

# JLPR

college of CREATIVE ARTS

**2018**

**Campus Safety and Security Report**

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## CAMPUS SAFETY AND SECURITY REPORT

"In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990*, which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. It is generally referred to as the *Clery Act*. On March 7, 2013, the *Violence Against Women Reauthorization Act of 2013 (VAWA)* was signed into law. VAWA includes amendments to the *Clery Act*" (U.S. Department of Education, 2016, p. 1-1).

Institute of Production and Recording (IPR) prepares this **Campus Safety and Security** report 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 report is updated no later than October 1st each year and is sent electronically to students, staff, and faculty. The information can also be found on the Institute of Production and Recording (IPR)'s website at [www.ipr.edu/tuition/consumer-information/](http://www.ipr.edu/tuition/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:

Stacy Severson, Campus 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 meets *Clery Act* definitions, and is committed within Clery geography, 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 to members of the campus community.

## EMERGENCY RESPONSE, NOTIFICATIONS, AND EVACUATION PROCEDURES

Institute of Production and Recording (IPR) 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:

Stacy Severson, Campus Director

Trey Wodele, Associate Campus Director

Matt Koehne, Lab Manager

Nathan O'Brien, Associate Dean

Diana Welter, Director of Career Services

Lindsay Anderson, Enrollment 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:

Minneapolis Studios	24 hours/day, 7 days/week
<i>(Except holidays. Availability of lab facilities may be reduced during the quarterly breaks)</i>	
Edina Studios, Monday - Thursday	8:30 a.m. – 6:00 p.m.
Edina Studios, Friday	8:30 a.m. – 3:00 p.m.
<i>(Additional access is determined quarterly based on instructional and production needs)</i>	

### Office hours:

Minneapolis Studios, Monday – Thursday	8:30 a.m. – 7:00 p.m.
Minneapolis Studios, Friday	8:30 a.m. – 6:00 p.m.
Minneapolis Studios, Saturday	9:30 a.m. – 4:00 p.m.
Edina Studios, Monday – Friday	8:30 a.m. – 6:00 p.m.*
<i>(*Additional access is determined quarterly based on instructional and production needs)</i>	

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	<a href="https://www.aa.org">https://www.aa.org</a>
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)

## COMPLAINT PROCESS

If a complaint alleges facts that may constitute sexual violence that occurred at the school facility, the complainant and/or advocate must immediately contact the human resources department for assistance. Advisors are not to reveal the name of the complainant unless s/he chooses to be identified. The human resources department shall at all times have available the names and contact numbers of local law enforcement agencies that are to be called for immediate help. No school community member shall attempt to resolve a possible sexual violence situation, but shall contact law enforcement officials through the human resources department.

Students who believe they have been sexually harassed or have been the victim of sexual misconduct should issue complaints according to the procedures below. The complaints shall remain confidential. Specific circumstances, including the names of any people involved, will not be reported to the involved parties without the written permission of the complainant. Annual recordkeeping and reporting will be performed in a manner so as to withhold identifying information about the victim. Complaints will be resolved as quickly, within 60 days or the institution will notify all parties regarding the delay, as possible and the students will be kept informed of the status of their complaints during the process.

No retaliatory actions may be taken against any person because she or he makes 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 she/he has been the object of such a complaint. Students who witness or report an incident of sexual assault 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 campus director. The complaint should be reported as soon as possible and should be as specific and detailed as possible. It is important to preserve any evidence that may be present in the case that proof of the action is necessary or an order of protection is sought. The complaint shall remain confidential unless permission to release identifying information by the complainant is granted or the panel is unable to investigate the claim adequately without full disclosure of the confidential information. All complaints will be investigated by a panel of at least three individuals, who have been trained on how to investigate, who will thoroughly review all facts pertinent to the situation in an expedient manner and who do not have conflict of interest or bias for or against the accuser or the accused.

During the investigation, the complaint or subject 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. The institution will include timely notice of meetings at which the complaint or subject of the complaint, or both may be present. The institution will also provide timely and equal access to all parties involved in the investigation to any information that will be used during disciplinary meetings.

The committee will utilize preponderance of evidence to determine the final outcome of the complaint. Upon completing its investigation, the panel will issue a finding and, in writing, describe its investigative methods, the results of the investigation, the proposed action to be taken, and when results of the investigation become final. This report will be released simultaneously and separately signed by both the complainant and the subject of the complaint with identifying information redacted in cases where confidentiality has not been released by the complainant. In addition, the complainant and the subject of the complaint will receive the procedure to appeal the results of the investigation and any change to the result that occurs prior to the time that such results become final. Documentation of the complaint, investigation and findings, and recommended corrective action will be maintained by the campus director.

## 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.

Stacy Severson, Campus Director

Trey Wodele, Associate Campus Director

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 institution will make every attempt to support the victim in his/her academic pursuits after the report of an alleged offense. Available options will be presented to the victim and, if requested, will be made as soon as reasonably possible.

The panel has no power to take corrective action beyond making a recommendation. 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.

Both the accuser and the accused will be informed of the outcome of any disciplinary proceeding brought forward alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 USC. 1232g). For the purpose of this paragraph, the outcome of the disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanctions that are imposed against the accused.

#### FALSE CHARGES

If the panel determines that a complaint was made with knowledge that the facts were false, the panel shall so notify the vice president of operations, the president or that person's designee and may recommend appropriate disciplinary action for the complainant.

#### 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)

\* The Minneapolis Police Department (MPD) recently began using a new records management system and it has temporarily interrupted how MPD compiles Clery Act data. 2017 crime statistics will be updated and shared as we receive notifications from MPD.

<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#
	2015		2016		2017	
<b>CRIMINAL OFFENSES</b>						
Criminal Homicide - Murder/Non-negligent manslaughter	0	0	0	0	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	4	0	1	0	0
Aggravated Assault	1	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	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>						
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>ARRESTS AND DISCIPLINARY REFERRALS:</b> The number of arrests and number of persons referred for campus disciplinary action						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
<b>UNFOUNDED CRIMES</b> – A reported crime is investigated by law enforcement authorities and found to be false or baseless.	0		0		0	
* For any crimes reported above or any other crime involving larceny-theft, simple assault, 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.						
# Public Property means the public areas immediately adjacent to the campus. These crimes did not occur directly on the school premises.						
Our institution does not have any on-campus student housing facilities or any non-campus buildings or property.						

## 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.

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

**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 *U.S. Department of Education (2016)*.

### 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 penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **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 is incapable of giving consent because of this/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – sexual intercourse with a person who is under the statutory age of consent.

**Consent** – “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>

#### ROBBERY

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.

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## AGGRAVATED ASSAULT

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.

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## BURGLARY

The unlawful entry of a structure to commit a felony or a theft.

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## MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle.

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## ARSON

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.

## HATE CRIMES

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.



For Clery Act purposes, Hate Crimes include the following offenses motivated by bias:

- **Murder and Non-negligent Manslaughter** - the willful (non-negligent) killing of one human being by another.
- **Sexual Assault (Sex Offenses)** - including rape, fondling, incest, and statutory rape
- **Robbery** - 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** - 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** - the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft** - the theft or attempted theft of a motor vehicle.
- **Arson** - 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.
- **Larceny-Theft** - the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- **Simple Assault** - an 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** - to unlawfully place 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** - to 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.

#### VAWA OFFENSES

**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

**Arrest** – persons processed by arrest, citation or summons.

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

**Weapons: Carrying, Possessing, Etc.** - 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.

**Drug Abuse Violations** - 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.

**Liquor Law Violations** - 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.

## UNFOUNDED CRIME

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

## REFERENCES

U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting, 2016 Edition*, Washington, D.C., 2016