



# CROWN COLLEGE

ANNUAL SECURITY REPORT

Fall 2020

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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 1485 students. Currently 372 students reside on campus. Online students reside in 43 states outside of Minnesota plus Washington DC, Belgium, Botswana, Japan, Thailand, Venezuela, Vietnam and Saskatchewan, 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.

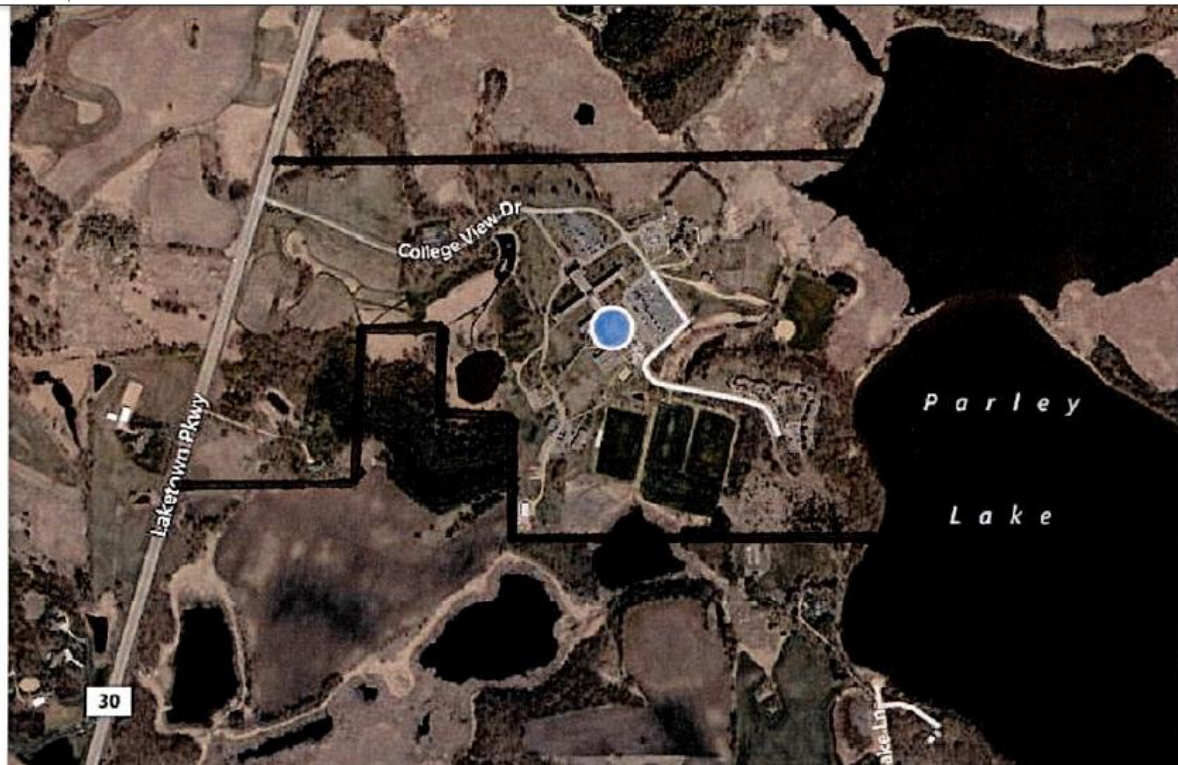
## **Annual Security Report Availability and Distribution**

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, S168
- 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 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
- Spring 2019 Severe Weather drill was conducted on April 24 at 2:45pm
- Spring 2019 Fire drill was conducted on April 16 at 1:45pm
- Fall 2019 Fire drill was conducted on October 22 at 2:30pm

Building clear and assembly times for the 2019 drills is not available.



## 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 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, S168
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	2017	0	0
	2018	0	0
	2019	0	0
Negligent Manslaughter	2017	0	0
	2018	0	0
	2019	0	0
Sex Offenses, Forcible	2017	0	0
	2018	0	0
	2019	0	0
Sex Offenses Non-Forcible	2017	0	0
	2018	0	0
	2019	0	0
Rape	2017	0	0
	2018	0	0
	2019	0	0
Fondling	2017	0	0
	2018	0	0
	2019	0	0
Incest	2017	0	0
	2018	0	0
	2019	0	0
Statutory Rape	2017	0	0
	2018	0	0
	2019	0	0
Robbery	2017	1	0
	2018	0	0
	2019	0	0
Aggravated Assault	2017	0	0
	2018	0	0
	2019	0	0
Burglary	2017	0	0
	2018	0	1
	2019	0	0
Motor Vehicle Theft	2017	0	0
	2018	0	0
	2019	0	0
Arson	2017	0	0
	2018	0	0
	2019	0	0

<b>Arrests and Disciplinary Referrals</b>			
<b>Offense</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>
Arrests: Weapons: Carrying, Possessing, Etc.	<b>2017</b>	0	0
	<b>2018</b>	0	0
	<b>2019</b>	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	<b>2017</b>	0	0
	<b>2018</b>	0	0
	<b>2019</b>	0	0
Arrests: Drug Abuse Violations	<b>2017</b>	0	0
	<b>2018</b>	0	0
	<b>2019</b>	0	0
Disciplinary Referrals: Drug Abuse Violations	<b>2017</b>	3	0
	<b>2018</b>	0	4
	<b>2019</b>	4	5*
Arrests: Liquor Law Violations	<b>2017</b>	0	0
	<b>2018</b>	0	0
	<b>2019</b>	0	0
Disciplinary Referrals: Liquor Law Violations	<b>2017</b>	4	4
	<b>2018</b>	0	7
	<b>2019</b>	5*	7
<b>VAWA Offenses</b>			
Domestic Violence	<b>2018</b>	0	0
	<b>2019</b>	0	0
Dating Violence	<b>2018</b>	0	0
	<b>2019</b>	0	0
Stalking	<b>2018</b>	0	0
	<b>2019</b>	0	0

\*The same 5 individuals were involved in these 2019 disciplinary referrals

### *Hate Crimes*

No hate crimes were reported in 2017, 2018, or 2019.

## 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.

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, via email, to all students and employees of the College. It is posted on the College website and on the employee and student intranet. This policy also will be provided by the College to any other individual who reports to the College that they have been a victim of sexual misconduct.

## 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. 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@crowne.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>

## 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.

## Definitions

### a. Advisor

A person selected by a party (the Complainant and the Respondent) or appointed by the College to accompany them to meetings related to the resolution process, to advise them on the process, to conduct cross examination for them when necessary at a hearing.

### b. Coercion

Coercion is conduct or intimidation that would compel an individual to do something against his or her will by the use of unreasonable psychological pressure, physical force, or threats of severely damaging consequences that would reasonably place an individual in fear of immediate or future harm. Coercion is more than an effort to persuade or attract another person to engage in sexual activity. Coercive

behavior differs from seductive behavior based on the degree and type of pressure someone uses to obtain consent from another.

c. Complainant

The person who is alleged to be the victim of conduct that could violate this policy

d. Respondent

The person who has been reported to be the perpetrator of conduct that could constitute a violation of this policy

e. Preponderance of Evidence

The evidence standard used by the college. 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.

f. Report

A description of Sexual Misconduct that has allegedly occurred that has been provided to the College by the complainant, a third party or an anonymous source.

g. Formal Report

A report filed by a complainant or signed by the Title IX Coordinator alleging a violation of the Misconduct Policy and requesting the College investigate the allegations. The formal complaint begins the complaint resolution process set forth in this Policy.

h. Sexual Misconduct

Sexual Misconduct as used in this Policy refers to the following: Sexual Harassment (quid pro quo), Sexual Assault, Domestic Violence, Dating Violence and Stalking. It also includes Sexual Exploitation. Each of these types of misconduct are defined in the Prohibited Conduct section. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different sex.

## **Prohibited Conduct**

The following behavior is prohibited under this policy and will be handled in accordance with the resolution procedures outlined in this policy.

### **Sexual Harassment**

Sexual harassment includes three types of unwelcome conduct on the basis of sex, all of which deny equal access to education:

1. Quid pro quo harassment by a college employee
2. Unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access
3. Any instance of sexual assault, dating violence, domestic violence, or stalking as defined in this Policy when such conduct occurs in a College educational program or activity and against a person in the United States.

In this policy harassment refers to conduct on the basis of sex that satisfies one or more of the three definitions above, when the conduct occurs in a College program or activity and against a person in the United States.

Quid pro Quo harassment occurs when a college employee, including student employees, conditions educational benefits on participation in unwelcome sexual conduct.

Harassment may also be present in a hostile environment. A hostile environment is created when unwelcome conduct is present that a reasonable person would determine is so severe, pervasive and objectively offensively that it effectively denies a person equal access to the College's education program or activity.

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;
- Unwelcome touching of a sexual nature such as patting or pinching, brushing against another person's body;
- Unwanted kissing;
- 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.
- Offering a benefit (such as a promotion, better grade, or athletic participation) in exchange for sexual favors or other verbal or physical conduct of a sexual nature.)
- Sexual Violence

What may be considered when determining whether conduct was so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity include, but are not limited to:

- Is the conduct offensive, unwanted or both;
- The frequency of the conduct;
- Whether the conduct interferes with one's ability to enjoy his or her employment or academic environment;
- Whether the conduct interferes with job or academic performance;
- Whether the conduct causes unnecessary discomfort, humiliation or harm to oneself or others around one.
- The effect of the conduct on the victim's mental or emotional state;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether the conduct was merely a discourteous, rude, or insensitive statement;
- Whether the speech or conduct deserves the protections of academic freedom

For the purposes of the Sexual Harassment definition, conduct is unwelcome when the individual did not request or invite and regarded as undesirable or offensive. The fact that an individual may have accepted the conduct does not mean that he or she welcomed it. On the other hand, if an individual actively participates in conduct and gives no indication that he or she objects, then the evidence generally will not support a conclusion that the conduct was unwelcome. That a person welcomes some conduct does not necessarily mean that person welcomes other conduct. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion. Whether conduct was unwelcome may be determined based on the context and circumstances of the encounter or incident.

At a minimum, the College's education program or activity includes all of the operations of the College, including (1) locations on campus or otherwise owned or controlled by the College, and (2) locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the alleged Sexual Misconduct occurred.

## 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).

## *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.

## *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.

## *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.

## 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.

## Sexual Exploitation

Sexual exploitation occurs when a person takes sexual advantage of another for his/her own advantage or benefit or to benefit or advantage anyone other than the one being exploited without that person's consent. Examples of sexual exploitation include, but are not limited to:

1. intentional and repeated invasion of sexual privacy (e.g., walking into the other person's room or private space);
2. prostituting another person;
3. video- or audio-taping of sexual activity or body parts without consent;
4. any distribution of sexually explicit photos or videos without consent, including posting sexually explicit photos or videos in public or on social media sites;
5. intentional removal or attempted removal of clothing that exposes an individual's bra, underwear, breast, inner thigh, buttocks, genitals and/or groin area, or that is otherwise sexual in nature, without consent;
6. engaging in voyeurism (e.g. viewing or permitting someone else to view another's sexual activity or intimate body parts, in a place where that person would have a reasonable expectation of privacy, without consent);
7. exposing one's genitals or breasts or coercing another to expose their genitals or breasts in non-consensual circumstances;
8. knowingly transmitting a sexually transmitted disease or sexually transmitted infection to another person;
9. forcing others to view pornography.

## 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.”

## 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, hearing or other proceedings based on the report. The College is committed to protecting the rights of the complainant, the respondent, and anyone else involved in the complaint process. Any conduct constituting retaliation is a violation of this Policy, which is subject to disciplinary action up to and including termination of employment or expulsion. Concerned individuals should report acts of retaliation to the Title IX Coordinator.

## 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.

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 publicly 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.

## **Take Immediate Action – If you are assaulted and/or experience sexual misconduct**

If you or someone you know has been the victim of a Sexual Assault or Sexual Misconduct, the following are immediate steps you should consider taking:

1. Call 911 if you or others are in danger or injured
2. Seek Medical Attention if needed
3. Take Steps to preserve evidence (Appendix B)
4. Contact Confidential On or Off Campus Resources (Appendix B)
5. Report to the Title IX Coordinator or other reporting option (see below)

## **Reporting Options**

### **Reports to the College**

Any person who wishes to report Sexual Misconduct or who has knowledge of Sexual misconduct is strongly encouraged to report the incident to the College. Behaviors that violate this policy should be reported to the Title IX Coordinator.

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

Reports can be made over the phone, via email, mail or online.

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. The incident report form is available from the Title IX Coordinator, office N207; the Student Development office, N224; the Facility Management Services office, S168, Campus Safety Office, C101 or online at [https://crown-xwqbg.formstack.com/forms/sexual\\_misconduct\\_reporting\\_form](https://crown-xwqbg.formstack.com/forms/sexual_misconduct_reporting_form). Online Reporting can be anonymous if desired. 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 misconduct the Title IX Coordinator will promptly contact the complainant to discuss options for supportive measures with or without filing a formal complaint. 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.

### **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 [https://crown-xwqbg.formstack.com/forms/sexual\\_misconduct\\_reporting\\_form](https://crown-xwqbg.formstack.com/forms/sexual_misconduct_reporting_form). 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.

### **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.

### *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](mailto: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.

### *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.

### **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.

### **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.

### **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

When the College receives a formal complaint of potential Sexual Misconduct, the College will promptly and equitably respond, investigating and adjudicating the formal complaint pursuant to the guidelines and procedures set forth below. In most cases, the first step of the complaint resolution process is a preliminary meeting between the complainant and the Title IX Coordinator. The purpose of the preliminary meeting is to allow the Title IX Coordinator to gain a basic understanding of the nature and circumstances of the report or formal complaint; it is not intended to be a full investigation interview.

As part of the initial meeting with the complainant, the Title IX Coordinator will:

- Assess the nature and circumstances of the allegation;
- Address immediate physical safety and emotional well-being of the complainant;
- Provide the complainant with information about on- and off-campus resources;
- Notify the complainant of the right to contact law enforcement and seek medical treatment;
- Notify the complainant of the importance of preservation of evidence;
- Notify the complainant of the range of supportive/interim measures with or without filing a formal complaint;
- Provide the complainant with an explanation of the procedural options, including how to file a formal complaint, if not already filed, and the complaint resolution process;
- Inform the complainant of the right to have an advisor of choice, as applicable under this Policy;
- Discuss the complainant's expressed preference for the manner of resolution and any barriers to proceeding; and
- Explain the College policy prohibiting retaliation.

All reports and formal complaints of Sexual Misconduct will be reviewed by the Title IX Coordinator to determine the risk of harm to individuals or to the campus community. Steps will be taken to address these risks in consultation with the Student Development Department staff, Facilities department staff and/or Safety/Security staff. If the Title IX Coordinator determines that the report or formal complaint, even if substantiated, would not be a violation of this Policy, they may dismiss the matter or refer it to another applicable disciplinary procedure. The parties will be notified of that determination and the complainant will be informed of other procedures for resolving the complaint and of other resources that may be available to the complainant.

The filing of a formal complaint begins the complaint resolution process under this Policy. In most cases, the complainant files a formal complaint with the Title IX Coordinator. However, the College reserves the right to move forward with a complaint resolution process to protect the safety and welfare of the community, even if the complainant chooses not to make or move forward with a formal complaint. If the College decides that it has an obligation to move forward with a complaint resolution process, the Title IX Coordinator will sign the formal complaint and the College will notify the complainant before proceeding. Every effort will be made to review the complaint and determine a course of action within five (days) or receiving the complaint. See section below for Requests for Confidentiality or Non-Action for more information. The Title IX Coordinator signing the formal complaint does not make the Title IX Coordinator a party to the complaint resolution process or adverse to the respondent.



When the Title IX Coordinator has received a formal complaint, the Title IX Coordinator will assess the formal complaint to determine if it states any allegations of Sexual Misconduct. If the formal complaint alleges Sexual Misconduct, the Title IX Coordinator will provide a written notice of allegations to the parties who are known. The written notice will include:

- Notice of the College complaint resolution process, including the informal resolution process;
- Notice of the allegations, including the identities of the parties involved in the incident(s), if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made at the conclusion of the complaint resolution process;
- Notice that the parties have the right to an advisor of choice, as applicable under this Policy, who may be, but is not required to be, an attorney;
- Notice that the parties have the right to inspect and review evidence, as applicable under this Policy; and
- Notice of policy provisions that prohibit knowingly making false statements or knowingly submitting false information during the complaint resolution process

If the College decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the notice will be updated to provide notice of the additional allegations to the parties whose identities are known. In addition, upon receiving a formal complaint, the Title IX Coordinator will make a preliminary determination of the procedures that will apply to the complaint resolution process.

When the Title IX Coordinator has received a formal complaint of Sexual Misconduct, the Title IX Coordinator will also meet with the respondent and will:

- Notify the respondent of the complaint and alleged policy violations; • Provide the respondent an explanation of the complaint resolution process;
- Notify the respondent of the importance of preservation of evidence;
- Notify the respondent of any supportive/interim measures that have been put in place that directly relate to the respondent (e.g., no contact directive);
- Provide the respondent with information about on- and off-campus resources;
- Notify the respondent of available supportive/interim measures;
- Inform the respondent of the right to have an advisor of choice, as applicable under this Policy; and
- Explain the College policy prohibiting retaliation.

This stage of initial review of the formal complaint by the Title IX Coordinator and initial notice of the allegations to the parties generally will take no more than ten (10) calendar days. In some cases, more time may be required.

### ***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.

### *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.

### *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.

### Advisor Guidelines

The complainant and the respondent have the right to be assisted by an advisor of their choice. The purpose of the Advisor is to support an individual during the complaint process, including accompanying the individual to in-person interviews, other meetings, at the hearing and appeal meetings, as well as at informal resolution meetings.

- The Advisor may not appear in lieu of the Complainant or the Respondent or speak on their behalf in either in-person or written communications to the College. The only exception to this relates to the Advisor's role in conducting cross-examination as explained in the hearing procedures below.
- The Advisor may not communicate directly with the investigator(s), hearing panel members, appeal officer(s), the Title IX Coordinator or any other school official involved in the complaint process and may not interrupt or otherwise delay the process.
- Advisors may have access to information concerning a case when a party has given permission for the Advisor to be copied on emails or other correspondence (for access to written communications). An Advisor's access to such information is subject to the same limitations as those placed upon the Parties and conditioned upon the Advisor's agreement to maintain the confidentiality of any educational records or other confidential information.
- Parties must provide the name of the person they have selected as their Advisor to the Title IX Coordinator. Advisors will be required to sign an agreement acknowledging receipt and understanding of the requirements described herein. Failure to comply with these requirements, including violations of confidentiality or other forms of interference with the complaint resolution procedure by the Advisor, may result in the disqualification of an Advisor.

- Choosing an Advisor who is also a Witness may create a potential for bias and conflict of interest, issues that the party should anticipate being raised and explored at the hearing by the other party or the adjudicators.
- The Parties are required to inform the investigator(s) at least two business days before their first meeting with the investigator(s) of the identity of their Advisor. The Title IX Coordinator should be promptly notified of any change in Advisor. As for the hearing, notice of the Advisor's identity must be provided no later than two business days prior to the hearing and the College expects the Advisers will clear their calendars to accommodate the hearing date and time. The College has the discretion to change the date so long as it does not result in an unreasonable delay in the process.

### 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.

### Timelines

Generally, the College will complete the investigation and adjudication process outlined above within seventy-five (75) days of receiving a complaint or report of a violation of this policy. Phases of the process will generally be as follows:

- Review of formal complaint and notice to parties: five (5) days
- Investigation: twenty (20) days
- Review of Investigation File and Written Response: ten (10) days
- Hearing and Determination: twenty-five (25) days
- Appeals: fifteen (15) days

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.

## 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 Provost shall appoint an alternate person to oversee adherence to the Sexual Misconduct Policy with respect to the complaint at issue. If the Provost is a party to the complaint or has a conflict of interest with respect to a complaint, the President of 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.

The complainant and the respondent shall receive written notice of the identity of the Adjudication Panel. The complainant or respondent may request the removal of any Panel member 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 members 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.

## 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 resolution procedures will be conducted by officials 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. Informal resolutions may not be appealed. 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**

The formal complaint process begins with a document filed by a complainant or signed by the Title IX Coordinator alleging sexual misconduct against a respondent and requesting that the College investigate the alleged sexual misconduct. Once the College receives this document, an initial meeting between the complainant and the Title IX Coordinator is scheduled to discuss the allegations. At the initial meeting, the Title IX Coordinator will provide the complainant with a copy of this policy, discuss the formal complaint procedures, and offer counseling or any supportive measures that may be appropriate, if any.



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).

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 obtained during the investigation, and the investigator's summary of the investigation.

The following outlines the steps and timeline for the formal complaint procedure:

### **Investigation**

1. The complaint should describe in detail the alleged sexual harassment and the action the complainant requests to resolve the matter. All written formal complaints must be signed and dated by the complainant and, where known, should contain the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, a detailed description of the actions constituting the alleged unlawful discrimination or sexual harassment, and any other relevant information. If

possible, names, addresses, and phone numbers of witnesses or potential witnesses and any other evidence should also be included.

2. After receipt of the signed complaint, the Title IX Coordinator will meet with the complainant to review the complaint to determine if the complaint meets the definition of sexual harassment under Title IX and, if so, whether it sufficiently describes the alleged sexual harassment.
  - a. If the complaint does not meet the definition of sexual harassment under this policy, the complaint will be returned and other assistance may be recommended.
  - b. If the complaint does not sufficiently describe the factual details of the concern so that a determination of sexual harassment can be made, or an investigation launched, then the complaint will be returned and the complainant may submit an amended complaint providing enough factual details to allow the case to proceed.
3. After the acceptance of a complaint or amended complaint, the Title IX Coordinator will appoint an Investigator(s) to investigate the matter.
4. The Title IX Coordinator will notify the respondent that a formal complaint has been received and an investigation has begun and an initial meeting with the respondent will be scheduled. A copy of the written complaint and a copy of this policy and procedures document will be provided to the respondent prior to the initial meeting with the Title IX Coordinator. At the initial meeting between the respondent and the Title IX Coordinator, the Title IX Coordinator will discuss the formal complaint procedures and offer counseling, support assistance, and any supportive measures that may be appropriate, if any. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
5. The Investigator(s) will meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The Investigator(s) will also meet with the respondent to receive the respondent's response to the complaint, request names of witnesses, request evidence, and to review with the respondent the scope and nature of the investigation. A written report of each meeting shall be prepared and shared with the individual being interviewed for amendment.
6. The Investigator(s) shall thoroughly investigate the complaint by interviewing witnesses and reviewing any evidence. The Investigator(s) shall prepare a written report of each witness interview and shall share that written report with the individual being interviewed for amendment. Prior to completing the investigation, the Investigator(s) shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any other individuals relevant to the investigation, and to request any additional information.
7. After all of the meetings and interviews have been concluded, the Investigator(s) shall provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Each party shall have ten (10) days to submit a written response to the evidence obtained, and the Investigator(s) will consider any written response prior to completion of the investigative report.
8. Upon completion of the investigation, the Investigator(s) shall create an investigative report that fairly summarizes relevant evidence. The Investigator(s) shall provide the investigative report to each party, at least fourteen (14) days prior to a live hearing to determine responsibility. The Investigator(s) shall then deliver all evidence and reports to the Chair of the Student Affairs Committee or the Chair's designee (the Chair). The Title IX Coordinator will notify the parties of the date of the live hearing on the formal complaint.

9. Prior to the hearing, the Chair shall make all evidence available to the Title IX Coordinator and the parties for inspection and copying, and give each party the opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

## Hearing

When the investigation is completed and the investigation file is compiled the Title IX Coordinator will select a Panel of Decision Makers/Adjudicators. In addition to the Chair the Panel will be selected from college faculty and staff and consist of 1 to 2 additional members. The College reserves the right to appoint to the Panel any faculty or staff member who is without conflict or bias. The Panel will not include the Title IX Coordinator or the investigator(s). If any party has a concern that a member of the Panel has a conflict of interest or bias, the party should report the concern in writing as indicated in the Conflicts of Interest section above.

The Chair shall preside over the live hearing in a manner consistent with the hearing procedures below. All parties and witnesses shall conduct themselves in a professional and respectful manner throughout the hearing.

### Live Hearing Procedures

1. The Chair shall allow the complainant and respondent or their advisor, the option to make a brief opening statement.
2. The Chair will then direct the complainant to present the complaint and any supporting evidence, including witnesses. Once the complainant has presented the complaint, then the respondent will present a response.
3. Each party's advisor may ask the other party and any witnesses all relevant questions, follow-up questions, and cross-examination questions, including those challenging credibility.
  - a. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. At the request of either party, the live hearing may occur with the parties located in separate rooms with technology enabling The Panel and parties to simultaneously see and hear the other party or the witness answering questions.
  - b. Only relevant cross examination and other questions may be asked of a party or witness. A party's advisor may challenge the relevance of any pending question. Before a complainant, respondent, or witness answers a cross-examination or other question, The Panel will determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  - c. If a party does not have an advisor present at the live hearing, the College will provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
  - d. If a party or witness does not submit to cross-examination at the live hearing, the Panel cannot rely on any statement of that party or witness in reaching a determination regarding responsibility. A party or witness must notify the College immediately if, at any point, he/she decides not to submit to cross-examination.
4. The live hearing will be transcribed and/or recorded.

## Adjudication

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

Upon completion of the live hearing, the Panel will 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. The Chair shall report the following to the Title IX Coordinator:

- Identification of the allegations potentially constituting sexual misconduct as defined in this policy;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of College's code of conduct to the facts; and
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.

## Notice of Outcome

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

For complaints involving sexual assault, dating violence, domestic violence, or stalking: The written notice shall include:

- A description of the allegations potentially constituting Sexual Misconduct;
- A description of the procedural steps taken;
- Findings of fact supporting the determination;
- Conclusions regarding which provisions of the Policy the Respondent did or did not violate;
- For each allegation:
  - A statement of, and rationale for, a determination regarding responsibility;
  - A statement of, and rationale for, any disciplinary sanctions the College imposes on the Respondent; and
  - A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the College education programs or activities will be provided by the College to the Complainant; and
- Appeal procedures as described in the section below

Every attempt will be made to complete the complaint process and provide a notice of outcome within twenty-five (25) business days after completion of the live hearing. 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 is final.

## 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 or
- (iii) The Title IX Personnel (Coordinator, investigator(s), or Hearing Panel/adjudicator(s) had a conflict of interest or bias for or against the parties that affected the outcome of the matter.

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.

Generally, the appeal process does not require a hearing, nor does it require the Title IX Coordinator to make personal contact with the sanctioned student or the decision makers. The Title IX Coordinator has the discretion, however, to contact any of the Parties or participants in the complaint process should it be determined doing so could aid in rendering a decision.

If Title IX Personnel are alleged to have conflict of interest or bias that influenced the outcome the appeal will be remanded to the Provost or his/her designee.

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

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

## 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.

## 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 Provost (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](mailto: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.

## **Recordkeeping**

The Title IX Coordinator is responsible for maintaining the official College records of sexual misconduct reports and complaints. When a complaint is pending, each official having a role in the response and resolution process is responsible for handling records appropriate to their role. When the process is complete, the official records relating to the complaint or report will be provided to the Title IX Coordinator, who will maintain such records in accordance with College record retention requirements and applicable law. Records related to sexual misconduct reports and complaints will be treated as confidential and shared only on a need-to-know basis or as required by law.



## **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](mailto:johnsonb@crow.edu)
- Dr. Bill Kuhn, Campus Pastor, (952) 446-4277, Office N211, [kuhnb@crow.edu](mailto:kuhnb@crow.edu)

#### ***On Campus Non-Confidential Resources***

- Mrs. Amy Luesse, Title IX Coordinator (952-446-4122), Office N207, [luessea@crow.edu](mailto:luessea@crow.edu)
- Mr. Ezra Johnson, Dean of Students (952-446-4115), Office N203, [johsonez@crow.edu](mailto:johsonez@crow.edu)
- Any Resident Assistant (RA)

#### ***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](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@crown.edu](mailto:finaid@crown.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)