



**2021**

**Campus Safety and Security Report**

## TABLE OF CONTENTS

CAMPUS SAFETY AND SECURITY REPORT .....	3
SECURITY POLICY .....	3
REPORTING A CRIME OR OTHER EMERGENCY TO CAMPUS STAFF .....	3
REPORTING A CRIME TO LAW ENFORCEMENT AGENCIES .....	3
TIMELY WARNING OF A CLERY ACT CRIME TO THE CAMPUS COMMUNITY .....	4
EMERGENCY RESPONSE, NOTIFICATIONS, AND EVACUATION PROCEDURES .....	4
SECURITY OF, AND ACCESS TO, CAMPUS FACILITIES .....	4
CAMPUS STUDENT RESIDENCES AND OFF-CAMPUS STUDENT ORGANIZATIONS .....	5
LAW ENFORCEMENT AUTHORITY .....	5
NOTIFICATION OF CAMPUS SECURITY PROCEDURES AND CRIME PREVENTION .....	5
DRUGS AND ALCOHOL POLICY .....	6
POLICY ON POSSESSION, USE AND SALE OF DRUGS AND ALCOHOLIC BEVERAGES AND UNDERAGE DRINKING LAWS .....	6
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM .....	6
CONSEQUENCES FOR VIOLATION OF THE DRUG AND ALCOHOL POLICY .....	7
DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, AND REGISTERED SEX OFFENDER INFORMATION .....	9
SEXUAL MISCONDUCT/SEXUAL VIOLENCE .....	9
STATEMENT OF POLICY .....	9
SEXUAL MISCONDUCT PREVENTION PROGRAMS .....	9
BYSTANDER INTERVENTION .....	10
RISK REDUCTION .....	10
TITLE IX GRIEVANCE POLICY .....	10
RIGHTS OF HARASSMENT AND SEXUAL MISCONDUCT VICTIMS .....	12
RECOMMENDED CORRECTIVE ACTION .....	12
ADVISING CAMPUS COMMUNITY ABOUT SEX OFFENDERS .....	13
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) .....	13
CAMPUS CRIME STATISTICS .....	15
CRIME CATEGORIES .....	16
CRIME DEFINITIONS .....	17
REFERENCES .....	18

## CAMPUS SAFETY AND SECURITY REPORT

"In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965 (HEA). Amendments to CACSA in 1998 renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments to the Clery Act. The VAWA amendments added requirements that institutions disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault, and stalking, among other changes. The Clery Act requires that all postsecondary institutions participating in the Title IV student financial assistance programs disclose campus crime statistics and other security information to students and the public" (Clery Act Appendix for FSA Handbook).

Institute of Production and Recording (IPR) prepares this **Campus Safety and Security Report (CSSR)** annually to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*. Institute of Production and Recording (IPR)'s campus director, or designee, is responsible for preparing and disbursing the annual safety and security report. The campus director, or designee, collects crime statistics from the local law enforcement agency to ensure the published statistics are accurate, and then compiles the data into the campus crime statistics chart. All Clery crime statistics are reported electronically to the Department of Education annually. This CSSR is updated no later than October 1st each year and is sent electronically to all students, staff, and faculty. The information can also be found on the Institute of Production and Recording's website at [www.ipr.edu/consumer-information/](http://www.ipr.edu/consumer-information/). The information is also available at any time upon request, including in paper format.

## SECURITY POLICY

Institute of Production and Recording (IPR) is committed to providing a safe environment for its students and employees.

## REPORTING A CRIME OR OTHER EMERGENCY TO CAMPUS STAFF

Students, faculty, staff, guests and community members are encouraged to report all crimes and public safety related incidents to one of the following administrators in an accurate and timely manner:

Charlie Buehler, Executive Director

Trey Wodele, Associate Campus Director

All reported crimes and other security problems are directed to the campus director, or designee, for entry into the school crime log. All incident reports filed are voluntary, and are kept confidential in nature, excepting laws governing specific police reports. All crimes will be investigated and when appropriate, may include disciplinary hearings, as well as notification to local law enforcement and the campus community.

Students needing immediate assistance should first report to the front desk. The front desk staff member will immediately convey important information related to the crime to appropriate authorities.

Institute of Production and Recording (IPR) does not have licensed counselors or pastoral counselors on staff. Any information that would be reported to an Institute of Production and Recording official would be held in confidence at the victim's or witness' request.

## REPORTING A CRIME TO LAW ENFORCEMENT AGENCIES

Institute of Production and Recording (IPR) encourages all members of the campus community to report crimes in an accurate and timely manner to both the campus and local police. School officials and administrators will notify appropriate law enforcement upon being informed of a crime. Non-emergency notifications will be made through the campus director. Emergency notifications and any crime requiring immediate investigation will be reported directly to the Minneapolis or Edina Police Department, depending on the location of the incident. A record of all reported crimes will be maintained in the office of the campus director or designee.

Security phone numbers:

**Minneapolis Police Department**  
**Emergency**

612-673-5701  
911

**Edina Police Department**

952-826-1610

## TIMELY WARNING OF A CLERY ACT CRIME TO THE CAMPUS COMMUNITY

For any crime that is committed on, or adjacent to, the Institute of Production and Recording, the campus community will be alerted in a manner that is timely and will aid in the prevention of similar crimes. A warning will be issued by the campus director, or other staff designee, as soon as pertinent information is known, and updates will be provided as additional information becomes available. Warnings and notifications will be sent via email and/or text/phone calls to members of the campus community.

## EMERGENCY RESPONSE, NOTIFICATIONS, AND EVACUATION PROCEDURES

Institute of Production and Recording maintains an **Emergency Management Plan** that provides guidance on how to provide immediate response and evacuations in an emergency situation. This document is kept in the campus director's office. Institute of Production and Recording will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, unless notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Once an emergency has been reported, the campus director, or designee, will confirm that the situation is dangerous or a significant emergency by one of the following means:

- Verify that the report is given in good faith and true to the best of the individual's knowledge by discussing with the reporting individual.
- Visually identify if there is a situation of a physical nature by having a leadership team member view the situation.

The campus director, or designee, will determine the appropriate segment(s) of the campus community or the community at large to receive the notification by asking the following questions:

- Is this a situation that has the potential to cause harm to students, faculty, and/or staff?
- Is there potential that this situation will continue to be a risk for students, faculty, and/or staff?

The campus director, or designee, will initiate the notification system by one or both of the following:

- Send written/electronic notifications to the appropriate members of the campus community with a copy included in the campus crime log for reference.
- Document all verbal communication and send via email to the appropriate members of the campus community with a copy included in the campus crime log.

The **Emergency Management Team** may consist of the following school personnel:

Charlie Buehler, Executive Director

Nathan O'Brien, Associate Dean

Trey Wodele, Associate Campus Director

Kyle Shelstad, Director of Career and Student Support

Matt Koehne, Lab Manager

Lindsay Anderson, Student Support Coordinator

At least one announced or unannounced test per year is conducted with a description of the exercise, date, time and type of announcement recorded. In conjunction with the test, the emergency response and evacuation procedures are publicized.

## SECURITY OF, AND ACCESS TO, CAMPUS FACILITIES

School hours:

IPR's Minneapolis and Edina studios are open during school hours.

Lab hours:

Lab hours are posted quarterly and adjusted to meet student needs. Students are able to book studio/lab time with lab staff as needed. Availability of lab facilities may be reduced during the quarterly breaks.

Minneapolis Studios, Monday – Friday	9:00 a.m. – 10:00 p.m.
Minneapolis Studios, Saturday	12:00 p.m. – 10:00 p.m.
Edina Studios, Monday – Friday	8:30 a.m. – 6:00 p.m.*
Sunday	Closed

*(\*Additional access is determined quarterly based on instructional and production needs)*

Only students, employees, and individuals with official school business are allowed in the instructional facilities. Only students, prospective students, employees, and individuals with official school business are allowed in the school complex. Other individuals will be asked to leave and, if necessary, will be escorted from the premises by school personnel. IPR’s Minneapolis campus utilizes access cards to secure classroom and on-campus areas. All visitors must check in at the reception desk or lab office and obtain a visitor badge as well as sign in as a guest. There are building security cameras near entrances/exits and a security guard patrols the building during evening hours. Pathways and hallways are well-lit and lab staff frequently walk through the building. IPR’s Edina campus does not utilize key cards, but limits building access during hours of operation. Guests are asked to check in at the reception desk and faculty and lab staff are to monitor the building to support the safety and security of the campus and members of the campus community.

## CAMPUS STUDENT RESIDENCES AND OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, the school does not have any campus student residences or off-campus student organizations.

## LAW ENFORCEMENT AUTHORITY

The ultimate authority for law enforcement is the local police department. Institute of Production and Recording (IPR) does not have campus police or security personnel. Institute of Production and Recording officials have the authority to contact the police to request assistance in preventing or responding to a crime within or in the immediate vicinity of school facilities. Campus departmental directors are to be considered the security authority on campus. The campus director, or designee, is the campus coordinator for security issues. The officials at Institute of Production and Recording have a strong working relationship with the local police and work in partnership to offer students and employees the safest possible environment. Institute of Production and Recording also maintains a relationship with the state police. In addition to helping to provide a safe environment, another reason to maintain close working relationships with the state and local police are to ensure that the statistics disclosed to students and employees are accurate and to ensure that, should there be a risk to the campus community, Institute of Production and Recording (IPR) can issue timely warning reports to the campus community.

## NOTIFICATION OF CAMPUS SECURITY PROCEDURES AND CRIME PREVENTION

At the time of enrollment/employment and annually thereafter, students and employees of Institute of Production and Recording (IPR) receive information regarding campus security procedures. Crime prevention information is presented at new student orientation. Additionally, faculty and staff are required to attend all-campus meetings and in-services where topics of safety and crime prevention are also covered.

Students and school employees are encouraged to be responsible for their own security and the security of others. School officials and Minneapolis/Edina Police officers are available to discourage crime on campus and assist crime victims but individuals should be aware that the best prevention for crime is to avoid at-risk situations. The following simple guidelines can help individuals decrease the potential of being victimized:

- 1) Do not leave personal items unattended or out of sight.
- 2) Do not bring expensive items or larger than necessary amounts of money to school.
- 3) Minimize time spent alone in isolated areas.
- 4) Know where and how to obtain assistance if you need it.

- 5) Safety in numbers - If you have a concern for your personal safety while on campus, see the lab office and an escort may be provided for you. While walking to the parking garage, bus, or train, avoid cell phone use and be aware of your surroundings. Try to walk in groups when possible.
- 6) Report suspicious and unusual activity to a school administrator or the front desk staff. Front desk staff will immediately pass along this information to the appropriate authorities.
- 7) Lock your car and take the keys with you.

## DRUGS AND ALCOHOL POLICY

### POLICY ON POSSESSION, USE AND SALE OF DRUGS AND ALCOHOLIC BEVERAGES AND UNDERAGE DRINKING LAWS

Institute of Production and Recording (IPR) embraces the spirit of the law that requires a school to provide a drug free campus and work place. As part of our institutional philosophy, we are dedicated to the advancement and well-being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol. Institute of Production and Recording abides by the requirements of the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226 and requires its students and employees to follow this law.

Institute of Production and Recording is a drug-free campus and complies with Minnesota's underage drinking laws and all federal and state laws. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on any school property or participating in any institutional activity. In addition to prosecution by appropriate civil authorities, students or employees found in violation will be treated as having violated the institution's student conduct policy and will be subject to disciplinary action up to and including termination from school and/or termination of employment or participating in any institutional activity.

### DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Drug abuse is the use of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind, and nervous system and behavior. Abuse of drugs can affect a person's physical health, emotional health and/or social life. Alcohol is the most commonly abused drug in the United States.

The campus leadership team provides referrals and periodic awareness programs on substance abuse for students in need of such services. Additionally, student, faculty and staff are required to observe the local, state and federal regulations regarding the possession, use and sale of alcohol. Failure to abide by these regulations, in accordance with the schools' code of conduct, may result in disciplinary action up to and including termination.

Each year, the schools prepare a report on drug and alcohol abuse prevention, including a statement of the School's Drug and Alcohol Abuse Policy. A copy may be obtained from the campus director, or designee, upon request. Additionally, there is a biennial review done on the drug and alcohol policy that is maintained by the campus director, or designee. This review includes the number and type of sanctions imposed as a result of drug and alcohol-related violations.

Numerous legal sanctions under local, state and federal laws can be used to punish violators. A student or employee who suspects someone, including herself or himself, may be at risk of drug or alcohol abuse is invited to seek assistance. The campus director can provide information and is the designated contact person available to hear concerns regarding drug and alcohol abuse. He or she can offer referrals, advice and information on drug and alcohol education and services in the community. Issues discussed with the contact person will be kept confidential.

There are drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The internet can be an excellent source for "Drug Abuse Information & Treatment." The following community resources are available:

Alcoholics Anonymous    <https://www.aa.org>

Hazelden Treatment Center

800-257-7800

There are also national organizations one can contact for help. The Addiction and Alcohol help line is open 24 hours, 800-244-3171.

The illegal use or abuse of drugs has a very high impact on our society, on crime and on the lives of those close to the user. Drug users resort to actions they would otherwise never consider in order to support their drug habits. The cost of supporting a drug habit becomes increasingly exhaustive. More importantly, the drug habit has an impact on a person's family, lifestyle, career prospects, physical well-being and self-respect.

Treatment is available. Any person who has concerns or is unsure should seek assistance. Few people who have become dependent on drugs are able to "kick the habit" without professional care.

Danger signals that indicate a possible drug or alcohol problem:

- Uncharacteristic temper flare-ups
- Increased "secret" behavior
- Abrupt changes in mood or attitude
- Getting into a slump at work or school
- Increased borrowing of money
- A completely new set of new friends

Institute of Production and Recording (IPR) recommends that anyone observing changes like these in an employee or student immediately notify the campus contact person (campus director) or anyone else in authority at Institute of Production and Recording. We will take caution not to wrongly accuse a person suspected of taking drugs. An improper accusation could lead to embarrassment of both the individual and the school.

Once it has been determined by authorities at Institute of Production and Recording that an individual requires assistance, the individual and his/her family will be advised of the need for help. Records will be maintained of any advising provided to the individual.

Clinics near each campus location can render assistance. The patient is responsible for the expense of treatment. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be contacted immediately.

#### CONSEQUENCES FOR VIOLATION OF THE DRUG AND ALCOHOL POLICY

As a condition of enrollment or employment, students and employees must abide by the terms of the policy. Employees and students who violate these standards of conduct subject themselves to disciplinary action. Institute of Production and Recording (IPR) will take one or more of the following actions within 30 days if a student or employee violates this policy:

- 1) Report the violation to law enforcement officials
- 2) Take the appropriate disciplinary action against the student or employee, up to and including termination
- 3) Require the student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency

Numerous legal sanctions under local, state and federal laws can be used to punish violators. Penalties can range from suspension, revocation and denial of a driver's license to 20-50 years imprisonment without benefit of parole. Property may be seized. Community service may be mandated.

Federal anti-drug laws affect a number of areas. Students could lose eligibility for Title IV federal financial aid and could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability and veteran's benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, has the authority to evict residents and members of their households who are involved in drug-related crimes on or near public housing premises. A business can lose federal contracts if the company does not promote a drug-free environment. Finally, a felony conviction for a drug-related crime may prevent a person from entering certain careers.

Students are reminded that as a result of the 1998 Higher Education Amendments, a drug conviction can disqualify a student for Title IV financial aid. A conviction that was reversed, set aside, or removed from a student's record does not count, nor does one received when the student was a juvenile, unless he or she was tried as an adult. This provision applies to eligibility for the Title IV financial aid from July 1, 2000 on.

For possession of illegal drugs, a student is ineligible for the Title IV financial following the date of conviction for:

- One year for the first offense
- Two years for a second offense
- An indefinite period for three or more offenses

For sale of illegal drugs, a student is ineligible following the date of conviction for:

- Two years for the first offense
- An indefinite time for a second offense

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. If a student successfully completes a qualified drug rehabilitation program, she/he regains eligibility on the date of completion. Any further drug convictions will make the student ineligible again.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state licensed insurance company.
- Be administered or recognized by a federal, state or local government agency or court.
- Be administered or recognized by a federally or state licensed hospital, health clinic or medical doctor.

Students denied eligibility for an indefinite time can qualify for financial aid only after completing a rehabilitation program as described or if a conviction is reversed, set aside or removed from the student's record so that less than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

If a student regains eligibility during the award year, the change is treated as are other changes eligibility (e.g. attaining permanent resident or citizen status during the award year). Pell and campus-based aid may be awarded for the payment period, Direct loans may be awarded for the period of enrollment, and direct loans may be awarded for the academic year.

Note that regarding drug convictions the student self-certified as to eligibility for aid and completion of a qualified rehabilitation program. A student is not required to verify this information unless there is a discrepancy. Employees, upon being hired by Institute of Production and Recording (IPR), receive a briefing and acknowledge in writing that they understand the provisions of the Drug-Free Workplace Act of 1988. Employees must notify the campus director in writing of a conviction of a criminal drug statute occurring in the workplace within five days after receiving the conviction.

Utah state law is adequate to protect the innocent, but stringent enough to ensure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately sanctioned. For example, a small quantity of illegal drugs found on a person may lead to an arrest; conviction and consequences may include payment for court costs and participation in mandatory community service. A person convicted of possession of drugs with intent to distribute may be imprisoned. Possible consequences of conviction of driving under the influence of alcohol (DUI) include payment of court costs and lawyer's fees, participation in community service, increased cost of automobile insurance, loss of driver's license and prison or jail.

In addition to local and state authorities, the federal government has four agencies engaged in fighting illegal drugs. Those agencies are the Drug Enforcement Agency (DEA), U.S. Customs Service, Federal Bureau of Investigation and the U.S. Coast Guard.

Here are a few legal facts to be aware of regarding illegal drugs: It is a crime to hold someone else's drugs. It is a crime to sell fake drugs. You can be arrested if you are in a house (or school) where people are using drugs, even though you are not using them yourself. A person can be charged with possessing drugs even if they are not physically on the person. Under legal terms of constructive possession, having drugs in a locker, purse, car or house is considered possession.



## DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, AND REGISTERED SEX OFFENDER INFORMATION

### SEXUAL MISCONDUCT/SEXUAL VIOLENCE

Members of an educational community must be able to work in an atmosphere of mutual respect and trust. Any violation of that respect and trust by intimidation or exploitation damages the institution's educational process by undermining the essential freedoms of inquiry and expression, and damages the institution's working environment. Students, instructors, staff and administration must feel personally secure for the mission of the organization to be realized. As a place of work and study, Institute of Production and Recording (IPR) should be free of sexual harassment and all forms of sexual intimidation and exploitation. All students, faculty, staff and administrators must be assured that Institute of Production and Recording will take action to prevent such misconduct and that anyone who engages in such behavior is subject to disciplinary procedures.

### STATEMENT OF POLICY

Institute of Production and Recording (IPR) prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. It is the policy of Institute of Production and Recording to prohibit harassment of employees or students on the basis of sex. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken.

It is a violation of policy for any member of the school community to engage in sexual harassment. It is a violation of policy for any member of the school community to take action against an individual for reporting sexual harassment.

This policy is related to and in conformity with the equal opportunity policy of the school to recruit, employ, retain and promote students and employees without regard to sex, age, race, color, sexual orientation, gender identity, national origin, ethnic origin, physical or mental disabilities, veteran status in any of their academic programs or activities, or creed.

### SEXUAL MISCONDUCT PREVENTION PROGRAMS

Institute of Production and Recording (IPR) is committed to providing awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, sexual assault, stalking and sexual harassment. Such behaviors are defined as sexual misconduct when there is not a clear indication of mutual consent, defined as intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. At the point of enrollment or employment, all students and employees of Institute of Production and Recording receive information to promote awareness of sexual misconduct and violence. In addition, all students and employees receive this information annually.

Institute of Production and Recording provides regular workshops on preventing the occurrence of sexual assault, rape, acquaintance rape and other forcible and non-forcible sex offenses, domestic violence, dating violence, stalking and sexual harassment.

Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risks of pregnancy and venereal disease.
- A medical examination is the only way to ensure you are not injured and could provide valuable evidence, should you decide to prosecute.
- Call someone to be with you as you should not be alone.
- Reporting the rape to the police is up to you, but understands that reporting a rape is not the same thing as prosecuting a rape.
- Please call the police and report the rape.

## BYSTANDER INTERVENTION

Bystander intervention is a powerful tool that can be used to assist in deescalating a potentially harmful situation. We encourage all students to speak out against all forms of sexual violence and to be an advocate for prevention. Minimally, all students are encouraged to model respectful behavior to help promote a supportive educational environment. Should you find yourself a witness to the potential victimization of another, some forms of bystander intervention that you may utilize include:

- **Distract:** Redirect the focus of either party through a distraction to attempt to get the behavior to discontinue
- **Direct:** Confront the harmful behavior directly, so the potential victim is empowered to leave the situation or the perpetrator can make the choice to stop. This can include stepping in to separate the individuals and using assertive language.
- **Delegate:** Request the assistance of others to help take charge of the situation

(adapted from Darley, J.M., & Latane, B. *Journal of Personality and Social Psychology*, 8, 377-383)

## RISK REDUCTION

Critical to ending violence and maintaining a safe environment is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse area:

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling
- Consistently accusing partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex (e.g., wanting sex after hitting)

## TITLE IX GRIEVANCE POLICY

Students who believe they have been sexually harassed should issue complaints according to the procedures below. The complaints shall remain confidential. If a complaint alleges facts that may constitute sexual harassment on-campus or during an off-campus school event or activity, the complainant and/or an individual on the behalf of the complainant must immediately contact the Title IX coordinator or campus director for assistance. Advisors, who are individuals representing the complainant and the respondent, are not to reveal the name of the complainant unless they choose to be identified. The Title IX coordinator and campus director shall have available the names and contact numbers of local law enforcement agencies to be called for immediate help, as appropriate.

Specific circumstances, including the names of any people involved, will not be reported to the involved parties without the written permission of the complainant. Complaints will be resolved quickly, within 60 days, or the institution will notify all parties in writing regarding the short-term, good cause delay and will be kept informed of the status of their complaints during the process.

No retaliatory actions may be taken against any person because they make such a complaint or against any member of the school community who serves as an advisor or advocate for any party in such a complaint. No retaliatory actions may be taken against any member of the school community merely because they have been the subject of such a complaint. Students who witness or report an incident of sexual harassment in good faith will not be penalized by the institution for admitting in the report to a violation of the institution's student conduct policy on the personal use of drugs and alcohol.

A student who files a complaint should do so with the Title IX coordinator or campus director. The complaint should be reported as soon as possible and should be as specific and detailed as possible. There are no statute of limitations for filing a complaint; however, the complainant must be attending or attempting to attend at the time of filing the complaint. The complaint shall remain confidential unless permission to release identifying information by the complainant is granted or the decision makers are unable to investigate the claim adequately without full disclosure of the confidential information. The Title IX coordinator is responsible to discuss

availability of supportive measures for both the complainant and the respondent with or without a formal complaint being filed. Supportive measures may include but are not limited to, extension of deadlines, modification of class schedule, campus escort services, increase campus security or monitoring, and/or mutual restrictions of contact between the parties. The Title IX coordinator must consider the complainant's wishes with respect to supportive measures and provides an explanation to the complainant for the process of filing a complaint.

All formal complaints will be investigated by a trained, designated campus investigator who does not have conflict of interest or bias for or against the parties involved. Written notice of the allegations are sent to both parties upon receipt of a formal complaint, at which time the school begins the investigation process. In the event the respondent is an immediate threat to anyone's physical health or safety, the respondent may be suspended immediately or placed on administrative leave if the respondent is a school employee. During the investigation, the complainant or respondent of the complaint are entitled to the same opportunities and rights and have equal opportunity to be accompanied by a support person or advisor of the individual's choice.

Once all evidence has been gathered and completed, including interviews and meetings, an investigative report is prepared which summarizes all the evidence found and is sent to both parties simultaneously. The parties are allowed 10 days to review and respond in writing to the designated campus investigator. The school must consider the responses before finalizing the investigative report. The finalized investigative report is provided to both parties 10 days prior to a scheduled hearing.

If a formal complaint is dismissed, a hearing is no longer required. There are reasons a complaint may be dismissed, including but not limited to, conduct does not meet the definition of sexual harassment or did not occur on-campus or during an off-campus school event or activity, the conduct did not occur in the United States, the complainant withdrew the formal complaint, or the respondent is no longer enrolled or employed by the school. The dismissal can be appealed by either party. Both parties may voluntarily agree in writing to an informal resolution, or mediation, as long as it does not involve an employee. The school provides a facilitator, who is does not have conflict of interest or bias, to oversee the informal resolution. Either party has the right to withdraw from the informal resolution process at any time prior to final resolution and has the right to resume the formal investigative process.

The hearing participants include both parties, their advisors, witnesses and the organization's decision makers. Any party or witness has the right to choose not to participate in the hearing. If they choose not to participate, the decision makers exclude their statements made prior to the hearing. During the hearing, each party must be represented by an advisor, which is solely for the purpose of conducting the cross-examination. Neither party is allowed to personally question or cross-exam anyone. If a party arrives to the hearing without an advisor, the school will provide one. Advisors for the parties must be allowed to cross-examine the other party and witnesses in real-time. The organization's decision makers will determine the relevancy of questions prior to the parties' or witnesses' response. Hearings may be held with each party in a separate room upon request through the use of audio-visual technology and is recorded.

The decision makers must objectively evaluate the evidence, reach conclusions on the respondent's responsibility of the alleged harassment, and determine if the evidence is relevant and meets the standard of evidence. The organization's decision makers utilize preponderance of evidence to determine the final outcome of the complaint. The decision makers issue a written determination, describing the violated policy, and providing a description of the procedural steps, findings of fact, conclusions drawn, statement and rationale of the determination of responsibility, disciplinary sanctions imposed if found responsible, supportive measures provided, and the right to appeal on a permissible bases. The written determination will be released simultaneously and separately to both parties. An appeal must be in writing and the school notifies both parties of the appeal. The other party has the right to respond in writing to the appeal. The organization's decision makers review the statements provided by both parties. The decision makers issue a written determination, which is final.

Annual recordkeeping and reporting will be performed in a manner so as to withhold identifying information about the parties involved. Documentation of the complaint, investigation and findings, and determination will be maintained by the organization.

## RIGHTS OF HARASSMENT AND SEXUAL MISCONDUCT VICTIMS

In addition to the procedures outlined in this policy, any victim of sexual misconduct or violence has additional privacy rights and recourses. No member of the school community shall in any way discourage solicitation of these privacy rights and recourses and all members of the school community should cooperate with the complainant's pursuit of these additional remedies.

Victims of sexual misconduct/violence have the option to notify appropriate law enforcement authorities or to decline campus notification to such authorities. If a victim so chooses, campus officials will assist the victim in notifying appropriate authorities. The schools' contact person is the campus director, or designee, who is available to assist students, including identifying off-campus counseling or mental health services. The institution will provide the victim with advocacy resources, in written format, along with their rights and options.

Angie Norbeck, Title IX Coordinator / 651-447-8287 / [anorbeck@ipr.edu](mailto:anorbeck@ipr.edu)

Charlie Buehler, Executive Director / 651-447-8445 / [cbuehler@ipr.edu](mailto:cbuehler@ipr.edu)

Trey Wodele, Associate Campus Director / 612-351-2908 / [twodele@ipr.edu](mailto:twodele@ipr.edu)

Victims can also contact:

Emergency – 911

First Call for Help – 211

Rape and Sexual Assault Center – 612-825-4357

Sexual Violence Center – 612-871-5111

Crime Victims Ombudsman – 651-642-0550 (Twin Cities); 800-247-0390 (Outside Metro)

Minneapolis Police Department – 612-673-5701

Edina Police Department – 952-826-1610

Before and after the investigation process all victims will be treated with dignity. The institution will not suggest that the victim was at fault for the crime nor will the campus authorities suggest different actions in order to avoid the crime. The victim may decide when to repeat the description of the assault.

Where orders of protection, no contact orders, restraining orders, or similar law orders have been issued by a criminal, civil, or tribal court, Institute of Production and Recording (IPR) will honor such orders. Similarly, Institute of Production and Recording reserves the right to issue orders of disallowing access to the campus and facilities owned by the school. During and after the process of the investigation the institution will cooperate with the law enforcement agency, at the request of the victim, including the victim having no contact with the subject of the complaint, such as transferring the student into different sections of classes or providing the student with an alternative schedule. Victims who choose to transfer to another postsecondary institution will be provided contact information along with resources at the new postsecondary institution. The victim, upon request, can have a description of the incident as reported to the institution provided to him or her for the new postsecondary institution.

## RECOMMENDED CORRECTIVE ACTION

Any student who is found to have engaged in the sexual misconduct or violence of a member of the educational community will be sanctioned appropriately up to and including permanent expulsion from school. Sanctions may include actions such as conduct warning, probation, and/or taking time off from school or training.

The school will make every effort to support both the complainant and the subject of the complaint through supportive measures, including extension of deadlines, modification of class schedule, campus escort services, increase in campus security or monitoring, and/or mutual restrictions of contact between the parties.

Corrective action will be taken only by the vice president of operations, the president or designee. In the event that the president is the subject of the complaint, a previously identified designee of the president may take corrective action.

## ADVISING CAMPUS COMMUNITY ABOUT SEX OFFENDERS

For information regarding registered sex offenders, students can go to the following web address:

<https://por.state.mn.us/OffenderSearch.aspx>.

Students are encouraged to use this website for information. Any questions regarding navigation of the website or a secure environment for viewing the website should be directed to the campus director, or designee.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Institute of Production and Recording (IPR) maintains numerous records regarding its students and is committed to protecting the privacy of its students and the confidentiality of student records.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. The student, or in the case of the student being a minor, the parent, should submit to the registrar, academic services department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where records may be inspected.
- 2) The right to request amendment of the student's education records that the student believes are inaccurate or misleading. When asking the institution to amend a record that the student believes is inaccurate or misleading, the student should write the campus director, clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student along with notification of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions to consent of disclosure include the following:
  - Disclosure to officials with legitimate educational interests: A school official is a person employed by the institution in an administrative, supervisory, academic, research or support staff position; a person or company with whom the institution has contracted (such as an accrediting body, attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - Disclosure, without the written consent or knowledge of the student or parent, of personally identifiable information from the student's education records to the Attorney General of the United States or to the Attorney General's designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. The institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment, it is not liable to any person for the disclosure of information.

- Disclosure, without the written consent or knowledge of the student or parent, of information from a student's education records in order to comply with a lawfully issued subpoena or court order in the following three contexts:
    - Grand Jury Subpoena: The institution may disclose education records to the entity or persons designated in a federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
    - Law Enforcement Subpoena: The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements and recordation requirements do not apply.
    - All Other Subpoenas: The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
    - Disclosure, without the written consent or knowledge of the student or parent, of information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger to student or others must be present.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue Southwest, Washington, D.C. 20202-4605.

CAMPUS CRIME STATISTICS

Institute of Production and Recording (IPR) – Downtown Minneapolis and Edina

<b>OCCURRENCES OF CRIMES ON CAMPUS OR PUBLIC PROPERTY</b> <i>(Statistics include both Downtown Minneapolis and Edina locations)</i>						
Following are the number of crimes reported to campus authorities or local police agencies for the three most recent calendar years.						
Type of Crime	On-Campus	Public Property#	On-Campus	Public Property#	On-Campus	Public Property#
	2018		2019		2020	
<b>CRIMINAL OFFENSES</b>						
Criminal Homicide - Murder/Non-negligent manslaughter	0	0	0	1	0	0
Criminal Homicide – Manslaughter by Negligence	0	0	0	0	0	0
Sexual Assault - Rape	0	0	0	0	0	0
Sexual Assault - Fondling	0	0	0	0	0	0
Sexual Assault - Incest	0	0	0	0	0	0
Sexual Assault - Statutory Rape	0	0	0	0	0	0
Robbery	0	1	0	1	0	0
Aggravated Assault	0	0	0	1	0	1
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	0	0
Arson	0	0	0	0	0	0
<b>HATE CRIMES</b> that show evidence of prejudice as defined below*						
	0	0	0	0	0	0
<b>VAWA OFFENSES</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>ARRESTS</b>						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	2	0	0
Liquor Law Violations <i>(Does not include drunkenness or driving under the influence)</i>	0	0	0	0	0	0
<b>DISCIPLINARY ACTIONS:</b> The number of persons referred for disciplinary action for crimes <i>(Does not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, it is not included here; the violation is counted as 1 arrest).</i>						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations <i>(Does not include drunkenness or driving under the influence)</i>	0	0	0	0	0	0
<b>UNFOUNDED CRIMES**</b>	0		0		0	
<p>* For any crimes reported above or any other crime involving arson, simple assault, larceny-theft, intimidation or destruction/damage/vandalism of property reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, gender identity, national origin, religion, sexual orientation, ethnicity, or disability, the crime report will reflect this as a potential motive in the crime. If a hate crime occurs, the crime will be reported by type of prejudice.</p> <p>** If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is unfounded. Only sworn or commissioned law enforcement personnel may unfound a crime. <i>Includes all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.</i></p> <p># Public Property means the public areas immediately adjacent to the campus. These crimes did not occur directly on the school premises.</p> <p>Our institution does not have any on-campus student housing facilities or any non-campus buildings or property.</p>						

## CRIME CATEGORIES

**CRIMINAL OFFENSES** (also referred to as primary crimes) – Criminal homicide, including murder and non-negligent manslaughter, and manslaughter by negligence; sexual assault (also referred to as sex offenses), including rape, fondling, incest, and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson.

**HATE CRIMES** – Any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias. A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**VAWA OFFENSES** – Any incidents of dating violence, domestic violence, and stalking. Sexual assault is also a VAWA offense but is included in the criminal offenses category for *Clery Act* reporting purposes.

- **Dating Violence** - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, 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. Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence** - A felony or misdemeanor crime of violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;



- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking** - 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** - Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
  - **Reasonable person** - A reasonable person under similar circumstances and with similar identities to the victim.
  - **Substantial emotional distress** - Significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

**ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION** for weapons – carrying, possessing, etc. law violations, drug abuse violations and liquor law violations.

**UNFOUNDED CRIME** – A reported crime is investigated by law enforcement authorities and found to be false or baseless.

## CRIME DEFINITIONS

Crime definitions are from the *National Incident-Based Reporting System (NIBRS) User Manual, FBI’s Uniform Crime Reporting (UCR)*

## CRIMINAL OFFENSES

### CRIMINAL HOMICIDE

- **Murder and Non-negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence** - The killing of another person through gross negligence

### SEXUAL ASSAULT (SEX OFFENSES)

- **Rape** – The carnal knowledge of a person, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Consent** – “a) “Consent” means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and complainant or that the complainant failed to resist a particular sexual act.

b) A person who is mentally incapacitated or physically helpless as defined by this section cannot consent to a sexual act.

c) Corroboration of the victim’s testimony is not required to show lack of consent.”

<https://www.revisor.mn.gov/statutes/cite/609.341>

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## ROBBERY

The taking of anything of value from the control, custody, or care of another person by force or threat of force and/or by putting the victim in fear of immediate harm.

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## AGGRAVATED ASSAULT

An unlawful attack by one person upon another wherein the offender uses a dangerous weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury, or where there was a risk for serious injury/intent to seriously injure.

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## BURGLARY/BREAKING & ENTERING

The unlawful entry into a building or some other structure to commit a felony or a theft.

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## MOTOR VEHICLE THEFT

The theft of a motor vehicle.

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## ARSON

To unlawfully and intentionally damage or attempt to damage any real or personal property of another person or entity by fire or incendiary device.

## ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

**Weapon Law Violations:** 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.

**Drug/Narcotic Offenses** – 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.

**Drug/Narcotic Violations** - The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled substance.

**Drug Equipment Violations** – The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

**Liquor Law Violations (except Driving Under the Influence)** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

## REFERENCES

Federal Student Aid, an Office of the U.S. Department of Education. (2020, October 9). *Clery Act Appendix for FSA Handbook*. <https://fsapartners.ed.gov/sites/default/files/attachments/2020-10/CleryAppendixFinal.pdf>

U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, Uniform Crime Reporting Program. (2021, April 15). *National Incident-Based Reporting System (NIBRS) User Manual*, 2021.1. <https://www.fbi.gov/file-repository/ucr/ucr-2019-1-nibrs-user-manua-093020.pdf/view>