim or witness in making a report to the local police department if the victim or witness desires to make such a report. In the event of such a report, they will serve as the liaison between the College and local police. In appropriate circumstances, Campus Safety Authorities may investigate incidents and determine appropriate discipline, either in conjunction with or independent of criminal prosecution.

Crime victims who do not want to pursue a police report against the perpetrator may still want to consider making a confidential report. With the victim’s permission, the Campus Safety Authority to whom the report is made can file a report on the details of the incident without revealing the victim’s identity. The purpose of the confidential report is to respect the victim’s wish to keep the matter confidential, while taking steps to secure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students and alert the College community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

Crime Statistics

This report is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The purpose of the annual disclosure of crime statistics is to make known all reported crimes that occurred on campus or adjacent public property for the past three years. Campus crime, arrest and referral statistics include those reported to designated Crown College Campus Safety

Authorities. Campus Safety Authorities create Incident Reports in response to crime reports, which are reviewed and classified by the Director of Facility Management and added to Crown’s Daily Crime Log.

Reports to local law enforcement are included when information about those reports can be obtained. The College made a good faith effort to obtain information about crimes reported to the Carver County Sheriff.

Crown College Crime Statistics

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities
<i>Criminal Offenses</i>			
Murder/Non-negligent Manslaughter	2016	0	0
	2017	0	0
	2018	0	0
Negligent Manslaughter	2016	0	0
	2017	0	0
	2018	0	0
Sex Offenses, Forcible	2016	0	0
	2017	0	0
	2018	0	0
Sex Offenses Non-Forcible	2016	0	0
	2017	0	0
	2018	0	0
Rape	2016	0	0
	2017	0	0
	2018	0	0
Fondling	2016	0	0
	2017	0	0
	2018	0	0
Incest	2016	0	0
	2017	0	0
	2018	0	0
Statutory Rape	2016	0	0
	2017	0	0
	2018	0	0
Robbery	2016	0	0
	2017	1	0
	2018	0	0
Aggravated Assault	2016	0	0
	2017	0	0
	2018	0	0
Burglary	2016	1	1
	2017	0	0
	2018	0	1
Motor Vehicle Theft	2016	0	0
	2017	0	0
	2018	0	0
Arson	2016	0	0
	2017	0	0
	2018	0	0

<i>Arrests and Disciplinary Referrals</i>			
Offense	Year	On-Campus Property	On-Campus Student Housing Facilities
Arrests: Weapons: Carrying, Possessing, Etc.	2016	0	0
	2017	0	0
	2018	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	0	0
	2017	0	0
	2018	0	0
Arrests: Drug Abuse Violations	2016	0	0
	2017	0	0
	2018	0	0
Disciplinary Referrals: Drug Abuse Violations	2016	1	1
	2017	3	0
	2018	0	4
Arrests: Liquor Law Violations	2016	0	0
	2017	0	0
	2018	0	0
Disciplinary Referrals: Liquor Law Violations	2016	1	1
	2017	4	4
	2018	0	7
<i>VAWA Offenses</i>			
Domestic Violence	2017	1	0
	2018	0	0
Dating Violence	2017	0	0
	2018	0	0
Stalking	2017	0	0
	2018	0	0

Hate Crimes

No hate crimes were reported in 2016, 2017, or 2018.

Security Awareness, Crime Prevention and Education

Student Life staff, including Resident Directors, Assistant Resident Directors and Resident Assistants receive 40 hours of training prior to assuming their duties working with students. This training includes:

- procedures for power outages, severe weather, fire and medical emergencies;
- Responding to reports of sexual assault/violence;
- Crime prevention on campus; and
- Identifying and responding to concerns of alcohol and substance abuse.

All students receive a version of the training provided to Student Life, which emphasizes the personal security and theft prevention. A central theme of the training is to encourage students to be aware of their responsibility for their own security and the security of others. Also, the College publishes daily announcements to students that routinely include reminders about security measures.

Corporate safety initiatives include:

1. Do not prop open entrance doors that are secured with electronic access points
2. Do not grant building access to someone you do not know and who does not have a College ID Card
3. Do not enter or allow entrance of restricted areas of campus (e.g., Mechanical rooms)
4. Drive slowly and follow vehicle regulations on campus
5. Be familiar with motor vehicle regulations

6. Lock your doors whenever you leave your room or car unattended
7. Do not leave personal property unattended in classrooms or hallways
8. Report all suspicious people and situations

Violence Prevention Policy

The College is committed to preventing workplace violence and to maintaining a safe environment for learning and working. Given the increasing violence in society in general, the College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All students and employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, disability, or any characteristic protected by applicable federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a Campus Safety Authority or immediate supervisor (for employees). This includes threats by employees, as well as threats by visitors, students, staff members, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a Campus Safety Authority or supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The College will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the College may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including expulsion or involuntary termination of employment.

The College encourages employees to bring their disputes or differences with other employees to the attention of their supervisors and/or the Vice President of Finance and Operations before the situation escalates into potential violence. The College is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Security Inspections

The College wishes to maintain a work and educational environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the College prohibits the possession, transfer, sale, or use of such materials on its premises. The College requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees and students but remain the sole property of the College. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the College at any time, either with or without prior notice. Employees and students do not have an expectation of privacy with respect to College property or personal articles stored on the College's property.

Missing Student Notification Policy and Procedures

Crown College takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Crown College students living in college owned on-campus housing, who based on the facts and circumstances known to the College are determined to be missing. This policy has been established as required by the Higher Education Opportunity Act of 2008.

It is understood that resident students will have opportunities during the academic year to take weekends away to visit family or friends. When students will be away from their on-campus residence, students should inform their roommate or Resident Assistant of their plans and expected date of return for emergency contact purposes. For purposes of this policy, a student may be considered to be a "missing student" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim foul play, expression of suicidal thoughts, alcohol or drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

- I. Procedures for designation of emergency contact information
 - A. Students age 18 and above and emancipated minors. At the beginning of each academic year, Crown College will notify all students in college housing of the opportunity to designate an individual or individuals to be contacted by the College no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student and will be retained with their housing contract information. Students may change or revoke their emergency contact information through the Student Development Office.
 - B. Students under the age of 18. In the event a student who is not emancipated is determined to be missing pursuant to the procedures set for the below, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.
- II. Official notification procedures for missing students

- A. Any individual who has information that a student may be missing must notify the Office of Campus Safety as soon as possible.
- B. Campus Safety will work with campus offices, the reporting person(s), and the student's acquaintances to gather all essential information about the student (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the student's physical and mental well-being, and up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the students.
- C. When a missing student report is made to the Office of Campus Safety, the Campus Safety representative will immediately notify appropriate Student Development Staff.
- D. Student development will contact the student's Resident Director and appropriate staff based on student's residence hall assignment.
- E. Campus staff will take steps to try to locate the missing student, including but not limited to the following:
 - Call the student's cell phone and residence hall room phones
 - Send residence director, resident assistant or housing coordinator to student's room.
 - Contact roommate(s)
 - Access student's vehicle information to locate and distribute to local authorities if necessary
 - Access student's class schedule and seek information on last sighting or other contact information.
 - Access reports to determine the last time student used a meal card or accessed residence hall.
 - If student works on-campus contact supervisor for contact information
 - Call student's home number
 - Request information from Information Technology about students last electronic sign in to Crown's network systems
 - Campus Safety may issue an ID picture to assist in identifying the missing student
 - Campus Safety may search on campus public locations (library, cafeteria, etc.)
- F. If these actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered; the following personnel will meet to determine if the student is missing.
 - Vice President of Student Development
 - Office of Campus Safety Personnel
 - Residence Director
- G. No later than 24 hours after determining that a student is missing, the following will take place:

- The Office of Campus Safety will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation. The Office of Campus Safety will assist external authorities with these investigations as requested.
- The Vice President of Student Development or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
- For missing students who are 18 years of age or older, and did not designate an individual to be contacted, the vice President of Student Development or designee, will act in accordance with FERPA and Minnesota Government Data Privacy guidelines with regard to contacting a parent/guardian.

III. Campus Communications about missing students

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for the missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities who may consult with Crown's Marketing and Media Relations Department. Inquiries to the college regarding missing students will be referred to the Marketing and Media Relations Department. Individuals with information about the missing student will be directed to the Office of Campus Safety who shall refer inquiries and information to law enforcement authorities.

Prior to providing the Crown College community with any information about a missing student, the marketing and Media Relations Department shall consult with the Office of Campus Safety, Student Development and local law enforcement authorities to ensure that communications not only avoid hindering investigations but also that they comply with FERPA guidelines.

Drugs and Alcohol Policy

In keeping with the College Community Covenant and the College's intent to provide a safe and healthful education and work environment, Crown College prohibits the use, consumption, possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. These prohibitions apply regardless of age. The College enforces the drinking laws of the state of Minnesota, including the prohibition of use by persons younger than 21 years of age. Possession or consumption of alcohol on College premises may result in disciplinary proceedings and/or arrest.

The College likewise prohibits the possession, distribution, or use of illegal drugs and/or controlled substances in accordance with state and federal laws. Violations of this prohibition may result in disciplinary proceedings and/or arrest.

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

Sex Offense Policies, Procedures, and Programs

SEXUAL VIOLENCE PREVENTION AND AWARENESS PROGRAM

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

The College's sexual violence awareness program will include:

- a statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
- the definition of domestic violence, dating violence, sexual assault, and stalking in Minnesota;
- the definition of consent, in reference to sexual activity, in Minnesota;
- safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual, including but not limited to recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and take action to intervene;
- information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks with the purpose of decreasing perpetration and bystander inaction, increase empowerment for victims in order to promote safety, and help individuals and communities address conditions that facilitate violence;
- possible sanctions or protective measures that Crown may impose following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.
- procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred,
- procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking; and
- information about how the College will protect the confidentiality of victims.

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

SEXUAL MISCONDUCT POLICY

Notice of Nondiscrimination

Crown College (the “College”) does not discriminate on the basis of sex in administration of its educational policies, financial aid program, and all other programs.

In accordance with Title IX, this policy addresses the College’s prohibition of sex discrimination. Sexual harassment is a form of sex discrimination. Not only are sex discrimination and sexual harassment prohibited by this policy, but they are also prohibited by various federal and state laws, including Title IX of the Educational Amendments of 1972 and the Minnesota Human Rights Act. Sexual harassment includes a variety of unwelcome behavior of a sexual nature, and at its most severe form includes sexual violence. Examples of sexual violence include, but are not limited to, sexual assault, domestic violence, dating violence, and stalking. This policy discusses “sexual misconduct” when referring to sex discrimination in all forms, including sexual harassment and sexual violence.

Questions or concerns regarding sex discrimination, sexual harassment or sexual violence may be directed to the College’s Title IX Coordinator:

Amy Luesse
Director of Human Resources
Office: N207
luessea@crow.n.edu
952-446-4122
8700 College View Dr
St. Bonifacius, MN 55375

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education.

<http://www2.ed.gov/about/offices/list/ocr/index.html>

Crown College is committed to a safe and healthy environment and as such will not tolerate sexual misconduct in any form; including but not limited to, sexual assault, domestic violence, dating violence, and stalking. Sexual misconduct violates an individual’s rights and dignity. Not only are they acts of disrespect, violence, aggression or coercion against an individual, they are also violations of this policy and an attack on our College community. In addition, some forms of sexual misconduct are crimes. The College is committed to promptly, impartially, and equitably addressing and resolving all reports of sexual misconduct, including sexual assault, domestic or dating violence, and stalking. When the College finds that such behavior has occurred, it will take steps to prevent the recurrence of the behavior and to correct its effects. Retaliation against an individual who brings a complaint or pursues legal action, or an individual who serves as a witness in an investigation is prohibited and will not be tolerated.

This policy is distributed annually to all students and employees of the College and is posted in the following locations: Student Development Office, Faculty/Staff Lounge and on the student and employee intranet. The policy is distributed to new students during registration and/or check in days. This policy also will be provided by the College to any student, employee, or other individual who reports to the College that they have been a victim of sexual misconduct.

Definitions

a. Complainant

The person alleged to have been subject to conduct that violates this policy.

b. Respondent

The person accused of engaging in conduct that violates this policy.

c. Sexual Misconduct

Sexual misconduct includes sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other forms of sexual violence or misconduct such as indecent exposure, voyeurism, commercial sexual exploitation, sex trafficking and sex tourism, making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent, even if the activity documented was consensual, aiding acts of sexual misconduct, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person.

d. Sex Discrimination

Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of, an individual's employment, education, living environment or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual violence, differential treatment, and gender-based harassment.

e. Sexual Harassment

Sexual harassment includes unwelcome conduct such as sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal, nonverbal or physical conduct or communication of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational experience or employment, or the individual's submission or rejection of such conduct is used as the basis of an educational program or activity decision or employment decision affecting such individual; or
- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's education or employment or creating an intimidating, hostile, or offensive educational or work environment.

Sexual harassment is distinguished from a voluntary sexual relationship by the introduction of the element of coercion, threat, hostility, or unwanted attention of a sexual nature.

Actions that can constitute sexual harassment include:

- Unwelcome sexual flirtations, advances, or propositions;
- Requests for sexual favors;
- Verbal abuse of a sexual nature, obscene language, off-color jokes, verbal commentary about an individual's body, sexual innuendo, and gossip about sexual relations;
- The display of derogatory or sexually suggestive posters, cartoons, drawings, objects, notes, letters, emails, or text messages;
- Visual conduct such as leering or making gestures;
- Videotaping or taking photographs of a sexual nature without consent;
- Cyber harassment, including but not limited to disseminating information, photos, or video of a sexual nature without consent;
- Engaging in conduct of a sexual nature which creates an intimidating, hostile, or offensive academic or work environment (e.g., sexually-oriented jokes, offensive physical contact, obscene messages and gestures);
- Punishing or threatening to take adverse action against a subordinate or student for refusing to comply with sexual demands.

Although certain forms of sexual harassment may seem self-evident, recognizing such behavior when it is happening can be difficult. In making such an assessment consider whether the behavior:

- Is offensive, unwanted or both;
- Interferes with one's ability to enjoy his or her employment or academic environment;
- Interferes with job or academic performance;
- Causes unnecessary discomfort, humiliation or harm to oneself or others around one.

f. Sexual Violence

Sexual violence is a severe form of sexual harassment and includes sexual assault, domestic violence, dating violence, stalking, and other sexual violence. Many types of sexual violence include nonconsensual sexual contact, but this is not a necessary component.

g. Sexual Assault

Sexual assault is any sexual contact, including but not limited to sexual penetration, with another person who does not or cannot give consent. This may or may not include force. For purposes of this policy, "sexual contact" shall have the same meaning as it has under Minnesota law, and includes, but is not limited to, the intentional touching by the respondent of the complainant's breasts, inner thighs, buttocks, genitals and/or groin area, whether clothed or unclothed; or the coerced touching by the complainant of another's intimate parts. Sexual contact also includes the intentional removal or attempted removal of clothing covering the complainant's intimate parts. Sexual assault includes, but is not limited to:

- Rape (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 any person, without the consent of the victim);
- Fondling (the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim);
- Incest (sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law);
- Statutory rape (sexual intercourse with a person who is under the statutory age of consent).

h. Consent

Consent is words or overt actions by a person clearly indicating a freely given present agreement to perform a particular sexual act with the actor. Consent must be informed and freely and actively given.

Consent can only be given by someone who: acts freely, voluntarily, and with knowledge of the nature of the act involved. Consent can be withdrawn at any time. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent.

As explained further below consent cannot be given if someone:

- is incapacitated by drugs or alcohol;
- is threatened, coerced or intimidated into submission;
- is not conscious;
- is physically incapacitated;
- is mentally incapacitated;
- is not of legal age to consent (16 years old in Minnesota).

Consent cannot be inferred from:

- permission for one particular act;
- a prior sexual, romantic or marital relationship;
- an existing sexual, romantic or marital relationship;
- silence, or an absence of resistance;
- prior sexual activity with other individuals.

i. Incapacitation

“Incapacitation” means the physical and/or mental inability to make understand the fact, nature, or extent of the sexual situation. With respect to incapacitation due to drug or alcohol ingestion, incapacitation requires more than being under the influence of drugs or alcohol; a person is not incapacitated just because they have been drinking or using drugs. Where alcohol or drugs are involved, incapacitation is determined based on the facts and circumstances of the particular situation looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation, whether the individual was able to communicate decisions regarding consent, nonconsent, or the withdrawal of consent, and whether such condition was known or reasonably known to the accused. This is true regardless of whether the complainant voluntarily or involuntarily consumed the drugs or alcohol. Use of drugs or alcohol by the respondent, however, is not a defense against allegations of sexual misconduct and does not diminish personal responsibility. The question is whether the respondent knew, or a sober, reasonable person in the position of the respondent should have known, that the complainant was incapacitated.

j. Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship will be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

k. Domestic Violence

Domestic violence is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, a person who is/has been cohabitating with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under Minnesota's domestic or family violence laws, or by any other person against an adult or youth complainant who is protected from that person's acts under domestic or family violence laws. In addition to the relationships described above, Minnesota law defines domestic violence to include violence committed between parents and children, blood relatives, persons who are presently residing together or who have resided together in the past, persons involved in a significant romantic relationship, and a man and woman, if the woman is pregnant and the man is alleged to be the father. While not exhaustive, the following are examples of conduct that can constitute domestic violence: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.

l. Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. For purposes of this definition, "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. Stalking can be a form of sexual harassment. Stalking behavior includes, but is not limited to:

- Repeated, unwanted, intrusive, and frightening communications by phone, mail, and/or email;
- Repeatedly leaving or sending victim unwanted items, presents, or flowers;
- Following or lying in wait for the complainant at places such as home, school, work, or recreation place;
- Making direct or indirect threats to harm the complainant, the complainant's children, relatives, friends, or pets;
- Damaging or threatening to damage the complainant's property;
- Posting information or spreading rumors about the complainant on the internet, in a public place, or by word of mouth;
- Unreasonably obtaining personal information about the complainant by accessing public records, using internet search services, hiring private investigators, going through the complainant's garbage, following the complainant, contacting complainant's friends, family work, or neighbors, etc.

As defined by Minnesota law, stalking means "to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim."

m. Retaliation

Retaliation means adverse action taken against an individual for making a good faith report of a violation of this policy, for supporting another person's report, or participating in an investigation or other proceedings based on the report.

Scope of Policy

Sexual misconduct committed in connection with any College program, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, extra-curricular, and other College programs. In addition, this policy applies to off-campus conduct that the College determines may cause or threaten to cause an unacceptable disruption at the College or which may interfere with an individual's right to non-discriminatory educational environment.

This policy applies to all students, employees, contractors, and other visitors. This policy applies regardless of the sexual orientation or gender identity of any of the parties.

Crown College is committed to addressing sexual misconduct and encourages complainants to report incidents to appropriate College authorities. Individuals found responsible for sexual misconduct will be subject to any disciplinary action deemed appropriate by the College, up to and including suspension, expulsion, or discipline for students; disciplinary action up to and including termination of employment for personnel; and no trespass orders and/or other disciplinary action against other individuals deemed responsible for violating the College's policy.

Title IX Coordinator

Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, the Crown College Title IX Coordinator is the designated representative of the College with primary responsibility for coordinating College Title IX compliance efforts, including the college's efforts to end sexual misconduct, prevent its recurrence, and address its effects. The Title IX Coordinator will oversee the school's response to reports and complaints of sex discrimination in all its forms, including reports of sexual violence, coordinate the school's efforts to identify and address any patterns or systemic problems revealed by such reports and complaints, and assist in answering any other questions related to these policies and procedures. Crown College has designated Amy Luesse as its Title IX Coordinator. Contact information for the Title IX Coordinator is listed in the Notice of Nondiscrimination at the beginning of this policy.

Confidentiality

Confidential vs. Non-Confidential Communications

In times of distress, it may be confusing to determine how best to obtain personal support and information about options and resources, both on- and off-campus. In making a decision about whom to contact for support and information, it is important to understand that most College employees are not confidential resources, and are therefore obligated to report to the College any information they receive about sexual misconduct. Persons who have experienced sexual misconduct are encouraged to consider the following information in choosing whom to contact for information and support.

1. Confidential Communications.

Confidential communications are those communications which legally cannot be disclosed to another person, without the reporter's consent, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. The College recognizes that some individuals may wish to keep their concerns confidential. As such, the College has designated confidential resources for individuals who prefer to talk with someone confidentially about their concerns. Individuals who wish to discuss their situation confidentially may contact one of the following confidential resources:

- Counseling Services (952)-446-4352, Office S111
- Campus Chaplain, (952) 446-4277, Office, N211
- Additional Community Confidential Resources and Services include:
 - **Sexual Violence Center of Carver & Scott** (952) 448-5425 (24-hour crisis line)
500 North Pine Street Suite 203, Chaska 55318
 - **Crisis Connection** 612-379-6363 or 866-379-6363
 - **Teen Date Rape Crisis Helpline** 800-214-4150
 - **Teen Dating Abuse Hotline** 866-331-9474 or 866-331-8453
 - **Domestic Violence Hotline** 800-621-HOPE (4673)

Individuals may discuss concerns in complete confidence with a confidential resource, so long as the allegations do not involve the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. In addition, the College's Counseling Services staff can assist a complainant with obtaining medical, emotional, and other support resources whether or not a complainant decides to report his or her concerns to the College. At the request of the complainant, confidential resources may submit non-identifying information about violations of this policy to Campus Safety for purposes of anonymous statistical reporting under the Clery Act.

2. Non-Confidential Communications.

Non-confidential communications are those communications with any college employee who is not a confidential resource as identified above. The College is required by law to investigate and respond to reports of sexual misconduct, including sexual assault. Only confidential resources can promise confidentiality. All other College employees who become aware of incidents or allegations of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, have a responsibility to report the matter to the College, even if the complainant requests confidentiality. Non-confidential communications will be disseminated to others on a need-to-know basis in order to ensure that necessary steps are taken to protect the community as a whole and appropriate disciplinary measures are considered and taken.

Examples of non-confidential communications include those with:

- A Resident Director, Assistant Resident Director, or Resident Assistant
- Campus Safety: (952-446-4101) (24 hour dispatch-emergency)
- Dean of Students Office: 952-446-4115
- Title IX Coordinator, Amy Luesse: 952-446-4122
- All faculty members
- All other college employees

College employees who are not confidential resources will strive to remind an individual of their reporting obligations before the individual has disclosed a situation that requires reporting to the College.

The College encourages individuals to report all incidents of sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, to the College, so that the College can investigate and respond to such reports. This enables the College to provide more resources and assistance to a complainant and to more effectively provide a safe, nondiscriminatory environment. When a report of sexual misconduct is made to the College, every effort will be made by the College to ensure confidentiality to the extent possible, subject to the College's need to respond to such complaints and to report campus crimes in accordance with applicable law. The College will protect a complainant's confidentiality to the extent possible even if the complainant does not specifically request confidentiality. As discussed further below, the College is obligated to provide the college community with general information regarding incidents of sexual violence and other crimes occurring on campus, but publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and daily crime log, will not include names or other information that may personally identify either party.

Complainant Requests for Confidentiality or Non-action

When the College receives a report of sexual misconduct, it has a legal obligation to respond in a timely and appropriate manner. Making a report to the College does not require a complainant to initiate or participate in a complaint procedure or to report to local law enforcement. However, based on information gathered, the College may determine that it has a responsibility to initiate a complaint procedure (even without the complainant's participation). If a complainant asks the College that his or her name or other identifiable information not be revealed during the investigation or that no investigation be conducted, the College will evaluate the request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students, faculty and staff. In some cases, a confidentiality request may hinder the investigation. Thus, the College may weigh the request for anonymity or no investigation against the following factors: the ability to conduct an investigation without revealing identifiable information, , the seriousness of the alleged conduct, whether there have been other sexual misconduct or retaliation complaints about the same individual, and the extent of any threat to the college community. While the College cannot guarantee confidentiality, it will strive to accommodate the complainant's requests to the extent possible consistent with the legal obligations of the College to respond effectively to reports and complaints.

Community Reporting and Institutional Response

To achieve a safe and secure campus environment, all members of the campus community are encouraged to report promptly any suspicious or criminal activity observed directly to Campus Safety at 952-446-4101 and the Carver County Sheriff. Employees (including student employees) designated as Campus Safety Authorities as defined by the Crime Awareness and Campus Security Act (Clery Act), including advisors to student organizations, athletic team coaches, members of the Public Safety Department, members of the Dean of Students Office, members of the Residence Life Office, and other community members who have significant responsibility for student and campus activities are required to report all known or suspected crimes to Campus Safety for inclusion in the College's annual campus security report pursuant to the Clery Act. Compliance with these provisions does not

constitute a violation of FERPA regulations. Retaliation against any individuals for exercising their rights or responsibilities to report crimes under any provision under the Clery Act is strictly prohibited.

Statistical Reporting and Timely Warning Notifications

As required by state and federal law, the College includes statistics about certain offenses in its annual security reports and provides those statistics to the United States Department of Education and the Minnesota Office of Higher Education in a manner that does not include any personally identifying information about individuals involved in an incident. To ensure that a complainant's personally identifying information will not be included in publically available recordkeeping the Title IX Coordinator will describe the alleged incidents by removing the complainant's and respondent's names and any other identifiers that would enable the public to identify the complainant or respondent in the context of the incident report.

In addition, the Clery Act requires the College to issue a crime alert (timely warning) to the campus community about certain reported offenses which may represent a serious or continuing threat to students and employees. The timely warning may include that an incident has been reported, general information surrounding the incident, and how incidents of a similar nature might be prevented in the future. The timely warning will not include any identifying information about the individual who has alleged the sexual misconduct. These alerts are communicated via a mass notification system provided through e2campus. This system is designed to alert the on campus community via email, text messaging, and in some cases, voice. Current students and employees may register to receive notifications on the College's website at <http://www.crown.edu/about/campus-safety/campus-alerting-system/>. In addition, a "daily crime log" listing all crimes reported to the Campus Security Office, C101 and is maintained in the Campus Security Office and is available for public review during normal business hours.

Minnesota law, Minn. Stat. 135A.15, requires institutions to collect statistics, without inclusion of any personally-identifying information, regarding the number of reports of sexual assault received by an institution and the number of types of resolutions. Data collected for purposes of submitting annual reports containing those statistics to the Minnesota Office of Higher Education under Minn. Stat. 135A.15 shall only be disclosed to the victim, persons whose work assignments reasonably require access, and, at the victim's request, police conducting a criminal investigation. Nothing in this paragraph is intended to conflict with or limits the authority of the College to comply with other applicable state or federal laws.

Immediate and On-Going Assistance Following an Incident of Sexual Misconduct

The College will seek to support any person adversely impacted by sexual misconduct. Both the College and the Twin Cities community provide a variety of resources to assist and support individuals who have experienced sexual misconduct. These resources, both immediate and ongoing, are available to all persons irrespective of their decision to report to the College or to law enforcement. Support services that may be available include, but are not limited to:

- connecting the individual with appropriate, fair, and respectful on-campus and off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and support services;
- making changes to academic, living, transportation, and/or working arrangements;

- assistance in filing a criminal complaint;
- providing information about restraining orders and other available protections and services, as the college does not issue orders of restraint.

The College will provide written notification to affected individuals about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the College and in the community. An individual does not need to report sexual misconduct to law enforcement or initiate a complaint in order to receive support services from the College.

A complete description of College and community resources, both confidential and non-confidential, and additional information regarding what to do if sexually assaulted is provided in Appendix B at the end of this policy. Individuals who believe they have been subjected to any form of sex discrimination, sexual harassment, or sexual violence are encouraged to seek support from these resources.

Reporting Options

a. Reports to the College

Reports of sexual misconduct may be made to the College by students by contacting any of the following:

- Resident Assistants
 - Ms. Cara Horstman, (952-446-4166), Office E215, horstmanc@crown.edu
 - Mr. Luis Damian, (952-446-4332), Office E212, damianl@crown.edu
 - Mr. Gideon Dunn, (952-446-4373), Office E213, dunng@crown.edu
- Counseling Services
 - Counseling Services Office, S117
 - Bill Johnson, Director of Counseling and Career Services, (952-446-4352), Office S111, johnsonb@crown.edu
- Mr. Ezra Johnson, Dean of Students (952-446-4115), Office N203, johnsonez@crown.edu
- Mrs. Amy Luesse, Title IX Coordinator (952-446-4122), Office N207, luessea@crown.edu
- Vice Presidents
 - Dr. Scott Moats, Provost and VP/Academic Affairs (952-446-4210), Office N311, moatss@crown.edu
 - Dr. Bill Kuhn, VP/Student Development (952-446-4227), Office N211, kuhnb@crown.edu
- Online Reporting Form: www.crown.edu/misconduct-reporting Online Reporting can be anonymous if desired.

Reports of sexual misconduct may be made to the College by employees by contacting any of the following:

- Mrs. Amy Luesse, Title IX Coordinator (952-446-4122), Office N207, luessea@crown.edu
- Vice Presidents
 - Dr. Scott Moats, Provost and VP/Academic Affairs (952-446-4210), Office N311, moatss@crown.edu
 - Dr. Bill Kuhn, VP/Student Development (952-446-4227), Office N211, kuhnb@crown.edu

- An immediate supervisor
- Online Reporting Form: www.crown.edu/misconduct-reporting Online Reporting can be anonymous if desired.

Reports of sexual misconduct may be made to the College by third parties by contacting any of the following:

- Mrs. Amy Luesse, Title IX Coordinator (952-446-4122), Office N207, luessea@crow.edu

Reports to the College should include as much information as possible, including the names of the complainant and the respondent, and the date, time, place, and circumstances of the incident(s), to enable the College to respond appropriately. Reports can be made by telephone, via email, or in person. Individuals also may use the College's incident report form. The incident report form is available from the Title IX Coordinator, office N207; the Student Development office, N224; the Facility Management Services office, S185, Campus Safety Office, C101 or online at www.crown.edu/misconduct-reporting. As discussed below, individuals have the options to file an anonymous report using the College's online reporting form. Upon receipt of a report, the College will initiate its response and resolution process as set forth herein.

When a student or employee reports to the College that they have been a victim of sexual assault, dating violence, domestic violence, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee with a written explanation of the student's or employee's rights and options.

b. Anonymous Reports

The College will accept anonymous reports of conduct alleged to violate this policy. Reports may be filed anonymously using the College's anonymous online reporting form www.crown.edu/misconduct-reporting. The individual making the report is encouraged to provide as much detailed information as possible to allow the College to investigate the report and respond as appropriate. The College may be limited in its ability to investigate an anonymous report unless sufficient information is furnished to enable the College to conduct a meaningful and fair investigation.

c. Law Enforcement Reports

Individuals who believe they may have been subjected to criminal sexual misconduct are strongly encouraged to notify local law enforcement authorities or Campus Safety and will be assisted by campus authorities in notifying law enforcement authorities, if the individual so chooses. The College will comply with an individual's request for assistance in notifying authorities. All complainants are encouraged to report the incident to the Carver County Sheriff's Office and file criminal charges, but the filing of charges is optional and individuals may decline to notify such authorities. If filing charges is a consideration, sexual assault victims should go to either Ridgeview Medical Center Emergency Room or the Hennepin County Medical Center Emergency Room as soon as possible to obtain a medical exam and preserve evidence that may be necessary for criminal prosecution or to obtain an order for protection. Individuals wishing to report an incident sexual misconduct they have personal knowledge of or have witnessed may do so online at <http://www.co.carver.mn.us/departments/county-sheriff/crime-prevention/crime-tips>. This report may be anonymous if desired. They may also report to

law enforcement by contacting the Carver County Sheriff's Department by calling 911 or 952-361-1231. To file a police report the individual may also visit the Carver County Sheriff's office at 606 East Fourth Street, Chaska, MN 55318. Reports and anonymous reports can be left by calling 952-361-1224. Reporting to law enforcement is not necessary for the College to proceed with an investigation.

d. Restraining Orders, Orders for Protection, and No-Contact Order

Individuals who would like to avoid contact with another individual have several options available to them, including seeking a harassment restraining order or protective order from a civil court or requesting a no-contact order from the College.

Harassment restraining orders and orders for protection are legal orders issued by a state court which forbid someone from harassing and/or making contact with another. A harassment restraining order is a civil court order issued against an alleged harasser, regardless of the relationship between the alleged harasser and the alleged victim, which orders the harasser to stop harassing the victim and/or to have no contact with the victim. An order for protection is a civil court order that protects one family or household member from domestic abuse by another family or household member. The College does not issue harassment restraining orders or orders for protection, but one can be obtained through making an application to the Carver County District Court. Petition forms to apply for harassment restraining orders or to seek an order for protection are available at the Court Administration Office located at the Carver County Justice Center Building, 600 East 4th Street, Chaska, MN 55318 or [online from the Minnesota Judicial Branch website](#). Forms must be submitted to the Court Administrator at the Carver County Courthouse during business hours. The Court Administration Office has all the necessary forms and can answer any questions. The main number for Court Administration is (952) 361-1420. For more information and assistance, individuals should contact the Title IX Coordinator.

An order of protection and/or harassment restraining order can be enforced by contacting local law enforcement. The College will fully cooperate with any harassment restraining order and/or order for protection issued by a criminal, civil, or tribal court.

A no-contact order is a College-issued directive that prohibits one or both parties from communication or contact with another. No-contact orders may be mutual or one-sided. Generally, no-contact orders issued pending the outcome of an investigation will be mutual and serve as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another. To request a no-contact order from the College, individuals should contact the Title IX Coordinator, luessea@crow.edu or at 952-446-4122, Office, N207.

The College is responsible for honoring requests for information about available options for orders for protection, restraining orders, and no-contact orders and will comply with and enforce such orders.

e. Crime Victims Bill of Rights

Pursuant to state law, victims of crime must be informed of their rights under the Crime Victims Bill of Rights. The following is a summary of crime victims' rights under Minnesota law.

When a crime is reported to law enforcement, victims have the right to:

- Request that their identity be kept private in reports available to the public;

- Be notified of crime victim rights and information on the nearest crime victim assistance program or resource;
- Apply for financial assistance for non-property losses related to a crime;
- Participate in prosecution of the case, including the right to be informed of a prosecutor's decision to decline prosecution or dismiss their case;
- Protection from harm, including information about seeking a protective or harassment order at no cost;
- Protection against employer retaliation for taking time off to attend protection or harassment restraining order proceedings; and
- Assistance from the Crime Victims Reparations Board and the Commissioner of Public Safety.

Victims of domestic abuse also have the right to terminate a lease without penalty. Victims of sexual assault have the right to undergo a confidential sexual assault examination at no cost, make a confidential request for HIV testing of a convicted felon, and are not required to undergo a polygraph examination in order for an investigation or prosecution to proceed. In cases of domestic abuse and violent crime where an arrest has been made, victims also have the right to be provided notice of the release of the offender, including information on the release conditions and supervising agency.

Complete information about crime victims' rights can be found at: <https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/crime-victims-rights.aspx>. Information about victims' rights also is available from the Title IX Coordinator or from the Minnesota Department of Public Safety, Office of Justice Programs.

f. Waiver of Drug/Alcohol Violations

The College strongly encourages reporting instances of sexual misconduct, including sexual assault, dating or domestic violence, and stalking. Consequently, individuals who report such information, and individuals who participate in an investigation into allegations of violations of this policy, will not be disciplined by the College for any violation of its drug and alcohol policies in which they might have engaged in connection with the reported incident.

g. Mandatory Reporting of Child Abuse or Neglect

Any College employee becoming aware of child sexual abuse must report it immediately to Campus Safety and the Title IX Coordinator. If an employee is a mandatory reporter under Minnesota law, such individual must also immediately report the abuse to the local welfare agency or police/sheriff's department, as required by law.

h. Confidential Resources

The College encourages individuals who have concerns to report all incidents of sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking to the College so that the College can investigate and respond to such reports. As discussed above, the College recognizes that some individuals may wish to keep their concerns confidential or are not prepared to make a report, but still seek information and support. Such individuals may speak with a confidential resource. Confidential resources are Counseling Services and the Campus Pastor and can be used as a resource for individuals not wishing to report to the College. All other employees are not confidential resources and are

required to report to the College. See the Confidentiality section above for more information about confidential versus non-confidential resources. As a result of the traumatic nature of sexual assault and misconduct, survivors are strongly encouraged to seek support and counseling. Crown College offers counseling and support services available free of charge to victims of sexual assault.

Complaint Procedure

The following procedure shall apply to all suspected or alleged violations of this policy.

a. Sexual Misconduct Complaint

Complaints are generally initiated by individuals who believe that their rights under this policy have been violated, but any individual may initiate the complaint procedure. In addition, the College reserves the right to move forward with a complaint process to protect the safety, integrity and welfare of the community as a whole, even if the complainant choose not to make or move forward with a complaint. Generally, the Title IX Coordinator will make a determination of whether the College will move forward with a complaint process in the absence of a complaint filed by the complainant. If the College decides that it has an obligation to move forward with a complaint process, it will notify the complainant before proceeding. When a complaint is made under this policy, the College may ask that any report be confirmed in a written and signed complaint form. The Title IX Coordinator is available to assist in the completion of this form. Complaint forms are available from the Title IX Coordinator or the Dean of Students office at the addresses listed below.

- Mr. Ezra Johnson, Dean of Students (952-446-4115), Office N203, johnsonez@crow.edu
- Mrs. Amy Luesse, Title IX Coordinator (952-446-4122), Office N207, luessea@crow.edu

b. Responding to Requests for Confidentiality or Non-action

Upon receiving a report of a violation of this policy, the College will seek the consent of the complainant to proceed using the procedure set forth herein. The College strives to honor any request that a complainant may make to keep any such report confidential or for the College not to investigate such report, but the College also has a legal obligations to investigate and respond effectively to reports and complaints, and to report campus crimes in accordance with applicable law. See the Confidentiality section above for additional information about the factors the College weighs in responding to requests for confidentiality or non-action.

If the College decides that it has an obligation to initiate a complaint procedure regarding the alleged policy violation, it will notify the complainant before proceeding. The College will maintain confidentiality to the extent reasonably possible, subject to its need to conduct an investigation and respond to the situation in accordance with this policy. In all cases, the individuals investigating and responding to incidents or allegations of sexual misconduct will share information about the incident or allegation, investigation and response within and outside the College only on a “need to know” basis. However, complete confidentiality generally will not be possible. Accordingly, if a complainant is not certain that he or she wishes the College to initiate the response and resolution process, the complainant should contact a confidential resource.

c. Treatment and Rights of the Parties

The College will strive to treat all parties involved in a complaint procedure with dignity and to provide nonjudgmental support to students and employees who are engaged in this procedure. The College is committed to protecting the following rights of both the complainant and respondent:

- The right to receive respect, sensitivity, and dignity.
- The right to appropriate support from the College.
- The right to privacy to the extent possible based on applicable law and College policy.
- The right to information on the policy and processes.
- The right to participate or decline to participate in the investigation and adjudication process, with the acknowledgement that not participating, either totally or in part, may not prevent the process from proceeding with the information available.
- The right to prompt, thorough, adequate, reliable, and impartial investigation and adjudication of the complaint.
- The right to a complaint procedure conducted by officials who do not have a conflict of interest for or against a complainant or respondent.
- The right for the complainant to not be questioned or have evidence considered regarding the complainant's prior sexual conduct with anyone other than the respondent.
- The right to have an advisor present during the complaint procedure. The complainant and respondent are entitled to the same opportunities to have others present during the complaint procedure, including the opportunity to be accompanied by the advisor of their choice to any meeting related to an incident of misconduct. The College will not limit the choice of advisor or presence of the advisor for the complainant or respondent in any meeting or disciplinary proceeding. See the Advisors section below for additional information and rules regarding the conduct of advisors.
- For the complainant, to never be treated by campus authorities in a manner that suggests they are at fault for the sexual misconduct or that they should have acted in a different manner to avoid the sexual misconduct.
- The right to be free from retaliation.
- The right to appeal the decision and/or the sanctions.
- The right to notification, in writing, of the resolution, including the outcome of any appeal.
- The right to report the incident to law enforcement at any time or to decline to do so.

Additional Rights in Cases Involving Allegations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking: In cases involving allegations of sexual assault, dating violence, domestic violence, or stalking, the following rights will be afforded to the complainant and the respondent in addition to those rights described above.

- The complainant and respondent will be provided timely notice of meetings at which the complainant or respondent, or both, may be present.
- The complainant and respondent will be provided timely and equal access to any information that will be used during informal and formal disciplinary meetings during the adjudication phase of the complaint procedure.
- The complainant and respondent have the right to the complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident.
- The complainant and respondent have the right to the assistance of campus authorities in preserving materials relevant to a campus complaint proceeding.

- The complainant and respondent have the right to the assistance of campus personnel (during and after the complaint process), in cooperation with the appropriate law enforcement authorities, in shielding the complainant or respondent, at their request, from unwanted contact with the complainant or respondent, including but not limited to a college issued no-contact order, transfer to alternative classes or to alternative college-owned housing, if alternative classes or housing are available and feasible, change in work location or schedule, or reassignment, if available and feasible; and to receive assistance with academic issues.
- The complainant has the right to decide when to repeat a description of an incident of sexual assault, dating violence, domestic violence, or stalking and the respondent has the right to decide when to repeat a description of a defense to such allegations.
- The complainant and the respondent have the right to be provided access to their description of the incident, as it was reported to the College, including if the individual transfers to another post-secondary institution, subject to compliance with FERPA, the Clery Act, Title IX, and other federal or state law. Requests for an individual's description of the incident should be made to the Title IX Coordinator.

In addition, a complainant who alleges sexual assault, dating violence, domestic violence, or stalking has the following rights:

- to be informed by the College of options to notify proper law enforcement authorities, including on-campus and local police, of a sexual assault, dating violence, domestic violence, or stalking incident, or to decline to notify such authorities;
- to the complete and prompt assistance of campus authorities, at the complainant's request, in notifying the appropriate law enforcement officials and College officials of a sexual assault, dating violence, domestic violence, or stalking incident and filing criminal charges with local law enforcement officials in sexual assault, dating violence, domestic violence, or stalking cases;
- to be offered fair and respectful health care, counseling services, or referrals to such services and notice of the availability of campus or local programs providing sexual assault advocacy, dating violence, domestic violence, or stalking services;
- to the assistance of campus personnel (during and after the complaint process), in cooperation with the appropriate law enforcement authorities, in shielding the complainant, at his or her request, from unwanted contact with the respondent, including but not limited to a college issued no-contact order, transfer to alternative classes or to alternative college-owned housing, if alternative classes or housing are available and feasible, change in work location or schedule, or reassignment, if available and feasible; and to receive assistance with academic issues;
- to assistance from the Crime Victim Reparations Board and the Commissioner of Public Safety;
- to decide when to repeat a description of an incident of sexual assault, dating violence, domestic violence, or stalking.
- for students who choose to transfer to another post-secondary institution, the right to receive information about resources for victims of sexual assault, dating violence, domestic violence, or stalking at the institution to which the victim is transferring.
- For an individual who reported sexual misconduct, to be provided access to his or her description of the incident, as it was reported to the College, including if the individual transfers to another post-secondary institution, subject to compliance with FERPA, the Clery Act, Title IX, and other federal or state law. Requests for an individual's description of the incident should be made to the Title IX Coordinator.

d. Interim Measures and Accommodations

The College will provide written notification to victims about options for, available assistance in, and how to require changes to academic, living, transportation and working situations or protective measures. The College is obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense. At any time after a report of a potential violation of this policy has been received by the College, the College will take immediate steps as it finds appropriate to protect a complainant or to meet its obligations to maintain a safe, nondiscriminatory learning environment for students and employees. The College must make accommodations and provide protective measures for the complainant if requested and reasonably available. The College must make such accommodations and provide such protective measures even when a complainant asks to keep a reported violation confidential, when a request is made to not investigate, and regardless of whether a complainant chooses to report to law enforcement. Such interim or protective measures or accommodations may include:

- Establishing a "no contact" order between individuals.
- Prohibiting an individual from being on campus or at College events.
- Providing escorts.
- Changing a student's or employee's status.
- Changing work, class, or other schedules.
- Changing academic requirements or providing assistance with academic issues.
- Changing housing or transportation arrangements.
- Making information about and providing assistance with respect to orders for protection and harassment restraining orders, including enforcement of such orders.
- Access to counseling and medical services.

Such measures will vary based on the particular facts and circumstances, including but not limited to the specific need expressed by the complainant, the age of the student[s] involved, the severity or pervasiveness of the allegations, any continuing effects on the complainant, whether the complainant and alleged respondent share the same residence hall, dining hall, class, transportation, or job location, and whether other judicial measures have been taken to protect the complainant. The Title IX Coordinator will be responsible for determining what measures will be put in place.

To request an accommodation or protective measure, complainants should contact the Title IX Coordinator. If a respondent feels that he or she needs interim measures or accommodations, please contact the Title IX Coordinator.

The College will maintain as confidential any accommodations or protective measures provided to the complainant, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures. The College will only disclose information necessary to provide the accommodations or protective measures in a timely manner. The Title IX Coordinator will determine what information about a complainant should be disclosed and to whom this information will be disclosed based on the facts and circumstances of the specific situation and the accommodation to be provided. The College will inform the complainant before sharing personally identifying information that the College believes is necessary to provide an accommodation or protective measure. The College will tell the complainant which information will be shared, with whom it will be shared, and why.

Additional services are available on campus and/or in the community, as described in the Immediate and On-Going Assistance to Survivors of Sexual Misconduct section above and in the Appendix B.

e. Advisor

The complainant and the respondent have the right to be assisted by an advisor of their choice.

Guidelines for advisors are:

- The purpose of the advisor is to support a student in the complaint procedure. Advisers should be chosen for their ability to assist a student with the process.
- Advisors may confer with their advisee, but they may not actively participate in the complaint resolution process. The advisor may accompany the complainant or respondent to all meetings relating to the complaint resolution process. The advisor may not appear in lieu of the complainant or respondent or speak on their behalf in either in-person or written communications to the College. The advisor may not communicate directly with the investigator, adjudicators, appeal officers, Title IX Coordinator, Deputy Title IX Coordinators, or any other school official involved in the complaint resolution process and may not interrupt or otherwise delay the complaint resolution process.
- All information concerning any case may be made available to advisors with the written permission of the involved person who has chosen the advisor, subject to the same limitations as those placed upon the parties and conditioned upon the advisor's agreement to maintain the confidentiality of any student education records or other confidential information.
- Violations of confidentiality or other forms of interference with the complaint procedure by the advisor may result in disqualification of an advisor.
- The College will provide the parties information regarding the selection of an advisor by another party.

f. Non-Participation and Silence

Either party may decline, at any time, to provide information or participate further in the complaint resolution process. If, at any time during the complaint procedure, a party decides not participate, the College will proceed with the complaint procedure and make a determination based upon the information available. A respondent's silence in response to a complainant's allegation will not necessarily be viewed as an admission of the allegation, but may leave the complainant's allegations undisputed. Similarly, a complainant's silence in response to a respondent's denials or defenses will not necessarily be viewed as an admission of the denials or defenses, but may leave the respondent's denials or defenses undisputed. Even if a party decides not to participate or chooses to stop participating at a phase of the process, the party will still be given the option to participate during additional phases of the process.

g. Timelines

Generally, the College will complete the investigation and adjudication process outlined above within sixty (60) days of receiving a complaint or report of a violation of this policy. Some complaints and reports may, however, take longer to investigate and resolve. The college is committed to investigating and resolving all matters as promptly as possible and strives to meet the timing requirements set forth

in these procedures. However, in some cases, temporary extensions to the timing requirements may be necessary. The Title IX Coordinator may grant reasonable extensions to timing requirements in these procedures when warranted by the circumstances. For example, extensions of timing requirements may be granted if the college has been asked to delay its procedures during the evidence gathering stage of a criminal investigation, if the allegations of sexual misconduct are particularly complex (including, without limitation, allegations that involve multiple incidents and/or multiple individuals), or if witnesses are not on campus due to a scheduled break or for another reason. Extensions will be no longer than necessary. The complainant and respondent shall receive written notice of any extensions and the reason for the extension.

h. Conflicts

If a complainant or respondent has any concern that any individual acting for the College under this policy has a conflict of interest, such concern should be reported to the Title IX Coordinator. The Title IX Coordinator will review the concerns and take appropriate steps to ensure that no conflicts of interest exist on the part of anyone investigating or resolving a complaint under this policy. If the Title IX Coordinator has a conflict of interest with respect to a complaint, the College's Vice President of Finance and Operations shall appoint an alternate person to oversee adherence to the Sexual Misconduct Policy with respect to the complaint at issue. If the Vice President of Finance and Operations is a party to the complaint or has a conflict of interest with respect to a complaint, the Provost for the College shall ensure that the institution puts in place appropriate safeguards under the circumstances to ensure that the institution promptly and equitably responds to the complaint, including, but not limited to, appointment of alternate individuals to oversee adherence to the Sexual Misconduct Policy.

i. Reservation of Flexibility

The procedures set forth in this section reflect the College's desire to respond to complaints in good faith and in a manner that promotes fairness to all parties. The College recognizes that each case is unique and that circumstances may arise which require that it reserve some flexibility in responding to the particular circumstances of the matter. Where it is not possible or practical to follow this procedure, the College reserves the right to modify the procedure or to take other administrative action as appropriate under the circumstances.

Formal and Informal Resolution Options

When a complainant or the College chooses to move forward with the complaint procedure set forth in this policy, there are two avenues for resolution of an alleged policy violation: formal and informal resolution. The complainant or the College has the option to proceed informally, when permissible. If a complaint is processed informally, the complainant, respondent or College has the option to move the complaint to the formal process at any time. Mediation and other forms of informal resolution are never appropriate in cases involving allegations of sexual assault.

The Title IX Coordinator is available to explain the informal and formal resolution procedures. In addition, the Title IX Coordinator may also directly refer the matter to other institutional disciplinary procedures. This referral option will generally be used when: (1) the type of behavior that is alleged to have occurred does not constitute a violation of the Sexual Misconduct Policy or (2) the behavior that is alleged to have occurred is better handled under another disciplinary procedure. Every attempt should

be made to determine the appropriate option for resolution within five (5) business days of the submission of the complaint.

The College's informal and formal resolution procedures will be conducted by officials who receive annual training on issues related to sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, and on how to conduct a response and resolution process that protects the safety of victims and promotes accountability. The training includes the following topics: relevant evidence and how it should be used, proper techniques for questioning witnesses, basic rules for conducting proceedings, avoiding actual or perceived conflicts of interest, preventing sexual assault, responding to incidents of sexual assault, the dynamics of sexual assault, neurobiological responses to trauma, and compliance with state and federal laws on sexual assault. In addition, each complaint resolution process will be conducted by individuals who do not have a conflict of interest or bias for or against the complainant or respondent. All College officials will treat the parties with dignity and will never treat the complainant in a manner that suggests they are at fault for the sexual misconduct or that they should have acted in a different manner to avoid the sexual misconduct.

Informal Process and Resolution

If an informal resolution is pursued, the Title IX Coordinator (or her/his designee) will attempt to facilitate a resolution that is agreeable to all parties. Under the informal process, the College will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the College, and the College community.

Any party to the complaint has the option to discontinue the informal process and request a formal investigation. The College also always has the discretion to initiate a formal investigation. If at any point during the informal process, the complainant, the respondent, or the College wish to cease the informal process and to proceed through the formal procedure, the informal process will stop and the formal process outlined below will be invoked.

Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of the College to stop, remedy, and prevent policy violations. To facilitate such a resolution, the Title IX Coordinator will make a recommended resolution that may include a variety of institutional responses or requirements, including, but not limited to, the following: warning, behavioral contracts, administrative referrals, community service hours, restitution, required attendance at educational programs, required assessment or counseling, mediation at the complainant's request, the respondent's education or employment record including a finding that this policy was violated, restriction of privileges, and/or probation.

If all parties to the complaint and the College agree in writing to the terms and conditions of a recommended resolution within five (5) business days, the case will be resolved without further process under this procedure. If all parties to the complaint do not agree in writing to the terms and conditions of the recommended resolution within five (5) business days, the complaint will be referred to the formal process.

Formal Process

If a complaint is not processed through the Informal Process, or is not resolved through the Informal Process outlined above, the complaint shall be processed according to the formal procedure outlined below.

a. Investigation

The College will strive to complete a prompt, thorough, fair and impartial investigation. The investigation will be conducted by one or more investigators appointed by the College. At least one investigator shall be appointed for each case. The investigator(s) shall interview the complainant, respondent and/or other witnesses and may request additional information from the complainant, respondent or others. In addition, the complainant and respondent shall have an opportunity to advise the investigator of any witnesses they believe should be interviewed, and/or other evidence that they believe should be reviewed by the investigator(s). All interviews with the complainant, respondent, and other witnesses will be recorded.

The complainant may decide when (or when not) to repeat a description of the alleged misconduct and has the right to decline to participate in the complaint resolution process. If at any time the complainant declines to participate in the process, the College's ability to meaningfully investigate and resolve a complaint may be limited. In such cases, the College will proceed with the complaint resolution process, if possible to do so without the complainant's participation, and will make a determination based upon the information available as set forth above in the section entitled, "Non-Participation and Silence." The respondent also has the right to decline to participate in the complaint resolution process. In such cases, the College will proceed with the complaint process and will make a determination based upon the information available as set forth in the above section entitled, "Non-Participation and Silence."

Every attempt will be made to complete the investigation process within twenty (20) business days of the filing of the complaint or the referral from the informal process, but in some cases more time will be required. If a criminal complaint has been filed, the College's procedures, including any investigation, may be temporarily delayed to allow law enforcement to gather evidence. Such delay may only occur at the request of law enforcement and shall not be any longer than necessary for law enforcement to complete the gathering of evidence. In no case will the College wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation.

The investigator(s) may elect to prepare a written summary of the findings of the investigation to guide the adjudicator in his or her review of the information gleaned from interviews and any other evidence provided.

The investigator(s) generally will compile an investigation file, which may consist of any information, documents, recordings, or other evidence that are provided to the adjudicators. At the investigator's discretion, such information may include, as applicable: any written complaint, recordings of complainant, respondent, and witness interviews, any other evidence obtaining during the investigation, and the investigator's summary of the investigation.

b. Adjudication

The College will strive to complete a prompt, thorough, fair and impartial adjudication.

Upon completion of the investigation, an adjudicator will be appointed by the College to review the investigation file and make a determination as to whether it is more likely than not that a violation of this Policy occurred, and if so, what sanctions are warranted. Normally, only a single adjudicator will be appointed. However, the College reserves the right to appoint additional adjudicators to assist in making a determination in any given case. The adjudicator generally will be one of the following: the Dean of Students, the Provost, the Vice President of Student Development. However, the College reserves the right to appoint any trained adjudicator, regardless of whether the respondent is a student, faculty member, staff member, or third party.

The complainant and the respondent shall receive written notice of the identity of the adjudicator(s) assigned to review the investigation. The complainant or respondent may request the removal of an adjudicator on the grounds of personal bias or other conflict of interest. Such requests may be made by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than two (2) business days after receiving the notice of the identity of the adjudicator(s) assigned to the matter. The Title IX Coordinator will determine whether to accept or deny the challenge. If the request is accepted, a replacement will be appointed and notice will be provided to the complainant and respondent. The decision of the Title IX Coordinator with regard to the challenge is final and is not appealable.

1. Review of Investigation File and Submission of Written Statements in Cases Involving Sexual Assault, Dating Violence, Domestic Violence, and Stalking

For complaints involving sexual assault, dating violence, domestic violence or stalking, following the appointment of the adjudicator(s), the investigation file will be made available for review by the complainant and respondent and their designated advisors. Confidential information in the investigation file that cannot be shared with the complainant or respondent or adjudicator(s) may be redacted from the file in accordance with applicable law. The contents of the file cannot be copied or removed from the investigation file at the location provided by the College for review purposes.

Following review of the investigation file, both parties shall have the opportunity to provide a written statement containing any comments or additional information the parties would like the adjudicator(s) to consider. The written statement shall not exceed 4,500 words in length. The written statement must be submitted within ten (10) business days after the investigation file becomes available to the parties. If desired, the parties shall have an opportunity to review the written statement submitted by the other party.

2. Determination

The adjudicator(s) will review the investigation file and any written statements provided by the complainant and respondent. The adjudicator(s) may, in his or her discretion, request additional investigation by the investigator(s). In the event that the adjudicator(s) requests additional investigation, the complainant and respondent shall be notified. The adjudicator(s) will strive to ensure that the complainant and respondent have been given equivalent opportunities to present relevant information for consideration in the investigation and adjudication process.

The adjudicator(s) will render a decision based upon the investigation file, any written statements provided by the parties to the complaint, and any other information the adjudicator(s) deems appropriate. While the Title IX Coordinator is available for consultation, the Title IX Coordinator will not

participate in making a decision. The adjudicator(s) will use a preponderance of the evidence standard (or “more likely than not” standard) in determining whether a violation of the Sexual Misconduct Policy has occurred.

3. Sanctions and Remedies

If the decision is made that it is more likely than not that the respondent violated this policy, the adjudicator(s) shall determine appropriate sanction(s). The adjudicator’s determination will also include steps to take to prevent recurrence of any such violations, and as appropriate, remedies for the complainant.

Sanctions imposed upon students who are determined to have violated this policy may include a variety of institutional responses or requirements, depending on the seriousness of the violation. Each of these sanctions may be imposed alone or in combination for a respondent found responsible for sexual misconduct, including for violations of the sexual assault, dating violence, domestic violence, or stalking provisions of this policy: warning, behavioral contracts, administrative referrals, community service hours, restitution, required attendance at educational programs, required assessment or counseling, restriction of privileges, removal from campus housing, probation, suspension, ranging from 1 semester to 2 semesters, and/or expulsion. Reinstatement requirements may include one or more of the following: a behavioral contract(s), required attendance at educational programs, and/or required assessment or counseling. Completion of reinstatement requirements does not guarantee reinstatement.

Sanctions for College personnel who are determined to have violated this policy may include a variety of institutional responses or requirements, depending on the seriousness of the violation. Each of these sanctions may be imposed alone or in combination for a respondent found responsible for sexual misconduct, including for violations of the sexual assault, dating violence, domestic violence, or stalking provisions of this policy: warning, unpaid suspensions ranging from one to two semesters, suspension of promotion and salary increments ranging from two to three years, suspension or withdrawal of privileges ranging from two to three years, demotion and/or termination of employment. Reinstatement requirements may include one or more of the following: a behavioral contract(s), required attendance at educational programs, and/or required assessment or counseling. Completion of reinstatement requirements does not guarantee reinstatement.

Sanctions for third parties who are determined to have violated this policy may include a variety of institutional responses or requirements, depending on the seriousness of the violation. Each of these sanctions may be imposed alone or in combination for a respondent found responsible for sexual misconduct, including for violations of the sexual assault, dating violence, domestic violence, or stalking provisions of this policy: conditions upon presence on campus or at College events, no trespass and no contact orders, or other steps deemed necessary to protect the campus community.

Remedies, accommodations, and protective measures for the complainant include implementing or extending remedial or protective measures, including, without limitation:

- a mutual or one-sided no contact order;
- prohibiting an individual involved from being on College property;
- prohibiting an individual involved from participating in College-sponsored events;
- changing an individual’s on-campus residency, dining, or transportation arrangements,

- or prohibiting an individual from residing in a College residence;
- assistance in finding alternative housing;
- changing an individual's student or employee status or job responsibilities;
- changing an individual's work or class schedule;
- providing academic accommodations or providing assistance with academic issues;
- providing security escorts;
- access to counseling and medical services;
- making information about orders for protection and harassment restraining orders available to a complainant;
- assistance identifying an advocate to help secure additional resources or assistance, including off-campus and community advocacy, support, and services.

Remedies designed to address the College community include increased monitoring, supervision, and/or security at locations or in connection with activities where the prohibited conduct occurred or is likely to reoccur and targeted or broad-based educational programming or training for relevant persons or groups.

4. Notice of Outcome

The complainant and respondent shall receive a simultaneous written notice of the outcome of the complaint.

For complaints involving sexual assault, dating violence, domestic violence, or stalking: The written notice shall include the determination of the adjudicator(s), any imposition of sanctions, and the rationales for the determination and sanctions including how the evidence was weighed, how the information supports the result, and the standard of evidence applied. The written notice will also include information about the procedures for appeal, as set forth below, and when the result becomes final. In addition, the written notice shall include any other steps the College has taken to eliminate the conduct and prevent its recurrence and the complainant's written notice will include remedies offered or provided to the complainant.

For all other complaints of sexual misconduct: The written notice shall include the determination of the adjudicator(s). The respondent's written notice shall include any imposition of sanctions and the complainant's written notice shall include any imposition of sanctions that directly relates to the complainant. The written notice will also include information about the procedures for appeal, as set forth below, and when the result becomes final. In addition, the written notice shall include any other steps the College has taken to eliminate the conduct and prevent its recurrence and the complainant's written notice will include remedies offered or provided to the complainant.

Every attempt will be made to complete the adjudication process and provide a notice of outcome within twenty-five (25) business days after completion of the investigation (including completion of any additional investigation conducted at the request of the adjudicator(s)). In some cases, more time may be required.

The determination of the adjudicator(s) may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final.

c. Appeals

Following the communication of the decision by the adjudicator(s), the complainant or respondent may request an appeal of the decision. The request for an appeal must be submitted in writing to the Title IX Coordinator within five (5) business days of receiving notice of the determination. Failure to file a timely appeal constitutes a waiver of any right to an appeal.

The basis for an appeal will be limited to the following:

- (i) New or newly discovered evidence which may substantially affect the outcome of the adjudication; or
- (ii) There was a procedural error which substantially affected the outcome of the adjudication.

Appeals should not be requested frivolously. An appeal represents a procedural safeguard for the parties. In an appeal the burden of proof is on the appealing party to show by a preponderance of evidence that one or more of the above grounds for appeal are satisfied.

If the Title IX Coordinator or his/her designee determines that the appealing party has demonstrated that it is more likely than not that one of the above grounds for appeal is satisfied, the matter will be remanded for review of the investigation file by a new adjudicator. If the grounds for appeal relate to the investigation, or warrant additional investigation, the adjudicator(s) may refer the matter to further investigation before proceeding. Upon remand, the adjudicator(s) shall utilize the same process as required for all adjudications under this policy.

If there is not adequate reason to believe that one or more grounds for appeal has been satisfied, the Title IX Coordinator may dismiss the appeal. This decision is final and is not appealable.

The Title IX Coordinator or his/her designee will notify the parties to the complaint in writing of his/her determination within 10 business days of the filing of the appeal.

No Retaliation

The College prohibits retaliation against any individual who makes a good faith report of a potential violation of this policy, who supports another person's report, or who acts as a witness in any investigation into a complaint. Any concerns of retaliation should be reported to the Title IX Coordinator or the Dean of Students (for students) or the Vice President of Finance and Operations (for employees). The College will take appropriate action against any individual who retaliates against another person in violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Complaints of Retaliation, Violation of Interim Measures, and Violation of Sanctions

Any complaint relating to retaliation in violation of this policy, violations of interim measures, or violations of sanctions should be reported promptly to the Title IX Coordinator. The College will take appropriate action against any individual who retaliates against another person in violation of this policy or who violates interim measures or sanctions.

When the College receives a complaint of retaliation or of violations of interim measures or sanctions, the Title IX Coordinator may exercise discretion to determine an appropriate responsive process based on the facts and circumstances. At the Title IX Coordinator or the Title IX Coordinator's designee(s)' discretion, options for resolution include but are not limited to informal discussions and resolution facilitated by the Title IX Coordinator or the Title IX Coordinator's designee(s) or assignment of a

member(s) of the Title IX Team to investigate the complaint and determine an appropriate response. This process will be separate and distinct from the Complaint Procedure outlined above for addressing sexual misconduct complaints. The Title IX Coordinator or the Title IX Coordinator's designee(s) will document the complaint received, the process used, and the outcome. The College will notify the parties of the outcome of the complaint. Any party with concerns about the process or outcome should consult with the Title IX Coordinator.

Alternative Procedures

Nothing in this policy is intended to interfere with the right of any individual to pursue other avenues of recourse which may include, but is not limited to, filing a complaint with the United States Department of Education's Office for Civil Rights (OCR).

The OCR office for institutions located in Minnesota is:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago IL 60661-4544

Tel: 312.730.1560

TDD: 877.521.2172

Email: OCR.Chicago@ed.gov

Registered Sex Offender Notification

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that requires the College to notify students where law enforcement agency information concerning registered sex offenders may be obtained. Information about registered Level 3 sex offenders may be obtained from the Minnesota Department of Corrections at <https://coms.doc.state.mn.us/Level3/>. Crown College is located in zip code 55375. Additional searches for information about registered offenders may be obtained at <http://www.doc.state.mn.us/PAGES/index.php/search-offenders-fugitives>.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

Crown College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding or action taken against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

APPENDIX A – Emergency Response Procedures

CROWN COLLEGE EMERGENCY RESPONSE PROCEDURES

**In all life-threatening emergencies, call 911. For all emergencies, call
Campus Safety 952-446-4101**

Color-coded emergency procedures documents are posted in all classrooms and residence halls. Please read and familiarize yourself with all procedures, and confirm the location of posted documents for quick referral in the event of an emergency.

Medical Emergency

Call 911 immediately if the situation is a life-threatening emergency. In all instances, call Campus Safety (952-446-4101). Stay with the individual and do not attempt to move him/her unless they are in danger. Calmly allow emergency personnel to address the situation.

Severe Weather

Crown College relies on the National Weather Service to determine when to take precautionary action due to severe weather. If you hear a weather siren outside it is signaling severe weather and you should find shelter inside a building. When the siren sounds all persons should move to the lowest level core of a building to avoid glass and debris while assisting persons with disabilities or special needs. If you are in a classroom, guide students to the designated shelter in an orderly manner. The Severe Weather Warning tone for the interior of Main has a “wa-wa/wa-wa” sound and does not use the strobe lights.

Fire

If an alarm with strobe lights is going off inside the building, it is signaling a fire alarm. You should exit and calmly close your room/office/classroom door behind you, assist persons with disabilities or special needs, and move immediately out of the building into the parking lots past the fire lanes for fire evacuation. If you are in a classroom, guide students to the nearest exit in a calm and orderly manner. Do not enter buildings until authorized by emergency personnel.

Suspicious Person(s)

Do not physically confront the person or block the person’s access to an exit. Call Campus 952-446-4101; provide as much information as possible about the person and their direction of travel.

Dangerous Person(s)

If you are in a building when a dangerous incident occurs, or notification of a “lock-down” is received through the Emergency Notification system, take the following steps:

- Notify students/guests of the situation if they are unaware.
- If safe to do so, leave the building and get away from the incident. RUN

- If you are uncertain or if you can't leave, secure yourself and students in the nearest office or classroom and lock and/or barricade all doors. HIDE
- Close blinds and block windows.
- Stay away from doors and windows.
- Turn off lights, radios, and computer monitors.
- Stay low and behind heavy objects such as tables, desks, file cabinets, or chairs.
- Keep yourself out of sight and remain silent.
- Silence all cell phones.
- Call 911 and report the incident.
- Call Campus Safety 952-446-4101 to report the incident.
- Remain in the secured area until you are certain the dangerous person(s) is/are contained by law enforcement.
- As a last resort if you must, FIGHT.
- Do not attempt to rescue anyone if it will further endanger the persons within the secured area.
- When in doubt, remain within the secured area and wait until the "all clear" has been given by law enforcement or Campus Safety.
- If you encounter police officers, raise your hands and follow their commands immediately and completely. They may not know who the dangerous person(s) is/are.

Power Outage

Call Campus Safety 952-446-4101. Remain calm and move cautiously to a lighted area while assisting persons with disabilities or special needs. Turn off stoves and unplug computers, appliances, and other voltage-sensitive equipment. Do NOT tamper with or reset tripped fuses or switches, and do NOT utilize candles during power outages.

Natural Gas Leak

Remain calm, and guide students to evacuate the building or area immediately while assisting persons with disabilities or special needs. Call Campus Safety 952-446-4101. Do NOT use light switches, cell phones, or anything else that could cause a spark. Do NOT use or tamper with any equipment.

Hazardous Materials Release

Move away from the site of the hazard to a safe location. Call 911 immediately if this is a life-threatening emergency. In all instances, call Campus Safety 952-446-4101. Alert others to stay clear of the area, and notify emergency personnel if you have been exposed or have information about the release.

Suspicious Object

Do NOT touch or disturb the object. Calmly leave the area, and call Campus Safety 952-446-4101 or call 911.

APPENDIX B – Response to Sexual Assault and Sexual Misconduct

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED AND/OR EXPERIENCE SEXUAL MISCONDUCT

- Call 911 if in immediate danger, if you are injured, or the community is in possible danger.
- Call Campus Safety or 952-446-4101 if the community is in possible danger and/or you have called 911.
- Seek a medical evaluation for personal wellness/testing and possible evidence collection, even if you are uncertain you want to press charges or pursue legal action.
- Take steps to preserve evidence, which may be necessary to the proof of criminal sexual violence or in obtaining a protection order. It is very important to preserve evidence. Following a sexual assault and prior to an examination, do not bathe, shower, douche, brush teeth, comb hair, smoke, eat or drink or change clothes, and if possible, do not urinate; do not alter the scene of the assault; bring another set of clothes to the hospital since clothes will be collected as part of the evidence. Evidence collection does not require you to make a police report, but it does help preserve the evidence if you later decide to file a police report.
- Contact confidential on-campus and/or off-campus resources—for emotional support, information, and/or advocacy.
- Report the conduct to the Title IX Coordinator at 952-446-4122. The Title IX Coordinator can arrange for interim actions and accommodations, including no contact orders.

On Campus Confidential Resources

(See the Confidentiality section above for additional information about confidential resources.)

- Mr. Bill Johnson, Director of Counseling and Career Services, (952-446-4352), Office S111, johnsonb@crow.edu
- Dr. Bill Kuhn, Campus Pastor, (952) 446-4277, Office N211, kuhnb@crow.edu

On Campus Non-Confidential Resources

- Mrs. Amy Luesse, Title IX Coordinator (952-446-4122), Office N207, luessea@crow.edu
- Mr. Ezra Johnson, Dean of Students (952-446-4115), Office N203, johnsonez@crow.edu
- Resident Assistants
 - Ms. Cara Horstman, (952-446-4166), Office E215 , horstmanc@crow.edu
 - Mr. Luis Damian, (952-446-4332), Office E212, damianl@crow.edu
 - Mr. Gideon Dunn, (952-446-4373), Office E213, dunng@crow.edu

Community Confidential Resources

- **Sexual Violence Center of Carver & Scott** (952) 448-5425 (24-hour crisis line)
500 North Pine Street Suite 203, Chaska 55318
- **Crisis Connection** 612-379-6363 or 866-379-6363
- **Teen Date Rape Crisis Helpline** 800-214-4150
- **Teen Dating Abuse Hotline** 866-331-9474 or 866-331-8453
- **Child Abuse Hotline** 800-422-4453

- **Crime Victims Hotline** 866-689-HELP (4357)
- **Domestic Violence Hotline** 800-621-HOPE (4673)

Health Care Options

Hennepin County Medical Center (HCMC) in Minneapolis provides Sexual Assault Resources Services (SARS) assistance to victims of rape and sexual assault 24 hours per day. Sexual Assault Nurse Examiners (SANEs) perform a special exam and collect evidence in a “rape kit.” The Ridgeview Medical Center in Waconia has SANEs on-call.

In addition to answering any questions, SANEs will carry out a special exam which involves:

- Collecting and saving evidence that will be needed to report sexual assault to law enforcement. Medical evidence can be collected up to 72 hours after the assault or longer, but the sooner the better;
- Evaluating risk for pregnancy and discussing safe prevention options;
- Evaluating risk of contracting a sexually transmitted infection and offering medication to reduce that risk;
- Further evaluating and documenting any injuries;
- Providing resources to help during your recovery. This will include advocate services, agencies for medical follow-up, information about reporting this crime to law enforcement, information about the Crime Victims Reparations Fund and many other resources.

Choosing to be seen by a SANE is about your health and safety; you have the right to decline any part of the exam at any time.

You do not need to decide if you want to report a sexual assault to law enforcement right away. You can discuss your options for reporting with your SANE, a sexual assault advocate, or your friends and family. If you decide to report after you leave the hospital, the evidence collected during the exam will be saved for up to 3 months. If you have already reported your assault, your SANE will make sure the correct law enforcement agency is made aware that evidence was collected.

The county in which you were assaulted is required by law to pay for your forensic exam. If you have injuries that require medical care, such as stitches or x-rays, your insurance will be billed if that is possible. Any charges beyond this will be covered by the hospital at which you were seen.

For more information about Sexual Assault Nurse Examiners, please visit http://www.hcmc.org/services/HCMC_MAINCONTENT_428.

Victim Advocacy

Sexual Violence Center of Carver and Scott Counties, 952-448-5425 (24-hour crisis line)

Sexual Assault Information (SAIC), 952-361-1658

Carver/Scott County Mental Health Crisis Program (24-hour), 952-442-7601

Domestic Violence Crisis Line (toll free), 1-866-223-1111

Legal Assistance

Carver County Legal Aid, 952-440-1040

Carver County Attorney’s Office, 952-361-1400

Visa and Immigration Assistance

Office of Intercultural Experience/International Service Learning, W332, 952-446-4486

Student Financial Aid

Financial Aid Office, S138, 952-446-4177, finaid@crow.edu

Other Resources

Students who feel they have been the victim of any form of sexual misconduct may also wish to seek support or confidential counseling from any of the following resources.

- **Sexual Assault Resource Service** 612-873-5832
701 Park Avenue, Orange Building, 2.220, Minneapolis, MN 55415
- **Sexual Violence Center of Carver & Scott Counties** (952) 448-5425 (24-hour crisis line)
500 North Pine Street Suite 203, Chaska 55318
- **Crisis Connection** 612-379-6363 or 866-379-6363
- **RAINN** 800-656-HOPE (4673)
- **Teen Date Rape Crisis Helpline** 800-214-4150
- **Teen Dating Abuse Hotline** 866-331-9474 or 866-331-8453
- **Child Abuse Hotline** 800-422-4453
- **Crime Victims Hotline** 866-689-HELP (4357)
- **Domestic Violence Hotline** 800-621-HOPE (4673)