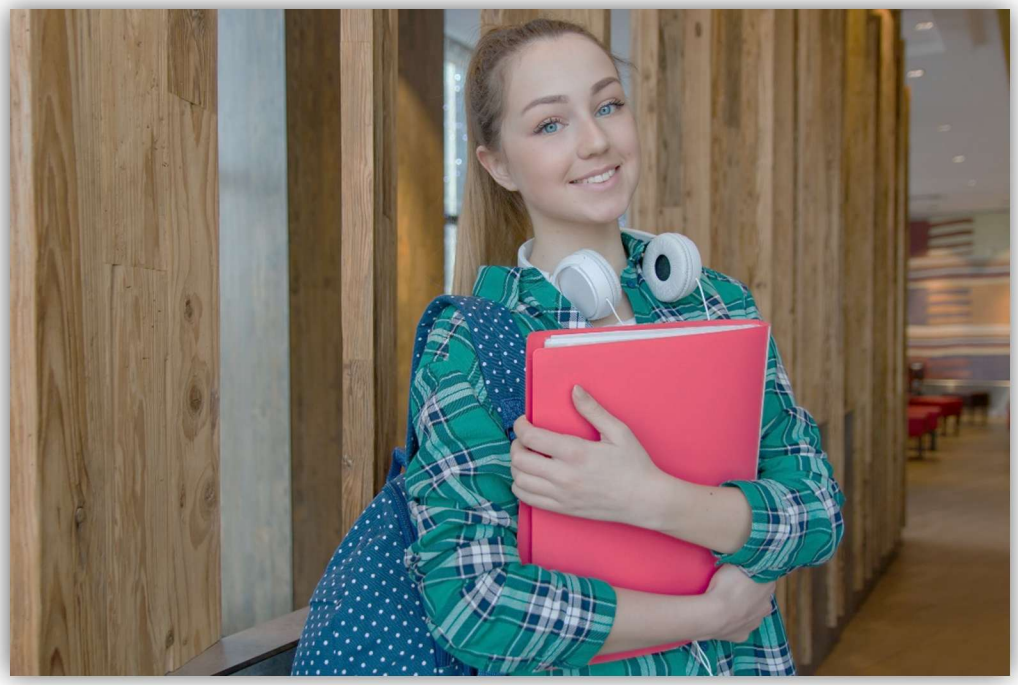
RIVERLAND
Community College



Annual Security & Fire Report 2025

Revision: 07-17-2025

RIVERLAND Campuses

Albert Lea Campus | 2200 Riverland Dr. | Albert Lea, MN 56007 | 507-379-3300
Austin Campus | 1900 8th Avenue NW | Austin, MN 55912 | 507-433-0600
Owatonna Campus | 965 Alexander Drive SW | Owatonna, MN 55060 | 507-455-5880

MODIFY ONLY UNDER THE DIRECTION OF THE SECURITY DIRECTOR

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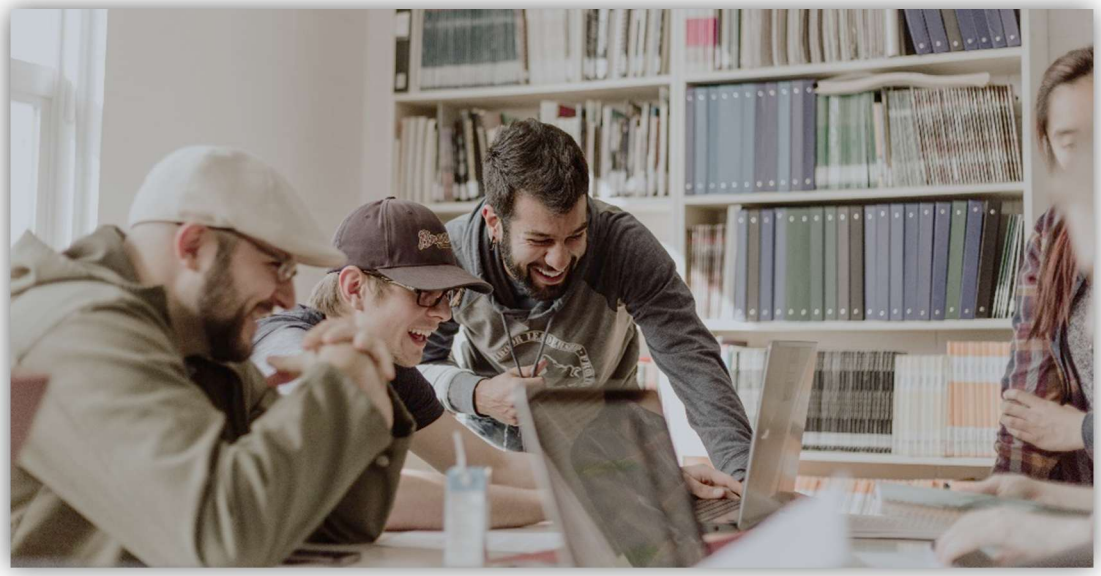

Purpose:

Riverland Community College is committed to providing you with a quality education. There are many services and resources available to assist you. The following pages contain Riverland's annual security and fire report. This information is distributed to registered students annually in compliance with several federal and state laws including the Drug-Free Schools and Community Act, the Student Right to Know Act, the Campus Security Act, the Drug-Free Workplace Act and the Family Educational Rights and Privacy Act

All students and employees are encouraged to familiarize themselves with this compliance report. If you have any questions about this document, would prefer an alternate format, or have other safety or security questions, please contact Justin Miller the Security Director.

Justin Miller
Security Director
Riverland Community College
1900 8th Ave NW
Austin, MN 55912
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justin.miller@riverland.edu

Preparing the Annual Security Report:

The Security Director of Riverland prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crimes Statistics Act of 1998. This report is prepared in cooperation with local law enforcement agencies responsible for providing service to our campus locations, including the Austin, Albert Lea, and Owatonna Police Departments. Internally, departments such as Student Affairs, Human Resources, and others provide information to comply with the Act. Campus crime, arrest and referral statistics include those reported to Riverland's Security Director, designated campus officials, and local law enforcement agencies.

Pursuant to the Student Right to Know and Campus Security Act, Riverland monitors criminal activity, publishes this report, and maintains a three-year statistical history at the Austin campus.

The annual report includes reported crimes alleged to have occurred on the campuses, at facilities owned or leased by Riverland and the immediately adjacent surrounding public area. The Security Director serves as the primary liaison between Riverland and all law enforcement agencies. In order to accurately report crimes alleged to have occurred on public areas immediately adjacent to the campus, the Security Director annually requests crime statistics from local law enforcement agencies. A record of these inquiries is housed in the Security Director's Office.

The annual report includes the following reports of crime:

- Murder and non-negligent manslaughter: Defined as the willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter: Defined as the killing of another person through gross negligence.
- Sex offenses: Are separated into two categories: forcible and non-forcible.
    - Forcible Sex Offenses: Defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will

where the victim is incapable of giving consent (e.g., Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, and Forcible Fondling).
    - Non-Forcible Sex Offenses: Defined as unlawful, non-forcible sexual intercourse (e.g., Incest, Statutory Rape).
- Robbery: Defined as the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault: Defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary: Defined as the unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft: Defined as the theft or attempted theft of a motor vehicle.
- Arson: Defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Domestic Violence: Defined as abuse between family or household members (e.g., spouses, former spouses; adults related by blood, marriage or adoption, persons cohabitating or who have cohabitated; persons in a past or present sexually intimate relationship; unmarried parents of a child.
    - Abuse is defined as the occurrence of one or more of the following acts within a domestic relationship:
        - Attempting to cause or intentionally, knowingly or recklessly causing bodily injury.
        - Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury; and/or
        - Causing another to engage in involuntary sexual relations by threat or force of threat.
- Dating Violence: Defined as violence committed against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
    - "*Existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship*"
- Stalking: Defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    - Fear for the person's safety or the safety of others; or
    - Suffer substantial emotional distress
        - "*Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property*"
        - "*Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling*"
        - "*Reasonable person means a person under similar circumstances and with similar identities to the victim*"

The report also includes arrests or persons referred for campus disciplinary action for the following:

- Liquor law arrests and campus disciplinary actions: Defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- Drug abuse arrests and campus disciplinary actions: Defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- Weapons possession arrests and campus disciplinary actions: Defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
    - Arrests: For purposes of this report, are defined as persons processed by arrest, citation or summons.
    - Campus Disciplinary Action: Defined as the as the referral of any person to any official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

In addition to the crimes described above, other reported crimes involving bodily injury to any person, and reported crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability of the victim, must be reported as hate crime statistics, and are recorded as such in this report.

- Larceny-Theft: Defined as the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- Simple Assault: Defined as the unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation: Defined as the unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack
- Destruction/Damage/Vandalism of Property: Defined as the willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Riverland will notify employees, current students and prospective students of the availability of this report and will provide a copy of the report upon request. Electronic and written copies of the report may be obtained at the Security Director's Office located at 1900 8th Ave NW Austin, MN 55912, calling (507-433-0628), or by email justin.miller@riverland.edu. Electronic or written copies of this report are provided within two (2) business days of the initial request being made to the Security Director.

Maintenance of Daily Crime & Fire Log:

The Security Director will keep and maintain an easily understood daily crime and fire log, recording all alleged crimes reported to Riverland; as well as fires reported at College Park Housing. The log will include information such as the nature, date, time, and general location of each incident, and the disposition of the complaint if known. The daily log will include reported crimes that occurred on campus at facilities owned or leased by Riverland and any immediately adjacent surrounding public areas.

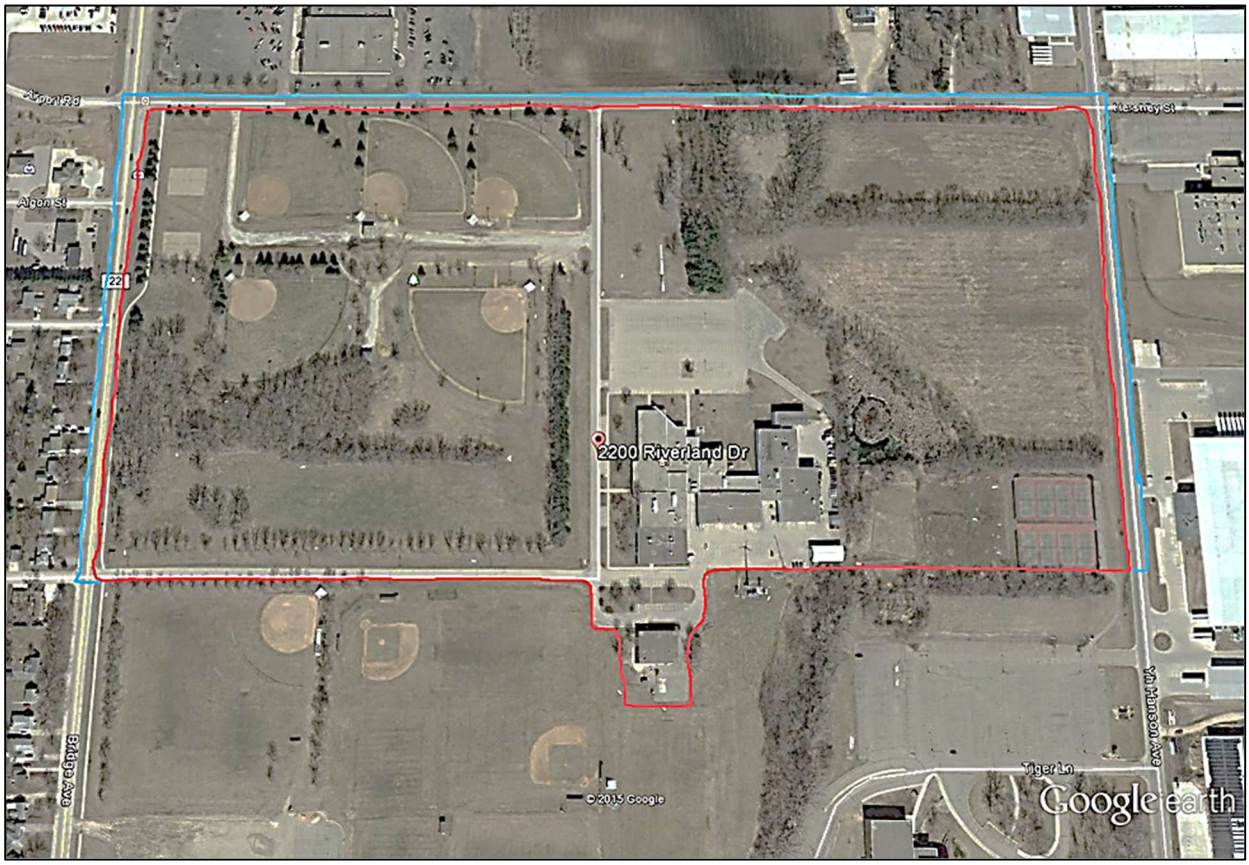
The daily crime and fire log is housed in the Security Director's office. All entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, are open to public inspection during normal business hours. Any portion of the log older than sixty (60) days must be available within two (2) business days of the initial request being made to the Security Director. If new information regarding a log entry becomes available to the Security Director, the log entry will be updated accordingly to reflect the most current information available.

College Clery Geography:

Riverland discloses statistics for reported Clery crimes that occur: (1) on-campus, (2) on-campus student housing facilities, (3) on public property within or immediately adjacent to the campus, and (4) in or on non-campus buildings or property that the institution owns or controls. The definitions for these geographic categories (listed below) are Clery Act-specific and are the same for every institution regardless of its physical size or configuration.

- On-Campus: Defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- On-Campus Student Housing Facilities: Defined as any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
- Public Property: Defined as any public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- Non-Campus Property: Defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

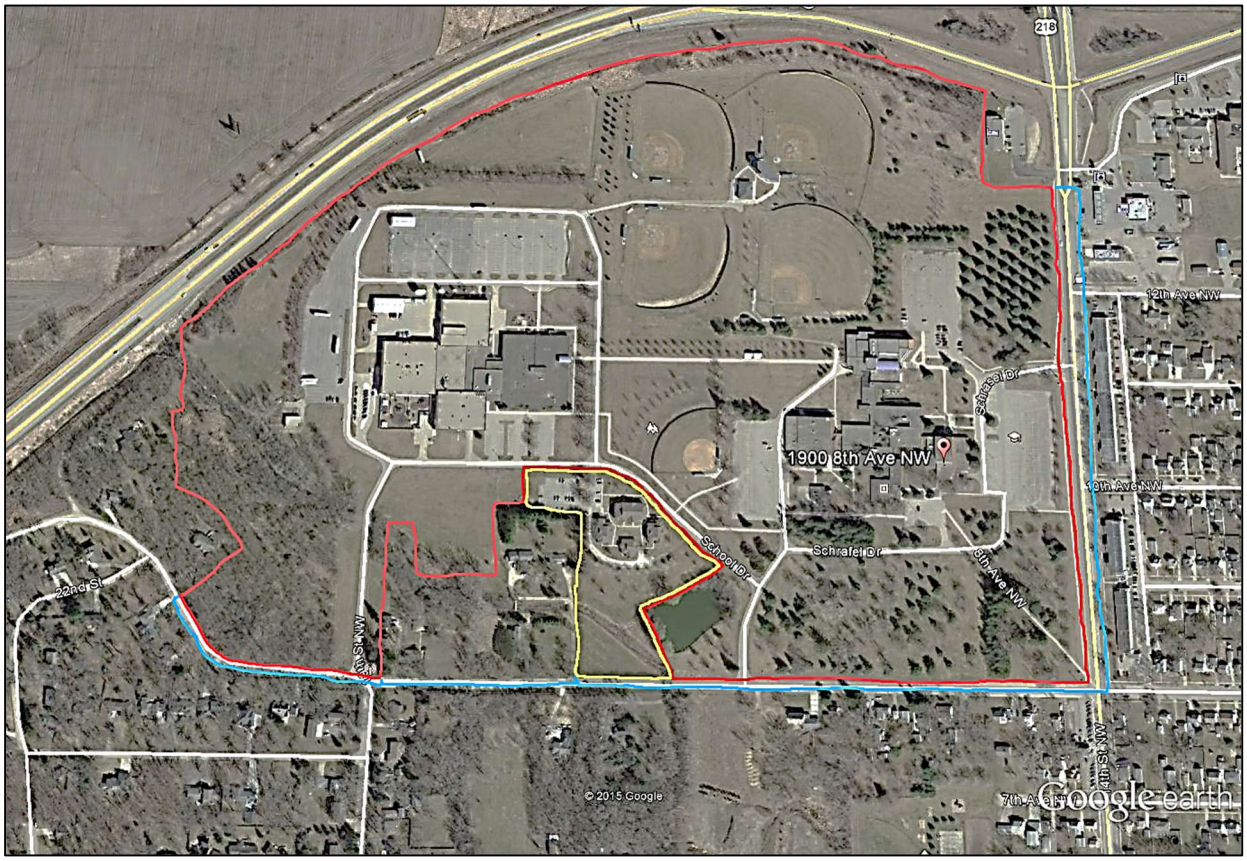
Albert Lea Campus Map



Albert Lea Campus Geography Description:

- The red line surrounding the campus indicates college owned property (i.e., on-campus property). This area consists of the facilities and campus grounds at: address 2200 Riverland Drive Albert Lea, MN 56007.
- The blue line adjacent to the campus indicates reportable public property. This area consists of: Bridge Avenue, Hershey Street, and YH Hanson Avenue roads directly adjacent to college owned property.
- Albert Lea campus does not have student housing properties. (e.g., on-campus student housing facilities)
- Albert Lea campus does not have non-campus properties.

Austin Campus Map



Austin Campus Geography Description:

- The red line surrounding the campus indicates college owned property (i.e., on-campus property). This area consists of the facilities and campus grounds at: address 1600 8th Ave NW Austin, MN 55912, and address 1900 8th Ave NW Austin, MN 55912.
- The blue line adjacent to the campus indicates reportable public property. This area consists of: 14th Street NW, and 8th Avenue NW roads directly adjacent to college owned property.
- The yellow line outlining a portion of the campus indicates student housing properties (i.e., on-campus property). This area consists of the facilities and grounds at: address 1700 8th Avenue NW Austin, MN 55912.
- Austin campus has one non-campus property. This area consists of the residential structure and property at: address 901 24th Avenue NW Austin, MN 55912.

Owatonna Campus Map

Owatonna Campus Geography Description:

- The red line surrounding the campus indicates college owned property (i.e., on-campus property). This area consists of the facilities and campus grounds at: address 965 Alexander Drive SW Owatonna, MN 55060.
- The blue line adjacent to the campus indicates reportable public property. This area consists of: Alexander Drive SW directly adjacent to college owned property.
- Owatonna campus does not have student housing properties. (e.g., on-campus student housing facilities)
- Owatonna campus does not have non-campus properties.

2025 Crime Statistics for Albert Lea:

Offense Name:	Year	On Campus Property	On Campus Student Housing	Non Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Negligent Manslaughter	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Sex Offenses, Forcible	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Sex Offenses, Non-Forcible	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Robbery	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Aggravated Assault	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Burglary	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Motor Vehicle Theft	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Arson	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Domestic Violence	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Dating Violence	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Stalking	2024	1	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0

2025 Crime Statistics for Albert Lea

Offense Name:	Year	On Campus Property	On Campus Student Housing	Non Campus Property	Public Property
Arrests:					
Weapons: Carrying, Possessing, etc.	2024	1	NA	NA	0
	2023	1	NA	NA	0
	2022	0	NA	NA	0
Drug Abuse Violations	2024	0	NA	NA	0
	2023	5	NA	NA	0
	2022	3	NA	NA	0
Liquor Law Violations	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Disciplinary Referrals:					
Weapons: Carrying, Possessing, etc.	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Drug Abuse Violations	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Liquor Law Violations	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0

These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The total report can be viewed at http://ope.ed.gov/security.

2025 Hate Crime Statistics for Albert Lea

- There was on reported Hate Crime in 2024. Reported Crime(s):
  - 1 Incident, Destruction/Damage/Vandalism of Property (Located On-Campus; Category sexual orientation Related)
- There was six reported Hate Crimes in 2023. Reported Crime(s):
  - 2 Incidents, Destruction/Damage/Vandalism of Property (Located On-Campus; Category Race Related)
  - 4 Incidents, Destruction/Damage/Vandalism of Property (Located On-Campus; Category Sexual Orientation Related)
- There was one reported Hate Crimes in 2022. Reported Crime(s):
  - 1 Incident, Destruction/Damage/Vandalism of Property (Located On-Campus; Category Race Related)

2025 Crime Statistics for Austin:

Offense Name:	Year	On Campus Property	On Campus Student Housing	Non Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Negligent Manslaughter	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Sex Offenses, Forcible	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Sex Offenses, Non-Forcible	2024	0	0	0	0
	2023	0	0	0	0
	2022	2	2	0	0
Robbery	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Burglary	2024	0	0	0	0
	2023	1	1	0	0
	2022	1	1	0	0
Motor Vehicle Theft	2024	0	0	0	0
	2023	1	1	0	0
	2022	0	0	0	0
Arson	2024	2	2	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Domestic Violence	2024	1	1	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Dating Violence	2024	2	2	0	0
	2023	1	1	0	0
	2022	0	0	0	0
Stalking	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

2025 Crime Statistics for Austin

Offense Name:	Year	On Campus Property	On Campus Student Housing	Non Campus Property	Public Property
Arrests:					
Weapons: Carrying, Possessing, etc.	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Drug Abuse Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Liquor Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals:					
Weapons: Carrying, Possessing, etc.	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Drug Abuse Violations	2024	0	0	0	0
	2023	5	5	0	0
	2022	4	4	0	0
Liquor Law Violations	2024	0	0	0	0
	2023	2	2	0	0
	2022	0	0	0	0

These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The total report can be viewed at http://ope.ed.gov/security.

2025 Hate Crime Statistics for Austin

- There were no reported hate crimes for the year 2024.
- There was two reported Hate Crimes in 2023. Reported Crime(s):
  - 1 Incident, Destruction/Damage/Vandalism of Property (Located On-Campus; Category Race Related)
  - 1 Incident, Intimidation (Located On-Campus Student Housing; Category Sexual Orientation Related)
- There were no reported hate crimes for the year 2022.

2025 Crime Statistics for Owatonna:

Offense Name:	Year	On Campus Property	On Campus Student Housing	Non Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Negligent Manslaughter	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Sex Offenses, Forcible	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Sex Offenses, Non-Forcible	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Robbery	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Aggravated Assault	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Burglary	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Motor Vehicle Theft	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Arson	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Domestic Violence	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Dating Violence	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Stalking	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0

2025 Crime Statistics for Owatonna

Offense Name:	Year	On Campus Property	On Campus Student Housing	Non Campus Property	Public Property
Arrests:					
Weapons: Carrying, Possessing, etc.	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Drug Abuse Violations	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Liquor Law Violations	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Disciplinary Referrals:					
Weapons: Carrying, Possessing, etc.	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Drug Abuse Violations	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0
Liquor Law Violations	2024	0	NA	NA	0
	2023	0	NA	NA	0
	2022	0	NA	NA	0

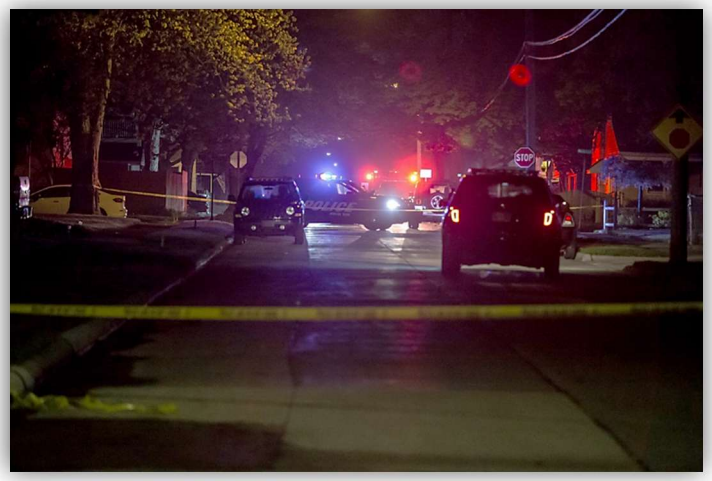
These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The total report can be viewed at http://ope.ed.gov/security.

2025 Hate Crime Statistics for Owatonna

- There were no reported hate crimes for the years 2024, 2023 or 2022.

Issuance of Timely Warnings:

The President (or designee in the President's absence) is responsible for issuing a timely warning, or "Crime Alert" to members of the campus community in cases of reported murder, non-negligent manslaughter, negligent manslaughter, sex offenses (forcible or non-forcible), robbery, aggravated assault, burglary, arson, motor vehicle theft and any bias-motivated crimes, where the President (or designee in the President's absence) determines there is a serious or continuing threat to the College Community.



Timely Warnings or "Crime Alerts" are used to inform the community that an incident has been reported. These reports may be from members of the College, community, or received directly from the Police Department. Crime Alerts will contain general information about the incident and how incidents of a similar nature might be prevented. The names of victim's will not be published and will be held as confidential.

In cases warranting a timely warning, the campus community will be made aware of the crime via communication through college email.

Emergency Notification:

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus:

- The President (or designee in the President's absence) will verify that a legitimate emergency or dangerous situation exists.
- The President (or designee in the President's absence), in coordination with and at the advice of local first responders, will determine the appropriate segment(s) of the campus community to receive notification.
- The President (or designee in the President's absence) will, without delay, and taking into account the safety of the community, determine the content of the notification, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the instance of an immediate threat to the college, alerts may be distributed utilizing our emergency notification system, Star Alert. Star Alert can send email, and SMS Text messages. All campus community members are automatically enrolled in the Star Alert system. Additionally, if deemed prudent and necessary, the college may utilize other methods of communication such as the Alertus notification system, campus website, campus social media pages, campus email, and the campus Public Address system to expedite the communication process.

Records of all timely warnings and emergency notifications issued will be maintained electronically by the Security Director

Campus Security Strategies and Crime Reporting:

Riverland has a variety of practices relating to college security, and it expressly reserves the right to modify or adopt additional guidelines at any time. Such changes may appear in successive issues of this report.

Riverland encourages all students and College Community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe college community.

How to Report a Crime on Campus

(Non-Emergency Reporting): All criminal, suspicious, and/or misconduct incidents occurring at Riverland should immediately be reported to the: Security Director (507-433-0628), Dean of Students (507-433-0560), Human Resources (507-433-0340), or to RIVER-Concerns at Concerns@riverland.edu. If the victim chooses, an additional report can be filed with the appropriate local law enforcement agency. A college administrator or the Security Director can assist the victim in reporting the crime to the police in a timely manner following receipt of the victim's information. If college personnel are not immediately available, the victim reporting the occurrence is encouraged to contact law enforcement directly.

Internal crime reports (e.g., incident reports, emails, supplemental documentation, etc.) may be shared with other departments on campus as necessary to complete an investigation and/or to ensure the safety of the college community. Riverland will assist law enforcement investigations as required. Depending on many factors of crime reporting the College may or may not hold reports of crime in confidence and may be required by law to release information based on the events or nature of the crime. Whenever possible Riverland will attempt to protect the identity of crime victims.

Law Enforcement (Non-Emergency) Numbers:

Albert Lea Police	507-377-5210
Austin Police	507-437-9400
Owatonna Police	507-444-3800

(Emergency Reporting):
In any perceived emergency situation (e.g., medical assistance, fires, suspicious people or activities, traffic accidents, etc.) immediately call 911. After 911 has been called, follow non-emergency reporting guidelines.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action through the college disciplinary process or through the criminal justice system you may still file a report. You may file this report

with the Security Director (507-433-0628), Dean of Students (507-433-0560), or Human Resources (507-433-0340). These persons are designated campus security authorities (CSA) and will forward these reports for inclusion in the campus crime statistics.

Reports made in this manner can be made anonymously and do not have to include the reporting party's information. While the college cannot guarantee confidentiality, Riverland will make every effort possible to maintain it to the extent allowable by law. The purpose of reports made in this manner help Riverland more accurately assess and track the nature of crimes occurring in the area of our campuses.

Riverland is obligated to report crimes back to the college community that pose a serious or on-going threat in the form of "Timely warnings." Timely warnings made will not identify the reporting person or victim.

If a crime is determined to pose a serious or on-going threat to the campus community the college reserves the right to investigate the report to the extent possible with the information available.

You will never be required to file a police report.

Campus Security Authorities (CSA)

All employees who become aware of an allegation or violation of college policy, Student Code of Conduct, civil or criminal law are encouraged to report the allegation to their supervisor; as well as, the Security Director (507-433-0628), Dean of Students (507-433-0560), or Human Resources (507-433-0340).

While Riverland prefers that reports are made directly to the Security Director, Dean of Student Affairs, or Human Resources the college community is invited to make a report of crime to any Campus Security Authority on their campus.

If a Campus Security Authority becomes aware of any alleged crime, they must report it to: the Security Director, Dean of Students, or Human Resources. The Human Resources Department notifies Campus Security Authorities of their status and trains them annually. Documentation of these individuals and the training received is maintained by the Human Resources Department.

Campus Security Authorities do not investigate crime reports. They ensure that any alleged crimes that they are made aware of are forwarded to the appropriate party for classification and investigation.

Campus security authority is defined as:

- A campus police department or a campus security department of an institution
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
- Any individual or organization specified in the institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Pastoral and Professional Counselors

If a campus security authority is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor. Counselors are encouraged to provide their clients with information and resources if they are made aware of any alleged crimes, but can still maintain their client's confidentiality.

Steps to Ensure Prompt and Accurate Crime Reporting

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

- Follow Non-Emergency Reporting or Emergency Reporting Guidelines as specified above.
- When reporting a crime or other incident in progress be sure to provide the dispatcher with the following information:
    - The nature of the criminal activity or incident
    - The location of the criminal activity or incident
    - The number of persons involved
    - A description of the offender(s), including.
        - Gender
        - Approximate Age
        - Race
        - Height/Weight
        - Hair (e.g., Color, Style, Facial Hair, etc.)
        - Clothing (e.g., Color, Style, Distinguishing logos, etc.)
        - Other distinguishing physical features- such as scars and tattoos
    - Vehicle Description
        - Year, Make and Model
        - License Plate Number and State
    - The direction of travel of offenders or vehicles

Preserve the crime scene:
Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Police arrive.

Riverland does not limit the time for reporting a crime. However, we strongly urge you to report a crime immediately or within a day or two. This timeframe gives the best opportunity to collect evidence, which can form a stronger case for potential prosecution. The timeframe greatly assists Riverland and local law enforcement in performing better investigations and providing warning to the campus community of potential threats.

Security Tips

Riverland strives to create and preserve a comfortable and safe college environment. As partners in this effort, students and employees are urged to take measures such as the following to enhance personal safety and security.

Protect Yourself and Your Property:

- Mark your books and valuable possessions with your name. Maintain a record of serial numbers on valuable items such as electronics (e.g., laptops, tablets, cell phones, etc.)

- Never leave personal property (e.g., purses, wallets, briefcases, electronics, etc.) unattended. Take these items with you when leaving the office or classroom.
- Lock your door when leaving your classroom or office.
- Let friends or colleagues know if you will be away, when you will return, and how you can be reached.
- Be alert to your surroundings. Walk in well-lit and well-traveled routes and avoid walking and jogging alone after dark.
- When walking or jogging, don't wear headphones. Headphones can prevent you from hearing approaching persons or automobiles.
- Have your keys ready when returning to your car and keep valuable items concealed and close to your body.
- Always lock your bicycle securely while on campus. Bike racks are provided on all campuses.
- Try to park your car in well-lit areas.
- Never leave your keys in your vehicle, and make sure doors and windows are locked and valuables stored out of sight.

Protect Your Room or Apartment**:**

- Keep the apartment's exterior door locked at all times.
- Keep windows locked when you sleep.
- Escort your guests to and from your apartment.
- Do not loan your keys or tell anyone what your apartment's door code is.
- Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
- Smoke detectors are provided in each housing unit for your safety. AT NO TIME SHOULD THEY BE DISCONNECTED OR REMOVED.

Campus Security and Access:

Riverland's campuses are for the exclusive use of; students, employees, visitors and other stakeholders utilizing college properties and facilities in course of their operations.

- Access to college buildings is limited to normal business hours. Normal campus hours are 6:00 AM- 10:00 PM Monday through Friday, and 7:30 AM- 3:30 PM on Saturdays (Austin only).
- Keys are issued to authorized employees. Students are issued keys on only a very limited basis.
- Exterior building doors must never be blocked open when the doors are locked.
- Department labs, facilities, classrooms or suites will not be opened for unknown individuals without prior approval from the department's supervisor.
- Individual classrooms are available during normal business hours for scheduled classes and special events. Room reservations are made by contacting the Scheduling Coordinator(s), Sarah Hartman at (507-433-0612), sarah.hartman@riverland.edu or Jennifer Branchaud at Jennifer.branchaud@riverland.edu.
- Employees must lock all areas of their responsibility (including classrooms, offices, and suites) upon departure.
- Students are not allowed in any building after business hours. Riverland personnel, other than Facilities and Maintenance personnel, must vacate the campus no later than the

designated closing times noted as a standard safety measure, except for previously authorized events appropriately scheduled. Employees authorized to be in buildings after normal working hours are required to have their College I.D. in their possession and to present it upon request.

- Employees who believe they are the last persons in the building should ask unauthorized persons to leave the premises. If problems arise (regarding people in the buildings afterhours) contact the police immediately.

College Park Housing (residential housing for Riverland students) is managed by the Riverland Foundation. Procedures relating to safety, security, and access are specified in, *"Residential Life Community Standards Guide."* Copies of this handbook are provided to all residents. Additional copies may be requested by contacting the Community Manager/Bluffstone Representative (507-355-0300) or Dean of Students (507-433-0560).

Security Considerations in the Maintenance of Campus Facilities:

Riverland employees (e.g., Security Director, Safety Committee, Maintenance, etc.) and the Minnesota State System Office- "Public Safety & Compliance Unit" routinely perform walkthrough surveys of the campuses and facilities to help maintain college safety. Inspection items routinely include doors and locks, alarm systems, safety equipment (e.g., fire extinguishers, first-aid, AEDs, first aid equipment), communications equipment, lighting, and landscaping.

Students, employees and visitors are encouraged to report any needed building repairs or maintenance to the Physical Plant Supervisor Ben Nelson (507-433-0564), or by email benjamin.nelson@riverland.edu.

Law Enforcement Authority of Campus Security Authorities:

Riverland campus security authorities (including Security Officers) are employees of Riverland; these persons are not certified or sworn peace officers.

However, Riverland Security Officers are authorized, when appropriate, to make a citizen's arrest. When arrests are made, the local Police Department and Safety Administrator will be notified immediately.

College Association with Local Law Enforcement:

The Security Director works closely with local police, and State and Federal law enforcement agencies to track and respond to on-campus or near campus criminal activity. The local police departments may communicate crimes occurring around campus through e-mail or phone communication. In addition, Riverland has written, "Memorandums of Understanding," with our local Police Departments in the areas of coordination and response to sexual violence incidents.

Crime Prevention, Personal Safety/Security Education:

Riverland encourages students and employees to proactively take responsible for their safety and the safety of others.

Human Resources and Student Services Departments in cooperation with the Security Director (and other departments), provides assistance in presenting programs on campus security and public safety to the college community. Educational programs are presented in the area of crime prevention, sexual assault awareness, personal safety, protection against theft and other subject areas. The Human Resources and Student Services Departments may invite various speakers, including members of city and county law enforcement agencies to discuss public safety and crime prevention. All members of the campus community are encouraged to attend. Presentation dates and times will be announced through college email, special bulletins and/or posters. Additional training can be provided for classes, internal departments, and on-campus student groups upon request.

Possession or Carry of Firearms:

General Requirements

No person is permitted to carry or possess a firearm on system property except as provided.

- Employees:
    - Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off system property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided.
    - An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the President (or designee in the President's absence), Human Resources Staff, or Security Director. This shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.
- Students:
    - Students are prohibited from possessing or carrying a firearm while on system property, regardless of whether the student has a permit to carry a firearm, except as otherwise provided.
- Visitors:
    - Visitors are prohibited from possessing or carrying a firearm while on system property, except as otherwise provided.

Exceptions

- Parking Areas: These requirements do not prohibit the lawful possession or carry of firearms in a parking area or parking facility.

- Authorized Uses: These requirements do not prohibit:
    - Lawful possession or carry related to an academic use or use at a campus shooting range, such as law enforcement programs, approved in writing by the college president; or
    - Transport of an unloaded firearm directly between a parking area or parking facility and the location authorized for its use, or transport of an unloaded firearm directly between a parking area or parking facility and a storage facility provided by the college.
    - Possession or carry of a pistol by a visitor who has a lawful permit to carry a pistol pursuant to Minnesota Statutes section 624.714, subd. 1a.
    - Possession or carry of a firearm by a licensed peace officer under Minnesota Statutes section 626.84, subd.1(c) or by a qualified law enforcement officer pursuant to 18 United States Code section 926B, when possession or carry is otherwise authorized by law.

Storage in State Vehicles Prohibited

No vehicle owned, leased, or otherwise under the control of the system shall be used to store or carry a firearm, except as specified previously.

Violations

Firearm violations by students or employees are misconduct subject to discipline, up to and including expulsion or termination.

Referral to Law Enforcement

Riverland may refer suspected violations of law to appropriate law enforcement authorities and provide access to investigative or other data as permitted by law.

Leased Property

Riverland leases several spaces within the facilities and grounds to other organizations. The organizations who have direct control over these leased spaces may be governed by more stringent laws and policies.

Definitions, relating to the Possession or Carry of Firearms

- Employee: Means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and the system office, including student employees.
- Firearm: Means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas or compressed air.
- Pistol: Means a weapon as defined in Minnesota Statutes section 624.712, subd. 2.
- Student: Means an individual who is:
    - Registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any system college or university; or
    - Between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or

    - Expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.
- System Property: Means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, system office, colleges, and universities.
- Visitor: Means any person who is on system property but does not include (1) an employee of the Minnesota State Colleges and Universities acting in the course and scope of their employment; or (2) a student, when that student is on system property.

Monitoring and Recording Activity at Off-Campus Locations:

All Riverland-recognized organizations that are off campus will still be monitored by the appropriate local Police Department. Upon request, local police departments share crime information with Riverland. Riverland includes the off-campus student organizations' reported crime statistics in its annual Security Report.

Alcoholic Beverage and Controlled Substance Enforcement:

Except as outlined in Riverland policy, "*Alcoholic Beverages or Controlled Substances*" found at https://www.riverland.edu/about-riverland/policies-and-procedures/alcoholic-beverages-or-controlled-substances-on-campus/ the unlawful use, possession, production, manufacture, and distribution of alcohol or other controlled substances at Riverland and college-sponsored events on or off campus is prohibited. This prohibition also includes the state of being under the influence or impaired by alcoholic beverages or other controlled substances.

The only exception to this rule is drugs prescribed and used under a doctor's order.

Enforcement:

Riverland enforces all applicable federal and state liquor laws and policies and will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution for violations.

- Students who are believed to be consuming, under the influence, or otherwise in possession alcoholic beverages or controlled substances while on campus or at college sponsored events (on or off campus) will be subject to disciplinary action for violating the Student Code of Conduct.
- Employees who are believed to be consuming, under the influence, or otherwise in possession alcoholic beverages or controlled substances while on campus or at college sponsored events (on or off campus) will be subject to disciplinary action as indicated by their appropriate bargaining unit.
- Non-students/non-employees (e.g., visitors and other stakeholders) who are believed to be consuming, under the influence, or otherwise in possession alcoholic beverages or controlled substances while on campus or at college sponsored events (on or off campus) will be asked to leave campus and may prohibited from returning to college property or attending college sponsored events (i.e., trespassed)

In an event where the individual (student, employee, or non-student/non-employee) becomes uncooperative, disruptive, hostile, or has otherwise broken the law (e.g., drug violations, minors consuming alcohol, etc.) the police will be called to assist, and the individual will be subject to citation or arrest in addition to any college-imposed sanctions.

Drug and Alcohol Abuse Education Programs:

The College recognizes the reality of chemical dependency and is aware of its occasional presence in the College community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the College community. The college encourages and provides reasonable assistance to any student or employee who seeks information on chemical dependency or treatment for chemical dependency. Various departments, including Counseling and Human Resources, provide information and referral to prevention programs for those seeking help with substance abuse.

A copy of the Drug Free Workplace information is available at the Student Service Centers and the Human Resources Department. In addition, Student Activities programming provide educational events to students. This information is provided in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Disclosures to Victims of Crimes of Violence or Non-forcible Sex Offenses:

Riverland, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Riverland will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Emergency Response and Evacuation Procedures:

The President (or designee in the President's absence), and the college's Emergency Management Team are the primary resources (within the college) responsible for emergency response and evacuation procedures. The Emergency Management Team is comprised of administration, facilities, TLR, communications, and safety personnel. The Emergency Management Team's role was created to assist in incident response (as appropriate), initiate emergency notifications, and transition the college into emergency operations.

When an incident is determined by the President (or designee in the President's absence) to be a significant emergency to the college

community the college's Emergency Management Team will be activated to respond and assist as their roles dictate.

Without delay Riverland will, at the determination of the President (or designee in the President's absence), notify the appropriate segment or segments of the college community when a significant emergency or dangerous situation occurs involving an immediate threat to the health and safety of the Riverland community. The Executive Director of Communications will post information regarding the emergency on the Riverland website; as well as other social media sites as appropriate to inform the larger community. In addition, the Executive Director of Communications will disseminate media releases in conjunction with Law Enforcement or Incident Command Officials as required. However, if certain information will, in the professional judgment of responsible authorities, compromise efforts to assist victims, contain or otherwise respond and mitigate the emergency, the notification may be delayed.

Emergency response exercises for the college's Emergency Management Team are conducted periodically. Riverland has adopted an "all hazards approach" to college emergencies, utilizing the Incident Command System (ICS) of incident management. Emergency Management Team members and other college officials have received incident command training through the National Incident Management System (NIMS) to enhance Riverland's response and recovery to critical incidents. Documentation of emergency response procedures and evacuation are maintained by the Security Director.

All employees and students should learn the evacuation routes for all campus buildings they frequently occupy. Evacuation maps and information are posted throughout the campus. Emergency preparedness drills are conducted at least six times per year. The purpose of these announced drills is to prepare building occupants for an organized evacuation in case of an emergency. Emergency response and evacuation procedures will be disseminated as appropriate prior to or after the drill events. Drills may cover a range of scenarios including, fire, severe weather, active shooter, etc. If law enforcement or fire department personnel are on scene, please follow their directions. Documentation of such drill activity will be maintained by the Safety Administrator.

Riverland has a working relationship with our communities' local emergency responders (i.e., law enforcement, fire departments, EMS, emergency managers), while there is no written agreement between Riverland and our local emergency responders, these parties routinely notify Riverland of calls they receive for service, so we can coordinate an appropriate response.

<u>Campus Evacuation:</u>

College evacuations may consist of full or partial evacuations dependent upon incident type. The President (or designee in the President's absence) shall determine (based on consultation/advice of local authorities) when a full or partial evacuation is the best course of action.

Evacuations may be announced by any communication system specified in Riverland's "*Emergency Preparedness Plan*;**"** as well as any directions provided by emergency personnel and college administrators. Detailed emergency information is provided within the "*Emergency Preparedness*

Plan." For general Evacuation and Shelter-in-Place assistance please follow the below listed guidelines:

1. Upon receiving an evacuation warning, evacuate the affected area immediately.
2. If safe to do so, assist in evacuation of persons with disabilities. If unable to assist a disabled person, the disabled person should wait in the nearest stairwell or inside a closed room far removed from the danger area. Emergency personnel should immediately be informed of these persons, so they can be evacuated.
3. Leave by the nearest marked exit unless directed to another exit by emergency personnel. Depending on certain incident circumstances persons may be directed to take specific routes and relocate at a specific area.
4. Do not use elevators unless authorized to do so by emergency personnel.
5. Avoid locking classroom and office suite doors when evacuating.
6. Do not stop for personal items in remote locations.
7. Never re-enter evacuated buildings until an "all clear" signal has been given by proper authorities.
8. To aid in accountability, all classes being conducted should remain together in respective groups. Faculty are responsible for having knowledge of students present in class and their current location. Staff should remain with their department peers as feasible. Supervisors are responsible for having knowledge of employees present at work and their current location. Incident Command Officials will be responsible for communicating accountability between these groups and the incident command.
9. During good weather conditions, employees and students will be evacuated a safe distance to open areas surrounding the college. A safe distance is considered at least 200 feet from the structure. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles. For extended evacuation periods or upon direction of emergency personnel, employees and students may be advised to relocate to other areas on college property.
10. During inclement weather conditions, employees and students will be evacuated to local off-campus relocation sites.
11. Star Alert/Alertus will be utilized to alert persons of the need to stay away from campus areas that are evacuated.

<u>Evacuation Techniques for Individuals with Disabilities and other Persons Requiring Assistance:</u>

Employees and students have a responsibility to consider their personal emergency evacuation needs. This includes disabled persons or other individuals who may require some additional assistance during an evacuation. The Americans with Disabilities Act (ADA) Coordinator will develop guidelines for these persons and will consult with the appropriate building and safety personnel for assistance.

1. Supervisors should review emergency evacuation practices with their employees. If employees need additional assistance they should contact college personnel listed below to request assistance that they need during an evacuation incident.

Aimee Sue Larson
VP President of Employee Relations and Human Resources
Riverland Community College
1900 8th Ave NW
Austin, MN 55912
Office: 507-433-0340
Aimee.Larson@riverland.edu

Justin Miler
Security Director
Riverland Community College
1900 8th Ave NW
Austin, MN 55912
Office: 507-433-0628
Mobile: 507-415-5052
Justin.miller@riverland.ed

Mike R. Howe, MS, CSHM, CSSM
Safety Administrator
Riverland Community College
1900 8th Ave NW
Austin, MN 55912
Office: 507-433-0621
Mobile: 507-440-9568
mike.howe@riverland.edu

2. If students need additional assistance, they should contact the Accessibility Services Specialist listed below to request assistance that they need during an evacuation incident.

Suhai Boyer
Accessibility Services Specialist
Riverland Community College
1900 8th Ave NW
Austin, MN 55912
Office: 507-379-3328
suhai.boyer@riverland.edu

Shelter-in-Place:

Shelter-in-place emergencies are designed to respond to threats posed by severe weather (e.g., tornado, strong winds, etc.), or atmospheric contamination hazards (e.g., attacks or accidents involving biological, chemical, or radiological releases). In events of severe weather Sheltering-in-Place uses the building's structure to isolate and protect occupants from danger. In emergencies involving atmospheric contamination the building's sealed indoor atmosphere temporarily separates occupants from the hazardous outdoor atmosphere.

Shelter-in-Place actions may be announced by any communication system specified in Riverland's "*Emergency Preparedness Plan*;" as well as any directions provided by emergency personnel and college administrators.

1. Upon receiving a shelter-in-place warning, employees and students should immediately enter the building. Provide for the safety of visitors by asking them to stay.
2. Gather essential disaster supplies (e.g., nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, plastic garbage bags, etc.).

3. Select interior room(s) with few windows and vents. Room(s) should have adequate space for everyone to comfortably sit. Avoid overcrowding by selecting several rooms if necessary.
4. Bring everyone into the selected room(s).
5. There should be ways to communicate among all shelter-in-place rooms. It is ideal to have a hard-wired telephone in these rooms, as cellular phone systems may be overwhelmed or damaged during an emergency.
6. Change college voicemail or automated attendant recordings to indicate the campus is closed and employees and students are remaining within the building until authorities advise them that it is safe to leave.
7. Star Alert/Alertus will be utilized to alert persons of the need to stay away from the campus where shelter-in-place protocols are activated.
8. The President (or designee in the President's absence) will review the information and implement the Incident Command System as appropriate.
9. Incident Command Officials or the President (or designee in the President's absence) will continue to monitor incident progress with local authorities.
10. The Executive Director of Communications will provide timely communication with employees and students regarding situation progresses and abatement.
11. To aid in accountability, all classes being conducted should remain together in respective groups. Faculty are responsible for having knowledge of students present in class and their current location. Staff should remain with their department peers as feasible. Supervisors are responsible for having knowledge of employees present at work and their current location. Incident Command Officials will be responsible for communicating accountability between these groups and the incident command.
12. Call emergency contacts and have the phone available if you need to report life-threatening conditions.
13. Monitor television, radio and other forms of electronic communication for information regarding the threat or emergency. Follow official emergency response directions. These directions may include:
    - Close and lock all windows, exterior doors, and any other openings to the outside.
    - If there are dangers of explosion or threats of violence close window shades, blinds, or curtains.
    - If there are dangers of hazardous substances released into the environment shut off HVAC systems and use duct tape and plastic sheeting to seal cracks around doors, windows, and vents.
    - Listen for an official announcement from college administration and stay where you are until you are told it is safe to evacuate.

Sexual Violence Policy:

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual and is prohibited at Minnesota State Colleges and Universities. Riverland is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State Colleges and Universities provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

Riverland's sexual violence policy, "*Sexual Violence Policy and Procedure*," found at https://www.riverland.edu/about-riverland/policies-and-procedures/sexual-violence-policy-and-procedure/ defines Riverland's process for addressing sexual violence in the college community. Copies of the policy may be obtained at the Human Resources Office (A140) located at 1900 8th Ave NW Austin, MN 55912, calling (507-433-0340), or by email aimee.larson@riverland.edu.

More information on sexual violence, assistance with reporting, and available college resources can be found at https://www.riverland.edu/about-riverland/preventing-and-reporting-harassment-discrimination-sexual-violence-and-misconduct/sexual-violence-prevention/

Level 3 Predatory Offender Search

Information about level three sex offenders attending Riverland can be found at the Department Correction's Web site https://coms.doc.state.mn.us/publicviewer/. Information regarding Level 3 Predatory Offenders is posted on that site according to Minnesota Statutes 244.052. Law enforcement agencies decide, on a case-by-case basis what information is to be posted. The Department of Corrections will post offender information no later than 48 hours after receiving it from law enforcement.

Information about level two offenders attending Riverland can be found by contacting local law enforcement.

Bureau of Criminal Apprehension (BCA), Minnesota Predatory Offender Registration

The Minnesota Bureau of Criminal Apprehension web site contains information regarding sexual predatory offender directory material. The site is found at https://por.state.mn.us/Home.aspx. The purpose of that site is to enhance public safety by identifying offenders who are non-compliant with registration requirements, and to obtain assistance from the public in locating them.

Preparing the Annual Fire Report:

College Park Housing is located at 1700 8th Avenue NW, Austin MN and is managed by the Riverland Foundation. The Security Director of Riverland prepares this fire report to comply with regulations governing the operation of on-campus housing facilities. The annual report includes fires statistics reported at College Park Housing. This report is prepared in cooperation with internal departments such as the Riverland Foundation and the Director of Residential Housing. Riverland maintains a three-year statistical history of reported fires at the Austin campus.

College Park Housing fire procedures including but not limited to: facility fire detection/suppression systems; number of fire drills conducted per calendar year; rules on portable electrical appliances, smoking and open flames; evacuation procedures; safety education and training programs provided; and plans for future improvements in fire safety determined by the institution are specified in, "*Residential Life Community Standards Guide*." Copies of this handbook are provided to all residents. Additional copies may be requested by contacting the Community Manager/Bluffstone Representative (507-355-0300) or Dean of Students (507-433-0560).

Reporting a Fire:

Any members of the College community who discovers a fire should immediately report this information to the Austin Fire department by calling 9-1-1 and evacuate the area. In addition, this reporting person shall also notify the Community Manager/Bluffstone Representative (507-355-0300) or Dean of Students (507-433-0560). The Community Manager/Bluffstone Representative (507-355-0300) or Dean of Students, will notify the President (or designee in the President's absence), the Executive Director of Communications, and the Safety Administrator.

College Park Housing Fire Statistics:

- There were no reported fires for the years 2022 and 2023, and 1 report of arson for 2024.

Submission of Crime and Fire Statistics:

Riverland is required to submit this annual report's gathered crime and fire statistics to the U.S. Department of Education through an annual web-based data collection site. Beyond preparation of this report, the Security Director is also responsible for overseeing the submission of these crime and fire statistics.

Missing Student Notification Guidelines:

As the Riverland Foundation provides on-campus housing facilities to students, the college/foundation has established guidelines for students living in campus housing that are reported missing. The Dean for Institutional Advancement is the representative of the Riverland Foundation and has overall responsibility for implementing these guidelines.

On-campus students may register emergency contact persons to be notified in the event they are reported missing. Registration in the system is completely voluntary but is strongly encouraged. Any contact information provided will be treated in a confidential manner and stored as other confidential student information. This information will only be used by college officials and local law enforcement to aid in locating students who have been reported missing, or where disclosure is legally required by search warrant or subpoena. The contact information provided in these records will remain active for a period of six years unless changed by the student. Copies of the registration form may be retrieved and printed by visiting the Riverland Foundation office. Students over the age 18 need not designate parents, but if they do not, the colleges cannot be precluded from notifying parents under the Family Educational Rights and Privacy Act (FERPA) health and safety exception.

Any members of the College community who discovers or suspects a student is missing should immediately report this information to the Austin Police department by calling (507-437-9400.) The Austin Police shall conduct the missing student investigation. There is no waiting period for reporting a missing student. In addition, this reporting person shall also notify the Community Manager/Bluffstone Representative (507-355-0300) or Dean of Students (507-433-0560). The Community

Manager/Bluffstone Representative (507-355-0300) or Dean of Students will notify the Safety Administrator.

The Dean of Students will (within 24 hours) notify the student's designated contact person that the student is missing when confirmed by local law enforcement. However, nothing precludes the college from notifying the student's parents or other contact person; as soon as, a student has been determined to be missing, without waiting for law enforcement confirmation. If such student is under the age of 18 and is not emancipated, the Dean of Students will also notify the student's parents or legal guardian (within the 24 hours) as noted above. Notice to others will be in compliance with applicable Family Educational Rights and Privacy Act (FERPA) regulations.

Any college records generated during a missing person investigation (e.g., reports, written statements, photographs, phone logs, emails, etc.) shall be stored and maintained in a confidential manner by the Security Director. This investigative information will only be used by college officials and law enforcement during the course of the investigation, or where disclosure is legally required by search warrant or subpoena.

Any reports of students missing from off-campus residences will immediately be referred to the local law enforcement agency having jurisdiction over the student's local residence (if known), or the student's permanent residence if a local residence cannot be determined.

Report Evaluation & Review:

The Security Director will conduct periodic evaluations of the college to ensure the provisions of this report are implemented, followed, and adequately meet Riverland's safety and regulatory needs. Evaluations may include site inspections, audits, security analyses, review of records, consultation with personnel, etc. The Security Director will review and update this report per changes to college operations and annually at a minimum.