



Annual Security and Fire Safety Report



Bethany Lutheran College
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October 2022

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INTRODUCTION

Bethany Lutheran College is a dynamic, growing institution that offers a values-based Christian education that aims to produce well-educated and spiritually grounded students. Our graduates are prepared to be leaders in their chosen vocations and in their communities and churches. Bethany has an outstanding faculty that focuses solely on the undergraduate student. Whether it is an academic, personal, or spiritual concern, the Bethany faculty is committed to educating the whole student.

Bethany is located in Mankato, Minnesota, a community of approximately 50,000 residents. The College enrolls approximately 800 students (including online students), approximately 400 of whom live on-campus in College-owned residence halls and apartments. The remainder live off-campus in the community. Bethany Lutheran College employs about 160 non-student employees as faculty, staff, and administration members.

In accordance with the Higher Education Act of 1965 and The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Bethany Lutheran College provides the information and statistics given below to College students and employees and to others upon request. This report was developed in cooperation with Campus Security, Student Affairs, and Human Resources.

Questions or concerns about any of the policies or procedures outlined in this report may be directed to the Vice President of Student Affairs (507-344-7745; Ted.Manthe@blc.edu) or to the Dean of Students (507-344-7330; Ryan.Bolte@blc.edu).

SECURITY

Campus Security Office: The office of Campus Security is housed in 115 Old Main. In addition to having an on-duty security officer during the day, Bethany Lutheran College has contracted with Securitas, Inc., to provide evening, night, and weekend security coverage throughout the year.

Campus Security focuses on the protection and safety of persons and property on campus by patrolling buildings, grounds, and parking lots, issuing security alerts, escorting students, conducting daily security checks, and reporting safety hazards and repairs. Campus Security also responds to campus incidents and calls for assistance and enforces the College's policies and regulations, including parking.

Campus Security officers work closely with city police and other officials who are called to campus to assist with emergencies, investigate crimes, and apprehend those involved in criminal activity. It is the policy of Bethany Lutheran College to report all Part I and Part II crimes (as defined by the FBI Uniform Crime Reporting systems) and known violators of state or federal laws to appropriate law enforcement authorities. Violations of College policies are handled

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according to the policies and processes outlined in the Student Guidebook and Employee Handbook.

Campus Safety and Security General Information: The cooperation and involvement of students and employees in their own safety and security is essential. Members of the campus community must assume responsibility for their personal safety and the security of their belongings by taking simple, common-sense precautions:

- Security measures—such as alarms, door locks, or key access systems—should never be overridden or circumvented.
- Bicycles should be secured with effective locks.
- Students and employees must park in designated areas and should keep their valuables secured in the trunk.
- Suspicious-looking individuals or unusual incidents on campus should be reported immediately to Campus Security or to the Mankato Department of Public Safety (9–911 from on-campus telephones).

Students and employees are also instructed to:

- Call the police (911) when there is a medical emergency, fire, or some other emergency or situation they believe requires police or medical assistance. Also, call Campus Security (507–344–7888) as well to assist emergency personnel before and after their arrival and for documentation.
- Lock office and residence hall doors to remove any temptation and opportunity for theft. When possible, store valuables in residence halls apartments or offices; otherwise, place valuables in the trunk of a vehicle or out of sight.
- Carry College IDs at all times to provide identification when requested by Campus Security or College staff.

Bethany Lutheran College is a private educational institution owned by the Evangelical Lutheran Synod (ELS); therefore, the campus, facilities, and other holdings are private property. All individuals on our campus must abide by College regulations. Non-compliance may result in being asked to leave the campus. Bethany will exercise its right to ban non-compliant, disruptive individuals from the campus, with assistance from the Mankato Department of Public Safety as needed.

Residence Halls Security: Student housing at Bethany is provided in three residence halls (two for men; one for women) and two apartment buildings (one for men; one for women).

The residence halls are staffed by resident hall coordinators (RHC) and Resident Assistants (RA). Resident Assistants assist students and maintain order and safety. The Resident Hall Coordinators guide, comfort, listen to and otherwise support the Resident Assistants and students. Both the RHCs and RAs function to promote a Christian atmosphere in the residence halls and on the campus in general. They help students attain their highest potential, academically, socially, and spiritually. Students are encouraged to seek out their help whenever necessary. The resident staff is also responsible for enforcing College policies and regulations.

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Bethany Campus Security patrols each campus building on a regular basis. Procedures are in place in the Campus Security office to address security issues that arise.

Residence halls and apartment buildings are locked 24 hours a day for resident safety. Door alarms and surveillance cameras are also in place. Students are required to carry their assigned access FOBs to enter the building at any hour. Students are advised to be careful when passing through security doors so that strangers are not allowed to enter.

Visitors are allowed in the residence halls and apartment buildings as follows:

Monday – Thursday	5–11 p.m.
Friday	5 p.m.–midnight
Saturday	noon-midnight
Sunday	noon–11 p.m.

All visitors or delivery personnel must be met in the lobby entrances by the person they are visiting. Telephones are available in the entryways for guests to contact residents upon their arrival; however, student directories are intentionally not posted in common areas. In addition, Bethany Campus Security does not give out student directory information at any time.

Off–Campus Housing Facilities Security: Bethany Lutheran College does not provide security services to off–campus housing facilities. However, Bethany Campus Security does provide assistance with reporting criminal activity on the public streets adjacent to the College property. All criminal activity that occurs off–campus falls under the jurisdiction of local law enforcement.

Support for On–Campus College–Sponsored Events: Campus Security provides parking and traffic control services for on–campus College–sponsored events and handles emergency situations that may arise. The College also contracts officers from the Mankato Department of Public Safety for special events as needed.

Support for Off–Campus Student Organizations: Bethany Lutheran College does not have any off–campus student organizations.

Campus Facilities Access: During normal business hours, College facilities (excluding residence halls and apartments) are open to students, parents, employees, contractors, guests, and invitees. The exterior doors of public buildings are locked at 9 p.m. During non–business hours, College facility access is by key or FOB or by admittance by Campus Security or residential life staff in the case of residence halls. Students are not granted access to secure areas (offices, storerooms, etc.) during non–business hours.

The Sports and Fitness Center, Bethany Activity Center, Memorial Library, Trinity Chapel, Ylvisaker Fine Arts Center, Honsey Hall, Meyer Hall, and Tweit Hall may have hours that vary at different times of the year. In these cases, the facilities are secured according to schedules developed by the department responsible for the facility.

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Security Considerations: Because of the College's size and location, a formal policy for the identification and admission of visitors has not been necessary. However, Campus Security and College employees have the authority to ask persons for identification while on Bethany property and to determine whether they have lawful business at the College. All crime victims and witnesses are strongly encouraged to report the crime immediately to Campus Security and the appropriate police agency. Prompt reporting assures timely warning notices on-campus and timely disclosure of crime statistics.

Campus Security officers are non-sworn personnel who are trained to perform their assigned duties. Officers have the authority to ask individuals for identification and to determine whether they have lawful business at the College. Criminal incidents are referred to the Mankato Department of Public Safety which has full jurisdiction on Bethany's campus. Campus Security maintains a highly professional working relationship with the Mankato Department of Public Safety.

Campus Security officers have the authority to issue parking tickets to students, faculty, staff, and visitors.

Facilities and Grounds Safety: Bethany Campus Security and Building Monitors monitor the campus for irregularities (locks and alarms) and needed repairs of maintenance in facilities, grounds, and lighting.

Escorting Students: Campus Security provides students, employees, and visitors with an escort to and from any location on campus outside of business hours. Escorts may be requested by phoning 507-344-7888.

Emergency Phones are located in the student parking lots on the second floor of the glass entry of Anderson Hall; inside the glass entry of Teigen Hall, Gullixson Hall, and Edgewood Place. Call extension 888 (507-344-7888) for Campus Security or 9-911 from campus telephones for police and fire. Additional phones are available at all building monitor locations on campus.

Security Lockers: Lockers designed for the temporary security of personal belongings are located in the lower level of Old Main and in the locker rooms in the Sports and Fitness Center. Individuals who use these lockers must provide their own locks. The lockers are cleared out and locks are removed at the end of each semester in Old Main and at the end of the academic year in the Sports and Fitness Center.

Theft: Students and employees are asked to keep their vehicles locked at all times and to remove any valuables. Most car prowlers look for vehicles with valuables in plain sight and, within a matter of seconds, smash a window, grab items, and leave.

Common items taken from vehicles include purses, checkbooks, stereo equipment, cash, athletic equipment, sunglasses, CDs, tools, backpacks, etc. Safeguard valuables by keeping them in

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residence hall rooms/apartments or employee offices. At a minimum, stow personal items out of sight in the trunk or under seats.

Report all crimes immediately to Campus Security (507-344-7888).

Consider marking valuables and keeping track of the equipment's make, model, serial number, and value. Recovered stolen property is then traceable to the owner and gives police the ability to enter the stolen property into the computer to later charge suspects with possession of the stolen property. Bethany Lutheran College is not responsible for stolen items or damage to vehicles.

Vehicle Assistance: Campus Security officers are trained and equipped with vehicle lockout tools. They will be able to unlock most cars. There is no charge for this service. Owners of the vehicles assume responsibility for any possible damage.

Campus Security officers can also provide a jump-start for vehicle batteries. This is a free service but, again, owners assume responsibility for any damage. Bethany Campus Security offers these services only on-campus.

Lost and Found: Found items are typically turned in to the building managers who then send the items to the On-Duty Security Officer in Old Main. Campus Security stores items for the duration of the academic year and then disposes of them through recycling, a donation to a thrift store, or however the College sees fit.

Notification of Threats (timely warnings): In the event that a situation arises, either on- or off-campus, that the Director of Facilities or his designee views as an ongoing or continuing threat, Campus Security will issue timely security alerts or warnings through cellphone mass notification system, campus email announcements, *Daily Bulletin*, campus mailboxes, postings around campus, Security Services website (<http://www.blc.edu/security>), on-campus emergency notification system, digital displays, or other appropriate means.

Awareness and Crime Prevention Programs: A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their personal security and the security of others.

Guest Speakers

The College may invite guest speakers to campus to speak on various issues related to crime awareness and prevention.

Security Awareness Programs

During fall semester orientation, students are told about services offered by the Campus Security Department. A presentation by the Dean of Students or his designee outlines ways to maintain personal safety and residence hall security. Students are told where to obtain security

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information on-campus. Similar information is given to new employees during orientation. This information is also included in the Student Guidebook and Employee Handbook.

Crime Prevention Programs

Crime prevention and sexual assault prevention information is offered during fall orientation by Campus Security and Student Affairs. Crime prevention tips and measures are also included in the Student Guidebook and Employee Handbook.

Drug-Free Schools Act

Standards for the Bethany Community

Individuals living in a community bear responsibility for their behavior as it affects not only themselves but other individuals as well as the community as a whole. Standards and policies are implemented to safeguard the satisfaction and well-being of the individual as well as the entire community. In the Bethany community, those standards and policies are formulated under the following guidelines:

- Federal, state, and local laws
- College rules and regulations as stated in the employee and student handbooks
- The answer given by Christ Himself when asked for the greatest commandment:
“Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments.” (Matthew 22:37-40)

While adherence to the first two points would ensure order, the overriding guide in the Bethany community is the third, the law of love as expressed in the Scriptures. This standard, admittedly of the highest degree, is set toward achieving the goal of creating an optimal learning and living environment for the Bethany student while equipping him/her for a life of love and service to the larger community.

In any instance, Bethany students and employees will be expected to evaluate their actions and decisions in the light of such questions as: Does this glorify God and/or benefit my neighbor? Are my actions in accord with God’s loving will as revealed in the Holy Scriptures? Has this or will this harm me, another individual, or the community as a whole?

Drugs and Alcohol

Violations of Bethany Lutheran College’s standards of conduct concerning drugs and alcohol include:

- Possession, use, or being in the presence of alcohol on-campus by any student.
- Illegal use, possession, distribution, or sale of alcohol off campus by any student.
- Intoxication of any student on- or off-campus.
- Illegal use, possession, or distribution of drugs on- or off-campus or being in the presence of such use, possession, or distribution.

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Bethany will impose sanctions on a student (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution for violations of the standards of conduct. A student may also be required to attend a drug and alcohol treatment program and/or to seek special counseling at the student's expense if it is determined that the student has a dependency or abuse problem. Such a program or counseling may be required as a condition for continued enrollment.

Information will annually be distributed that includes the following:

- Health risks associated with the use of illicit drugs and the abuse of alcohol.
- Applicable legal sanctions under state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- Drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students.

Several community facilities, programs, or counselors can provide drug and alcohol counseling, assessment, treatment, and/or rehabilitation programs:

Addiction Recovery Technologies; 507-345-4670

Alanon; 507-387-2772

Alcoholics Anonymous; 507-388-8989

House of Hope; 507-345-4448

Bethany Lutheran College conducts an annual alcohol and drug awareness program and will conduct a biennial review of this program to determine its effectiveness. The College will implement changes if they are needed and ensure that the sanctions are consistently enforced.

Missing Person Notification: Bethany Lutheran College is committed to providing a safe environment in which students can live and pursue their academic studies. In keeping with the Higher Education Opportunity Act, Bethany Lutheran College has implemented the procedure given below to be used when notice must be given that a student living on campus is missing.

Providing missing person contact information

Students can provide confidential contact information for a "missing person" contact who will be notified by the College in the event the student is officially reported as missing or for other emergencies. This information should be given to the Registrar's Office: 229 Old Main, 507-344-7309; Sergio.Salgado@blc.edu or Nicole.Wencl@blc.edu. Students are responsible for making sure that the contact information is current.

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Reporting a missing person

To file a missing person report, contact any of the individuals listed below:

Bethany Campus Security 507-344-7888

Mankato Police Dispatch 911

Resident Assistant or Hall Coordinator

Anderson Hall Coordinator 507-344-7362

Anderson 3rd floor RA room 332
Anderson 4th Floor RA room 404
Anderson 4th floor RA room 416
Anderson 4th floor RA room 427
Anderson 5th floor RA room 509
Anderson 5th floor RA room 521
Anderson 5th floor RA room 529

Edgewood Place Coordinator 507-344-7727

Teigen Hall Coordinator 507-344-7450

Teigen 2nd floor RA room 202
Teigen 2nd floor RA room 210
Teigen 3rd floor RA room 302
Teigen 3rd floor RA room 310
Teigen 4th floor RA room 402
Teigen 4th floor RA room 410

Gullixson Hall Coordinator 507-344-7600

Gullixson 2nd floor RA room 218
Gullixson 2nd floor RA room 220
Gullixson 3rd floor RA room 318
Gullixson 3rd floor RA room 320
Gullixson 4th floor RA room 420

Residential Life staff must notify Campus Security immediately after they learn of a report of a missing person. They must also complete and file a Residential Life incident report.

Campus Security will notify the Dean of Students (or his designee) immediately after they take a report of a missing person. A security incident report must be completed and filed before the completion of the officer's shift. Campus Security will also file a report with the Mankato Police within 24 hours of when the student is determined missing. The Dean of Students (or his designee) will notify the Vice President of Student Affairs of the missing person report.

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Confirming missing person report

Bethany officials may use any of the following sources of information to determine whether, when, or why a person may have gone missing:

- Roommate(s) of missing person
- Friends (if known) of the missing person
- Resident Hall Coordinator where the missing person resides
- Resident Assistant assigned to where the missing person resides.
- Professors/Advisor (attendance)
- Food Service meal plan use
- Library material use
- IT records “log in” on the Bethany account of the missing person
- Controlled Access Software (assigned fob use of missing person)
- Coordinator of Student Counseling (when authorized)
- Employee work timecard records
- Supervisors
- Parking enforcement software (citation history on a missing person’s registered vehicle with the College)
- Security cameras
- Assigned Bethany cell phone records

Notifying missing person contact

When it has been determined that a missing person report has been filed and that the student has been missing for more than 24 hours, Campus Security and the Dean of Students (or his designee) will work together to notify the following individuals within 24 hours of the determination:

- Notify the “missing person” individual identified by the student to be contacted.
- If the student is under 18 years old, notify the “missing person” individual identified by the student to be contacted in this circumstance and a parent or guardian on record with the College.
- In cases where the student is over 18 and has not identified a person to be contacted, file a report with the Mankato Police Department.

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Severe Weather / Tornado Preparedness

Before severe weather or tornado

Be familiar with the weather service alert and siren system; the city of Mankato conducts a “test” of its emergency broadcast system on the first Wednesday of every month at 1 p.m.

If a severe weather warning is issued, students and employees should move to a designated shelter (listed below) or an interior room or hallway on the lowest level and away from windows.

- Edgewood Place – basement
- Gullixson Hall – basement
- Honsey Hall – tunnel, lower level restrooms and classrooms, posted hallway
- Memorial Library – tunnel, lower level interior halls
- Meyer Hall – tunnel, computer labs on the lower level
- Old Main/Anderson Hall/Luther Hall – Chapel tunnel, first-floor restrooms by the Viking Village
- Presidents Hall – basement
- Sports & Fitness Center – north gym locker rooms, first-floor restrooms
- Teigen Hall – first-floor interior hall and restrooms; laundry room
- Trinity Chapel – tunnels, lower-level restrooms, and classrooms
- Tweit Hall – restrooms, additional space in Gullixson Hall basement if necessary
- YFAC – first floor restrooms, basement (NOT in the theater!)
- Bethany Activity Center – women’s locker room

During severe weather or tornado

- Proceed to the designated shelters, if possible.
- Seek safety in an underground basement or in an interior part of the lowest level (closets, bathrooms, hallways). Get under something sturdy.
- If in a multi-level building, go to an interior hallway on the lowest floor possible. Remain away from outside walls. Assume a crouched position with arms over your head.
- Stay away from windows, particularly on the windward side, and avoid shelter in large rooms with large, unsupported roof spans.
- If outside in an automobile, do not try to out-race a tornado. Drive at right angles away from the tornado’s path. If there isn’t time or if you are on foot, take cover and lie flat in the nearest depression such as a ditch, culvert, excavation, or ravine.

After severe weather or a tornado

- Wear sturdy shoes to protect your feet from possible broken glass.
- Check for injuries. Apply first aid. Do not attempt to move anyone seriously injured.
- Check for fire.
- Check utilities for damage and evacuate the building if a gas leak is present. Do not light matches or turn on electricity until you are certain there are no gas leaks.
- Avoid downed power lines.
- Check for structural damage; clear blocked exits.

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- Check radio and phones and monitor official broadcasts. Do not use the phone except for emergencies.
- Use extreme caution when close to masonry structures.
- Do not call the security, police, or fire departments except in the case of an emergency (fire, severe injury, or a gas leak). A delay in response time may be expected.
- Telephone a designated out-of-state person who can call other family members and friends to advise them of your location and condition.

Emergency Preparedness Plan and Response Guide: Bethany Lutheran College is committed to supporting the welfare of its students, faculty, staff, and visitors. The Emergency Preparedness Plan is fashioned in accordance with appropriate laws, regulations, and policies, and reflects the best and most current thinking in this area.

The Emergency Response Guide is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the College, and assure responsive communications with the community, surrounding neighborhoods, the City of Mankato, and Blue Earth County. The Guide is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

The College reviews and tests the plan and guide on an annual basis, revising the processes where needed. Copies of the Emergency Response Guide can be obtained from the Campus Security office by calling 507-344-7888.

Evacuation Procedure: Floor maps are displayed on every floor of every building on campus. These floor maps provide information regarding the location of evacuation routes (exits), fire pull stations, fire extinguishers, severe weather shelter areas, nearest AED (Automated Emergency Defibrillator), and courtesy phones.

Students and employees are to leave their buildings immediately by the nearest safe exit when an alarm sounds or if they are instructed to do so by a college representative. Additional evacuation instructions may be given through the Emergency Notification System (ENS) and (for students) by Residential Life staff as described next.

Weapons: Bethany Lutheran College bans guns and toy guns or replicas on its premises. Questions may be directed either to the Dean of Students (507-344-7330) or the Vice President of Student Affairs (507-344-7745).

FIRE SAFETY

Education and Training

All Residential Life staff receive annual fire safety training at the beginning of each academic school year. In addition, emergency and evacuation procedures are reviewed with the occupants of each respective residence hall at the beginning of each semester.

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During residence hall orientation, each resident is made aware of information in the Student Guidebook concerning fire safety and appropriate actions to take during a fire alarm or fire emergency.

Fire Safety System

Residential halls (Anderson Hall, Edgewood Place, Gullixson Hall, Teigen Hall, and Larson Hall) are completely covered by an integrated automatic sprinkler and fire alarm system which is monitored 24 hours per day, 7 days per week.

Appliances, etc.

Students living on campus must abide by the following rules:

- Only one refrigerator per room (3 cubic feet or less and rated no more than 2.5 amps)
- Electrical appliances **allowed**: radios, stereos, lamps, TVs, and computers
- Electrical appliances **not allowed**: microwaves*, hot plates, space heaters, halogen lamps, popcorn poppers, toasters*, toaster ovens, grills including the George Foreman type*, bread makers*, and air conditioners (*permitted in Edgewood Place, Larson Hall, and Gullixson Hall apartments)
- Flammable materials, such as tapestries and parachutes, may not be hung from the ceiling
- Burning of candles, incense, etc. are prohibited
- Natural Christmas trees and trimmings are prohibited; only fireproof Christmas decorations and U.L. listed fire-retardant Christmas tree lights may be used
- Only U.L.-approved outlet strips with a circuit breaker are allowed as multiple outlets

Safety Inspections

There will be periodic inspections of all student rooms to ensure that the rooms are in accordance with local health and fire regulations and school policies. These inspections will not necessarily be announced. A room inspection will not involve the search of a student's personal property.

Fire Safety Plan Review

The College reviews its fire safety plan annually and revises the policy and procedures as needed.

Reporting a Fire

- Call 911 and Campus Security at 888 (507-344-7888); give your name, address, location, and extent of the fire. Resident Hall Coordinators should notify Campus Security of fires that are reported to them.
- Calmly alert people in the building and evacuate via stairways by following the EXIT signs. Do not use the elevators, unless there is a special need (e.g., wheelchair or other difficulty using stairs).
- Remain outside the building at a safe distance.
- Meet Campus Security or fire personnel to direct them to the fire. Inform Campus Security and fire personnel of any special chemicals, biological, or radiological hazards involved.

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Evacuation Procedures

Resident Hall Coordinators and Resident Assistants are expected to use the following evacuation instructions:

Fire drill

Fire drills are conducted a minimum of two times a year in all residential halls. Additional drills may be added based on scheduled summer events involving long-term, overnight guests.

Resident Hall Coordinators and Resident Assistants follow the steps below during a fire drill:

- Announce “Fire alarm – everyone out.”
- Notice who comes out of the rooms and who does not.
- Knock on the doors of those who did not exit and announce “Fire alarm – everyone out.”
- Resident Hall Coordinators and assistants may key the rooms to ensure compliance.
- Note any students with special needs (e.g., hearing impairments, etc.).
- Note any non-participants and report them to the resident manager.

Fire

During a fire, employees and students must evacuate the building(s). Resident Hall Coordinators and Resident Assistants are to:

- Direct all students to the nearest exit and the designated meeting areas:

Anderson Hall	Green area on the north side of the Ylvisaker Fine Arts Center
Edgewood Place	Tweit Hall
Gullixson Hall	Practice soccer field on the north side of the building
Teigen Hall	Green area on the west side of the Sports and Fitness Center
Larson Hall	City sidewalk, not the parking lot
- Look and smell for smoke; feel closed doors for heat before opening them.
- Close windows and doors upon leaving, if able to do so safely.
- Communicate with other residential staff to coordinate efforts.

Employees and residents may return to the buildings only after the “all-clear” has been given by Campus Security.

Fire Statistics

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Anderson Hall			
Number of fires	0	0	0
Number of persons treated	0	0	0
Number of deaths related to fire	0	0	0
Value of property damage caused by fire	0	0	0
Edgewood Place			
Number of fires	0	0	0
Number of persons treated	0	0	0

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Number of deaths related to fire	0	0	0
Value of property damage caused by fire	0	0	0

Gullixson Hall

Number of fires	0	0	0
Number of persons treated	0	0	0
Number of deaths related to fire	0	0	0
Value of property damage caused by fire	0	0	0

Teigen Hall

Number of fires	0	0	0
Number of persons treated	0	0	0
Number of deaths related to fire	0	0	0
Value of property damage caused by fire	0	0	0

Larson Hall

Number of fires	0	0	0
Number of persons treated	0	0	0
Number of deaths related to fire	0	0	0
Value of property damage caused by fire	0	0	0

The College will make older portions of the fire log available within two business days of a request for public inspection. Contact the Dean of Students; 507-344-7330.

CAMPUS RESOURCES

Counseling and Guidance Services: For students seeking personal counseling, the College partners with Christian Family Solutions (CFS), an on-campus counseling center with scheduled office hours. CFS provides a wide range of counseling, assessment, and psychological testing services by licensed professional mental health therapists.

The campus Chaplain is also available for counseling students and employees seeking spiritual guidance (Trinity Chapel 111; 507-344-7312). More information can be found at www.blc.edu/counselingservices.

Health Services: Bethany Lutheran College has contracted with Mayo Clinic Health System. Mayo Clinic Health System provides Express Care which is a walk-in clinic on campus that provides treatment for minor medical conditions. It is located in, Luther Hall 111 (507-344-7511). Care is provided by Mayo Clinic Health System board-certified nurse practitioners and physician assistants who are supported by the family of medicine physicians and the expertise of Mayo Clinic right here in Mankato. There is no charge for students as clinic costs are covered through student fees. Prescriptions, over-the-counter medications, and other ancillary materials are not included. Full-time employees are also able to use this service at no charge.

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When students and employees are unable to visit the Mayo Express Care on campus, the following are additional recommended healthcare facilities in Mankato.

- Mayo Clinic Health System Urgent Care (507-594-7000), 101 Martin Luther King Drive, Mankato
- Mayo Clinic Health System Express Care, located in Hy-Vee, 2010 Adams St., Mankato
- Open Door Health Center (507-388-2120) located at 309 Holly Lane, behind the Belle Mar Mall.
- Mayo Clinic Health System (507-594-4700) offers family medicine and specialty care in the Mankato area
- Mankato Clinic (507- 625-1811), 1230 E. Main St., offers family medicine and specialty care, adjoining Mayo Clinic Health System hospital in Mankato

In addition, Residential Life staff are trained in CPR and first aid. All Residential Life staff have access to first aid kits in each residence hall. There is also a first aid kit in the Business Office.

COMMUNITY RESOURCES

Emergency: 911 (9–911 from on–campus telephones). The Emergency Department at Mayo Health Systems is located a few blocks east of the College on Marsh Street.

Emergency, but not life–threatening: The following facilities can treat sinus infections, bladder infections, fever, back pain, ear infections, sprains, lacerations, minor burns, etc. They will also perform sports physicals, blood work, throat cultures, etc. No appointment is necessary. Most insurances are accepted.

Mankato Clinic Urgent Care

Main Street; 1230 East Main Street; 507–389–8680

same facility as Mankato Clinic; adjacent to Mayo Health Systems on the south side

Monday – Friday	8 a.m. – 8 p.m.
Saturday	8 a.m. – 5 p.m.
Sunday	11 a.m. – 5 p.m.

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Mayo Clinic Health System Urgent Care

Eastridge Clinic; 101 Martin Luther King Drive; 507-594-7000

Walk-in appointments:

Monday – Friday	8 a.m. – 7:30 p.m.
Saturday	8 a.m. – 4:30 p.m.
Sunday	11 a.m. – 4:30 p.m.

Open Door Health Center; 309 Holly Lane (behind Belle Mar mall); 507-388-2120

Monday–Friday 8 a.m. – 5 p.m.

Non-emergency

Mankato Clinic (507-625-1811) adjacent to Mayo Health Systems on the south side. An appointment is recommended.

Birthright of Mankato offers confidential and free services, including pregnancy testing, counseling, and referrals. It is located at 330 Stadium Road, Suite 201B (507-387-7818 or 800-550-4900).

County Services: Blue Earth County has a number of different human services, including medical assistance for students without health or hospital insurance. For more information call 507-304-4222.

REPORTING A CRIME

Students, faculty, staff, and guests are encouraged to report all crimes and public-safety-related incidents to Campus Security, a Campus Security Authority (listed below), and the Mankato Department of Public Safety in a prompt manner.

Campus Security Authorities are responsible for reporting allegations of *Clery Act* crimes that have been brought to their attention and that they conclude were made in good faith. Alleged crimes should be reported regardless of whether the victim chooses to file a report with law enforcement or to press charges.

Assistant Director of Athletics – Facilities and Compliance (507-344-7868)

Athletic Trainer

Paul Osterman 507-344-7406 or 507-327-4845

Building monitors

Coordinator of Student Activities and Intramurals (507-344-7826)

Dean of Students (507-344-7330)

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Director of Athletics (507-344-7451)
Director of Facilities (507-344-7854)
Faculty advisors to student groups
Head coaches
Manager of Human Resources (507-344-7840)
Resident Hall Coordinators
Resident Assistants
Vice President of Academic Affairs (507-344-7378)
Vice President of Student Affairs (507-344-7745)

To report a crime or emergency on campus, call 911. Also, contact Campus Security (507-344-7888; 888 from an on-campus telephone) as soon as possible so that a Campus Security Officer can take the information as well as assist the Police Department where necessary. **Crimes must be reported to Campus Security** to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

To report a non-emergency security or public-safety-related matter, contact Bethany Campus Security (507-344-7888; 888 from an on-campus telephone).

Students and employees who wish to report a **sexual assault** (rape, fondling, incest, statutory rape) or incident of **domestic violence, dating violence, or stalking**, should bear in mind that only the *confidential resources* listed below can guarantee confidentiality. Reports to other employees will result in action taken by the College. See *Sex Offense Policies and Procedures* below for additional information.

Rev. Dr. Doyle Holbird
Professor, Biology
208 Meyer Hall
Doyle.Holbird@blc.edu
Office: 507-344-7753

Rev. Don Moldstad
Director of Spiritual Life/Chaplain
111 Trinity Chapel
Don.Moldstad@blc.edu
Office: 507-344-7312
Cell: 507-387-5456

Mayo Express Care On-Clinic
On-Campus Clinic
Luther Hall
8 AM – 10 AM, Mon – Fri

Christian Family Solutions - WLCFS
On-Campus Counseling Clinic
& 44 Good Counsel Dr.
www.blc.edu/counseling-services
Crisis Line: 1.800.438.1772, option #1

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Police officers will ask for a description of the offender(s), including sex, age, race, hair, clothing, and distinguishable features, as well as a description and license number of any vehicles involved. Note the direction taken by the offender(s) or vehicle(s) and report these to Campus Security or city police.

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

Confidential Reporting: Bethany Lutheran College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the Dean of Students or Cabinet members for review. All reports made to the Dean of Students or Cabinet members will be investigated. Confidential resources and pastoral counselors (listed above) are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged, however, to tell individuals being counseled about the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

CRIME STATISTICS

The crime statistics listed below follow the uniform crime reporting procedures of the Federal Bureau of Investigation. They should be considered in relation to the occurrences of crime in society in general and to college demographics and statistics from other institutions of similar description.

Crime statistics for the most recent three-year period are compiled from information obtained from the Campus Security office, the Mankato Department of Public Safety, and the Dean of Students' office. The Campus Security office is responsible for the sorting, tabulation, and dissemination of Campus Security Act Incidents information.

Crime incidents are broken down into four geographic locations for reporting purposes:

On-campus Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the College in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Property within the same reasonably contiguous geographic area of the College that is owned by the College but is controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendor).

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On-campus student housing facility: A subset of “on campus” crimes which includes only those crimes that were reported to have occurred in dormitories or other residential facilities for students on campus.

Non-campus buildings or property: Any building or property owned or controlled by a student organization recognized by the College and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public property: All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used in direct support of or in a manner related to the institution’s educational purposes.

The crime statistics noted below include the following types of crime as taken from the Federal Bureau of Investigation Uniform Crime Report (UCR) Handbook:

Definitions

The definitions listed below are taken from the Federal Bureau of Investigation Uniform Crime Report (UCR) Handbook and are used to classify the criminal offenses listed under Crime Statistics below.

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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays weapon, or 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.

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.

Burglary: New reporting guidelines effective October 2010 determine three conditions that must be met to classify an incident as a Burglary.

- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry—no force are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a

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roof, and a door.

- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Larceny/Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crime: A criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender's bias against an individual's or a group's perceived race, religion, ethnic/national origin, gender, age, disability, or sexual orientation.

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging; operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

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.

Vandalism: To unlawfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Criminal Homicide:

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

Robbery: The taking or attempting to take anything of value from the care, custody, or

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control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Weapons Law Violations: The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Theft (Larceny): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Crime Statistics

Additional information regarding the crime statistics listed below is available from the Campus Security office, 700 Luther Drive, Mankato, MN 56001; 507-344-7888.

Criminal Offenses – On-campus	2020	2021	2022
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses – On-campus Student Housing	2020	2021	2022
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

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Criminal Offenses – Non-campus	2020	2021	2022
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses – Public Property	2020	2021	2022
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Hate Crimes

Over the past three years (2019–2021), no hate crimes based on race, religion, sexual orientation, gender, disability, or ethnicity/national origin, whether on campus, off campus, non-campus student housing facilities, or public property have been reported to the College for the following categories: murder/non-negligent manslaughter, negligent manslaughter, sex offenses – forcible, sex offenses – non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny – theft, intimidation, destruction/damage/vandalism of property.

VAWA Offenses – On-campus	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	1

VAWA Offenses – On-campus Student Housing	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

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VAWA Offenses – Non-campus	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
VAWA Offenses – Public Property	2020	2021	2022
Domestic violence	0	0	0
Dating violence	1	0	0
Stalking	0	0	0
Arrests – On-campus	2020	2021	2022
Weapons – carrying, possessing, etc.	0	0	0
Drug law violations	5	4	0
Liquor law violations	0	0	0
Arrests – On-campus Student Housing	2020	2021	2022
Weapons – carrying, possessing, etc.	0	0	0
Drug law violations	4	2	0
Liquor law violations	0	0	0
Arrests – Non-campus	2020	2021	2022
Weapons – carrying, possessing, etc.	0	0	0
Drug law violations	0	1	0
Liquor law violations	0	0	0
Arrests – Public Property	2020	2021	2022
Weapons – carrying, possessing, etc.	0	0	0
Drug law violations	2	2	0
Liquor law violations	5	0	0
Disciplinary Actions – On-campus	2020	2021	2022
Weapons – carrying, possessing, etc.	0	0	0
Drug law violations	3	4	2
Liquor law violations	9	23	8
Disciplinary Actions – On-campus Student Housing	2020	2021	2022
Weapons – carrying, possessing, etc.	0	0	0
Drug law violations	3	4	2
Liquor law violations	9	23	8
Disciplinary Actions – Non-campus	2020	2021	2022
Weapons – carrying, possessing, etc.	0	0	0
Drug law violations	0	1	0
Liquor law violations	0	0	0

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Disciplinary Actions – Public Property	2020	2021	2022
Weapons – carrying, possessing, etc.	0	0	0
Drug law violations	0	0	0
Liquor law violations	1	0	0
Unfounded Crimes	2020	2021	2022
	0	0	0

SEX OFFENSE REGISTRY

The Mankato Department of Public Safety Information distributes information on registered sex offenders in the Mankato area. Bethany Lutheran College posts pertinent information received on the Security Services bulletin board. Additional information may be obtained from the Mankato Law Enforcement Center at 710 Front Street South, Mankato, MN 56001.

SEX OFFENSE POLICIES AND PROCEDURES

Bethany Lutheran College is committed to maintaining high standards of respect and civility, including a working and learning environment that is free of sex discrimination, which includes sexual harassment and sexual misconduct (rape, acquaintance rape, statutory rape, domestic violence, dating violence, sexual violence/assault, or stalking).

Sexual misconduct in all its forms is contrary to God’s moral law, subverts the educational mission of the College, undermines the sense of community, and interferes with the social and spiritual development of employees and students. Sexual misconduct is also unlawful and will not be tolerated by Bethany Lutheran College.

Individuals (employees or students) who violate this policy by committing acts of sexual misconduct against others are guilty of gross misconduct and are subject to disciplinary action or sanctions in accordance with the Employee Handbook or Student Guidebook.

RIGHTS OF THE PARTIES

Complainants and respondents in allegations of sexual misconduct are provided with the following rights in accordance with any proceeding used to reach a decision regarding whether a violation of the sexual misconduct policy has occurred. The proceeding will be conducted in a prompt, fair, and impartial manner that

- is consistent with Bethany Lutheran College’s policies,
- includes timely notice of meetings at which the complainant and respondent, or both, may be present, and

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- provides timely and equal access to the complainant, respondent, and appropriate Bethany officials to any information (consistent with FERPA or other applicable law) that will be used during informal or formal disciplinary meetings and hearings.

Complainant's Rights

Reporting a violation

- Notify police or campus authorities.
- Decline to notify police or campus authorities.
- Obtain assistance from campus authorities to notify the police.
- Request confidentiality to protect personally identifying information.

Assistance following an incident

- Obtain orders of protection, no-contact orders, restraining orders, and other similar orders issued by criminal, civil, or tribal court, or by Bethany Lutheran College.
- Change of academic, living, transportation, and working situations if requested by the complainant and reasonably available, regardless of whether the complainant reports the offense to campus or local policy.

- Obtain assistance from the Crime Victim Justice Unit:

Crime Victim Justice Unit
Office of Justice Programs
445 Minnesota Street, Suite 2300
St. Paul, Minnesota 55101
1-800-247-0390 or 651-201-7310
Website: ojp.dps.mn.gov (Help for Crime Victims)

The Minnesota Crime Victims Reparations Board can also be contacted for assistance with out-of-pocket non-property-related expenses if the crime occurs in Minnesota and has been reported to the police: 1-888-622-8799.

Crime Victims Bill of Rights; MN Stat. §611A

Source: <https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/crime-victims-rights.aspx>

- Be informed of prosecutor's decision to decline prosecution or dismiss the case along with information about seeking a protective or harassment order at no fee.
- Protection against employer retaliation for victims to take reasonable time off to attend order for protection or harassment restraining order proceedings.
- Domestic abuse victims have the ability to terminate a lease without penalty.
- Sexual assault victims can make a confidential request for HIV testing of a convicted offender.
- Sexual assault victims do not have to pay the cost of a sexual assault examination.

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- Sexual assault victims may not be required to undergo a polygraph examination in order for an investigation or prosecution to proceed.

Investigation and resolution process

- Decide when to repeat the description of the incident.
- Choose not to participate in any investigation or disciplinary proceeding, without repercussion.
- Review any written statement that will be offered by the respondent (to the greatest extent possible and consistent with FERPA or other applicable law).
- Speak on own behalf.
- Present evidence on one's own behalf.
- Name witnesses who can speak about the alleged conduct at issue.
- Have others present during internal disciplinary proceedings, including the opportunity to be accompanied to any related meeting by an advisor or support person who may take notes and advise the complainant, but may not otherwise participate.
- Receive written result of any proceeding.
- Have access to information collected as part of an investigation that is shared with the adjudicator tasked with determining whether a policy violation occurred.
- Have access to the complainant's description of the incident as it was reported to the College, even if the complainant has transferred to another postsecondary institution.

Appeal

- Appeal the result of the complaint process.
- Receive written notice of any change to the results before the results are final.
- Receive written notice of appeal result.

Respondent's Rights

Investigation and resolution process

- Receive a written explanation of the alleged violations of the policy.
- Speak on one's own behalf.
- Present evidence on one's own behalf.
- Name witnesses who can speak about the alleged conduct at issue.
- Have others present during internal disciplinary proceedings, including the opportunity to be accompanied to any related meeting by an advisor or support person who may take notes and advise the respondent, but may not otherwise participate.
- Receive written result of any proceeding.
- Have access to information collected as part of an investigation that is shared with the adjudicator tasked with determining whether a policy violation occurred.

Appeal

- Appeal the result of the complaint process.
- Receive written notice of any change to the results before the results are final.
- Receive written notice of appeal result.

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OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL ASSAULT

Immediate Assistance

1. Get immediate help.

Go to a safe place and call any of the following:

- 911
- Rev. Don Moldstad, Chaplain (507-387-5456); *confidential resource*
- Dr. Ted Manthe, Title IX Coordinator (507-344-7745; after hours call Security at 507-344-7888 and ask them to contact Dr. Manthe); *may not be able to guarantee confidentiality*
- Campus Security (507-344-7888)
Campus Security will call the Mankato Department of Public Safety in case of an imminent threat to students and/or employees. A law enforcement officer will respond and speak with survivors about their options for making a formal report of the incident.
- SAFELINE (1-800-630-1425)
- CADA, an off-campus victim service agency, for support in cases of sexual assault: 507-625-8688 or 800-477-0466 (24 hours a day/7 days a week)
- Mayo Clinic Health System in Mankato Sexual Assault Response Team: 507-594-4745

2. Preserve any evidence found on or in the body. At the very least, the employee or student should consider not immediately taking a shower or washing or destroying the clothes worn at the time of the assault. The employee or student can also seek medical treatment from the organizations noted in #3 below or from their own medical doctor to collect evidence of the sexual assault.

Evidence found in phone records (texting), emails, and/or social media (Facebook, Twitter, Instagram, etc.) should also be preserved.

The College will assist the employee or student, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with the incident, and in preserving any materials relevant to a College disciplinary proceeding, regardless of whether the survivor files a formal complaint with the College.

CADA, an off-campus victim service agency, can also provide support and assistance in cases of sexual assault: 507-625-8688 or 800-477-0466 (24 hours a day/7 days a week).

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3. Seek appropriate medical care as soon as possible for injuries, preventive treatment for sexually transmitted diseases, and other health services. Treatment can be sought before reporting the assault to the police or to Campus Security. Even if the student or employee does not want to report the incident to the police, or it has been a while since the assault, he or she may still need and benefit from medical attention.

Mankato Clinic Urgent Care

1230 East Main Street, Mankato, MN 56001

507-389-8680

Monday-Friday: 8 a.m. – 8 p.m.

Saturday: 8 a.m. – 5 p.m.

Sunday: 11 a.m. – 5 p.m.

Mayo Clinic Health System (emergency room)

1025 Marsh Street, Mankato, MN 56001

507-625-4031 OR 800-327-3721

Sexual Assault Response Team: 507-594-4745

RAINN (Rape, Assault, and Incest National Network): 1-800-656-HOPE

4. File criminal charges with the local Police Department, if desired. Designated staff members (e.g., Dean of Students or Student Affairs staff) will help the employee or student in reporting the assault to the police and/or in filing a criminal charge. Designated staff members will also accompany the complainant to the police station upon request.
5. Consider filing a formal complaint with the College as soon as possible by contacting Dr. Ted Manthe, Title IX Coordinator (507-344-7745).

Ongoing Assistance

The College will, in cooperation with law enforcement authorities, shield the employee or student from unwanted contact with the alleged respondent by assisting them in seeking a restraining, protective, or judicial no-contact order when requested. In addition, the student or employee can request academic or work accommodations and interim measures, even if she/he chooses not to pursue a complaint.

Requests for assistance should be directed to the Title IX Coordinator in person (236 Old Main) or by e-mail (titleix@blc.edu) or telephone (507-344-7745, office). Any accommodations or protective measures provided to the respondent will be kept confidential except where doing so would prevent the College from providing the accommodation or protective measure.

Students can request a transfer to alternative classes or alternative College-owned housing if these options are available and feasible. Students can also request to withdraw from or retake a class without penalty, as well as request academic support such as tutoring. The College can also change the course schedule and/or living arrangement of the alleged respondent, as needed. The

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College will also provide assistance with student financial aid and visa/immigration issues, information about resources for financial assistance, and information about resources for survivors of sexual assault at an institution to which the student is transferring.

Employees can request a transfer to another position or schedule if these options are available and feasible.

Additional advocacy resources for both students and employees include:

CADA, an off-campus victim service agency
800-477-0466 or 507-625-8688
24 hours a day/7 days a week

Mental Health Counseling: The College maintains an on-campus Personal Counseling Center staffed by WLCFS – Christian Family Solutions counselors. Students and employees can request an appointment with a WLCFS counselor by calling 1-800-438-1772 or online at <https://appointment.christianfamilysolutions.org/request-appointment>.

Employees and students can also contact the following organizations for counseling services:

Blue Earth County Mental Health Center 507-304-4319
CFS Crisis Line 800-438-1772 (option #1)

REPORTING POLICIES AND PROTOCOLS

The College will treat any employee or student who believes that he or she has experienced or witnessed sexual assault with dignity and in a manner that does not suggest that the survivor is ever at fault for sexual assault or should have done something different to avoid the assault.

Confidentiality

Students and employees have several formal, informal, and alternative options with different levels of confidentiality and privacy for reporting allegations of sexual misconduct. Employees and students are encouraged to ask about a person's ability to maintain confidentiality and privacy before offering any information about alleged incidents.

While some of the College's reporting resources may be able to maintain confidentiality relative to information shared with the College, they may have reporting or other obligations under state law, such as Clery Act crime statistics, mandatory reporting of child abuse and neglect, imminent harm to self and others, requirements to testify if subpoenaed in a criminal case, etc. In these cases, personally identifying information will not be reported to the extent allowed by law.

Students and employees who, at first, request and are granted confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement and, thus, have the incident fully investigated.

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Requesting confidentiality

Employees and students may request confidentiality at the time they report an alleged incident. The person to whom the incident has been originally reported will contact the Title IX Coordinator who, along with the Vice President of Student Affairs or his designee, will evaluate the request based upon several factors including:

- The increased risk that the alleged respondent will commit additional acts of a sexual nature or other violence, such as:
 - whether there have been other sexual violence complaints about the same alleged respondent;
 - whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;
 - whether the alleged respondent threatened further sexual violence or other violence against the complainant or others;
 - whether the sexual violence was committed by multiple respondents;
- whether the sexual violence was perpetrated with a weapon;
- whether the complainant is a minor;
- whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and
- whether the complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the College will likely respect the complainant's request for confidentiality and will take immediate action as necessary to protect and assist the complainant.

There may be times when, in order to provide a safe, non-discriminatory environment for all students and employees, the College may not be able to honor a complainant's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with individuals involved in the College's investigation and resolution protocol. The complainant can choose not to participate in any investigation or disciplinary proceeding, without repercussion.

The College will remain mindful of the complainant's well-being, and will take on-going steps to protect the survivor from retaliation or harm and will work with the survivor to create a safety plan. Retaliation against the complainant, whether by students or College employees, will not be tolerated. The College will also:

- assist the complainant in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;

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- provide other security and support, which could include assisting them in seeking a restraining, protective, or judicial no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged respondent pending the result of an investigation) or adjustments for assignments or tests; and
- inform the complainant of the right to report a crime to campus or local law enforcement, and provide the complainant with assistance if the victim wishes to do so.
- provide assistance with student financial aid and visa/immigration issues, information about resources for financial assistance, and information about resources for survivors of sexual assault at an institution to which the student is transferring.

If the College determines that it can respect a complainant’s request for confidentiality, the College will take immediate action as necessary to protect and assist the complainant. Students and employees must understand that if they request, and are granted confidentiality, the College may be unable to conduct an investigation into the particular incident or to pursue disciplinary action against the alleged respondent. However, if the College determines that the alleged respondent(s) poses a serious and immediate threat to the College community, Campus Security may be called upon to issue a timely warning to the community which will not include any information that identifies the complainant. The College may also take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged respondent or revealing the identity of the complainant.

Reports of sexual violence, including non-identifying reports, will prompt the college to consider broader remedial action such as increased monitoring, supervision, or security at locations where the reported sexual violence occurred; increased education and prevention efforts; and/or revisiting policies and practices.

Documentation concerning the investigation of the incident will be kept confidential and will not become part of the student conduct or employee official personnel record but will, instead, be kept in a separate, secure location. Documentation of any disciplinary action taken or sanctions imposed will become part of the student conduct record or the employee official personnel record. The complainant has the right to have access to her or his description of the incident as it was reported to the College, even if the complainant has transferred to another postsecondary institution.

Reporting Options

As noted above under *confidentiality*, students and employees have several formal, informal, and alternative options for reporting allegations of sexual misconduct. Employees and students are encouraged to ask about a person’s ability to maintain confidentiality and privacy before offering any information about alleged incidents. Reports may be submitted in person or by phone or email, as noted below.

Students and employees have the option to notify or to decline to notify either Campus Security or local police. Reporting to the police department is not necessary for the College to proceed with its investigation.

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Formal Reporting Options

Action will be taken if a report is filed with any of the entities listed below.

- Report the incident to any *responsible employee* listed in the Title IX Directory at the end of this document.

These employees can offer assistance, call 911 and Campus Security (507-344-7888) if needed, and report the incident, including personally identifying details, to the Title IX Coordinator.

To the extent possible, information reported to a *responsible employee* will be shared only with people responsible for handling the College's response to the report. A *responsible employee* will not share information with law enforcement without the complainant's written consent or unless the complainant has also reported the incident to law enforcement.

The College will take immediate action as necessary to protect and assist the complainant. Employees and students must understand that if they request, and are granted confidentiality, the College may be unable to conduct an investigation into the particular incident or to pursue disciplinary action against the alleged perpetrator. However, if the College determines that the alleged respondent(s) poses a serious and immediate threat to the College community, Campus Security may be called upon to issue a timely warning to the community which will not include any information that identifies the complainant.

Reported incidents will be recorded in the Clery Act crime statistics, without personally identifying details. Campus Security Authorities (see Title IX Directory) are responsible for reporting allegations of *Clery Act* crimes that have been brought to their attention and that they conclude were made in good faith. Alleged crimes must be reported regardless of whether or not the victim chooses to file a report with law enforcement or to press charges.

- File a formal complaint with the Title IX Coordinator: Dr. Ted Manthe, 236 Old Main; 507-344-7745; titleix@blc.edu. The Title IX Coordinator will assess the safety of the complainant and the campus, provide resources and information to the complainant, and initiate the investigation process.
- File criminal charges with the police department as soon as possible. Designated staff members (e.g., Dean of Students or Student Affairs staff) will also accompany the complainant to the police station upon request.

Informal Reporting Resources

Action may or may not be taken if a report is filed with the following:

- *Confidential* resources generally would share information only if there was imminent risk to the employee, student, or others. However, these resources may have reporting or other obligations under state law, such as Clery Act crime statistics, mandatory reporting of child

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abuse and neglect, etc. Positions in this category are the Chaplain, and pastoral counselor faculty (see Title IX Directory for contact information).

- On-line reporting (<https://forms.blc.edu/title-ix-reporting/>): The online reporting system is intended to receive complaints of sexual misconduct, dating/relationship violence, or stalking. Only the Title IX Coordinator has access to the reports submitted online. Individuals who file a report on-line can choose to do so anonymously; however, the College is not obligated to investigate anonymous reports submitted online. The College may choose to offer support to the survivor, determine whether action is needed, encourage the survivor to report the incident to campus authorities, and, where applicable, encourage reports of criminal behavior to law enforcement authorities.
- OCR: Individuals with complaints of sexual misconduct who do not feel the College is addressing the charge of discrimination have the right to file a formal complaint with the United States Department of Education, Office for Civil Rights (OCR). The person filing the complaint need not be a complainant of the alleged sexual misconduct, but may complain on behalf of another person. More information can be found about filing a complaint at <http://www2.ed.gov/about/offices/list/ocr/complaints-how.html>.

Retaliation

The College will not tolerate any form of retaliation, either on-campus or off-campus, by any employee or student against any employee or student who reports an incident of sexual misconduct or who provides information during an investigation. Employees or students who engage in retaliatory behavior are subject to discipline, up to and including termination of employment or expulsion from the College. Employees and students who feel they are being retaliated against should immediately contact the Title IX Coordinator (507-344-7745; titleix@blc.edu).

Immunity

The College encourages the reporting of incidents of sexual misconduct. At times complainants or witnesses may be hesitant to report to College officials or to participate in grievance processes because they fear that they themselves may be accused of policy violations, such as underage drinking, at the time of the incident. It is in the best interests of the Bethany community that incidents are reported to College officials. Therefore, the College may offer immunity from policy violations related to the reported incident to complainants and witnesses who are students. While serious violations cannot be overlooked, the College reserves the right to waive lesser charges (e.g., violations of the alcohol policy) in cases that involve sexual misconduct.

Preserving Evidence

The College will assist the employee or student, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with the incident, and in preserving any materials relevant to a College disciplinary proceeding, regardless of whether the survivor files a formal complaint with the College.

In cases of alleged sexual assault, preserving evidence found on or in the body is vitally important

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for a fair and impartial investigation and resolution process. At the very least, the employee or student should consider not immediately taking a shower or washing or destroying the clothes worn at the time of the assault. The employee or student can seek medical treatment from the organizations noted below or from their own medical doctor to collect evidence of the sexual assault.

Mankato Clinic Urgent Care
1230 East Main Street, Mankato, MN 56001
507-389-8680
Monday-Friday: 8 a.m. – 8 p.m.
Saturday: 8 a.m. – 5 p.m.
Sunday: 11 a.m. – 5 p.m.

Mayo Clinic Health System (emergency room)
1025 Marsh Street, Mankato, MN 56001
507-625-4031 OR 800-327-3721
Sexual Assault Response Team: 507-594-4745

Evidence found in phone records (texting), emails, and/or social media (Facebook, Instagram, Snapchat, etc.) should also be preserved.

INVESTIGATION AND RESOLUTION

The College will use the protocol outlined below to investigate and resolve, in a prompt, fair, and impartial process, all allegations of misconduct brought to the Title IX Coordinator. The College reserves the right to adjust the protocol as dictated by the circumstances.

The College's Title IX coordinator oversees the handling of all Title IX reports and complaints of sexual misconduct. The Coordinator is also responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Dr. Ted Manthe
236 Old Main
titleix@blc.edu
Office: 507-344-7745
Emergencies: 507-344-7888 (ask Security to contact Dr. Manthe)

In addition to the Title IX Coordinator, the College has identified employees whose responsibilities include reporting, investigating, adjudicating, and providing counseling and support services. See Title IX Directory at the end of this document for contact information.

Conflict of Interest

Students and employees who wish to raise an issue regarding a potential conflict of interest with the investigators and/or adjudicators responsible for resolving the complaint should submit the concern in writing to the Title IX Coordinator at the time that the investigators and adjudicators

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are identified. If the conflict of interest is deemed valid, the College will appoint another adjudicator to resolve the complaint.

Retaliation

The College will not tolerate any form of retaliation, either on-campus or off-campus, by any employee or student against any employee or student who reports an incident of sexual misconduct or who provides information during an investigation. Employees or students who engage in retaliatory behavior are subject to discipline, up to and including termination of employment or expulsion from the College. Employees and students who feel they are being retaliated against should immediately contact the Title IX Coordinator (507-344-7745; titleix@blc.edu).

Investigation Protocol

The College will treat any employee or student who believes that he or she has experienced or witnessed sexual assault with dignity and in a manner that does not suggest that the survivor is ever at fault for sexual assault or should have done something different to avoid the assault. Survivors have the right to decide when to repeat the description of the incident.

All allegations of sexual misconduct brought to the attention of the Title IX Coordinator will be investigated and resolved within a 60-day period once the formal complaint is submitted, using the protocol outlined below, unless the complainant requests and is granted confidentiality. In general, the steps and anticipated timelines are as follows. Both respondent and the complainant will be notified in writing in a timely manner of the need to change the timeline, including the reason for the delay and the expected timeframe for completing the process.

Investigation: 20 business days (3 weeks)

Review and response to statements: 14 calendar days (2 weeks)

Adjudication: 5 business days (1 week)

Additional investigation (if requested by adjudicator): 10 business days (2 weeks)

Resolution: 5 business days (1 week)

Employees and students must understand that if they request, and are granted, confidentiality, the College may be unable to conduct an investigation into the particular incident or to pursue disciplinary action against the alleged respondent. However, if the College determines that the alleged respondent(s) poses a serious and immediate threat to the College community, Campus Security may be called upon to issue a timely warning to the community which will not include any information that identifies the victim. The College may also take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged respondent or revealing the identity of the complainant.

The College reserves the right to adjust the time period as dictated by circumstances, and will notify the complainant and respondent simultaneously in writing. For example, if the complainant, respondent, or witnesses are not available to be interviewed, the investigation's timeline may have to be adjusted.

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In the case of a police investigation, and upon request by the police department, the College may temporarily delay its investigation until the police have finished gathering evidence, with the understanding that the College will proceed with its own investigation apart from any police investigation or court proceedings.

The purpose of the investigation will be to gather facts that the adjudicator(s) will use to determine whether the College's sexual misconduct policy was violated. If the complainant or respondent declines to respond to requests for further information, the College will review the matter based upon all of the other information provided.

During the investigation and resolution stages of the complaint process, the College will, in cooperation with law enforcement authorities, shield the employee or student from unwanted contact with the alleged respondent by assisting them in seeking a restraining, protective, or judicial no-contact order when requested. In addition, the student or employee can request interim measures, even if she/he chooses not to pursue a complaint. See *Options for Assistance Following an Incident of Sexual Assault* for additional information (page R-9).

The Title IX Coordinator will, upon receipt of a complaint:

- assess the immediate safety and well-being of the complainant and the campus, in consultation with appropriate campus officials,
- notify the complainant of her/his rights to contact (or not to contact) law enforcement and to seek medical treatment,
- notify the complainant of the importance of preserving evidence,
- identify resources available to the complainant,
- offer accommodations/interim measures,
- discuss complaint resolution options (informal; formal with full investigation); mediation is not appropriate for complaints of sexual assault, and
- initiate investigation process.

The investigator(s) will:

- maintain confidentiality to the extent possible under the parameters of the sexual misconduct policy,
- conduct interviews, gather and review available evidence,
- prepare a fact-finding report for the adjudicator(s).

Resolution Protocol

Bethany Lutheran College will use an administrative proceeding to resolve all sexual misconduct complaints.

The Title IX Coordinator will consult with College administration to identify appropriate adjudicators whose responsibility will be to determine whether the sexual misconduct policy was

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violated and to assign relevant sanctions and/or remedies. To avoid potential conflicts of interest, more than one adjudicator may be identified.

In general, the Dean of Students will serve as the primary adjudicator in resolving student–student complaints. The Dean of Students reserves the right to appoint a review panel to assist in the decision–making and sanctions process.

In cases of student–employee and employee–employee complaints, a vice president will serve as the primary adjudicator, again reserving the right to appoint a review panel. In cases where a vice president is named as a respondent or as a witness in a complaint, the president serves as the adjudicator. If the president is named as a respondent or as a witness, the matter will be referred to the Board of Regents for resolution.

Adjudicator(s) will use the *preponderance of evidence* standard (more likely than not...) in reviewing the evidence and investigator report to determine whether the College’s sexual misconduct policy was violated and what sanctions will be imposed. The adjudicator may request that the investigator(s) collect additional information as needed. If the complainant or respondent declines to respond to requests for further information, the adjudicator will review the matter based upon all of the other information provided.

Upon final decision and sanction determination, if any, the adjudicator will notify the complainant and respondent simultaneously in writing of the result (initial, interim, and final), any relevant sanctions and/or remedies, the rationale for the result and sanction, and the appeal process.

The College will not require the complainant or respondent to abide by a non–disclosure agreement, in writing or otherwise, that would prevent the re–disclosure of information related to the result of the proceeding.

Possible results of the adjudication process

Sanctions

Employees

- verbal or written warnings
- probationary status
- suspension
- demotion
- termination
- mandatory counseling or training

Students

- warning (verbal or written or reprimand)
- probation
- required compliance with a sanctioning directive
- restriction of privileges

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- housing suspension or expulsion
- suspension
- expulsion
- withholding of diploma or degree for a defined period of time or until the completion of assigned sanctions
- revocation of admission to the College

Remedies, accommodations, protective measures for complainant

To the extent possible, the College will take appropriate, reasonable steps to protect the safety and well-being of the complainant, including but not limited to:

- separation from respondent (changes in work schedules or job location, course schedules and/or living arrangements)
- academic support services (tutoring)/accommodations
- course withdrawal or retake without penalty
- counseling services
- gathering information about resources for survivors of sexual assault offered by an institution to which the student is transferring

Additional remedies for the College community

The College will undertake, to the extent possible, additional remedies as dictated by the circumstances, such as increased training to prevent sexual misconduct; additional written education materials (policies and resources); review campus security relative to monitoring, supervision, or security at locations where the reported sexual violence occurred; and/or revisiting other policies and practices.

Appeal

The complainant and respondent have the right to appeal the adjudicator's decision, with the exception of the president of the College serving as the adjudicator, in which case no appeal is granted. Grounds for an appeal include presentation of new evidence, concerns about procedural errors and/or an unfair investigation, or concerns about the severity of the sanction(s).

The written appeal, including the basis for the appeal, must be submitted to the Title IX Coordinator within five (5) business days (employees) or five (5) class days (students) after the complainant and respondent are notified of the adjudicator's decision. If the notification occurs during the last 5 class days of the academic year, a five (5) business-day timeframe will be used.

A copy of the appeal will be delivered to the complainant or respondent, as appropriate, who will be given an opportunity to respond in writing and to provide additional evidence. Upon receipt of the response, the Title IX Coordinator will forward the appeal and response to an appropriate decision-maker (vice president or the president) who will review the file. The decision maker may elect to appoint an Advisory Committee (faculty and/or staff) that would review the original findings and recommendations and submit its findings and/or recommendations in writing to the decision-maker in a timely manner. At the discretion of the

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decision-maker and/or the request of the Advisory Committee, the Title IX Coordinator may be asked to provide additional information.

Upon review of the file and Advisory Committee findings/recommendations (if such committee is appointed), the decision-maker will render a decision and notify the complainant and respondent simultaneously in writing in a timely manner. The decision-maker will also give a copy of the notification to the Title IX Coordinator for placement in the official records. Complainants who wish to have access to their description of the incident as it was reported to the College, even if the complainant has transferred to another postsecondary institution, may contact the Title IX Coordinator to request a copy.

The appeal decision shall be final.

PREVENTION AND EDUCATION

The College's primary prevention and awareness programs and ongoing campaigns were developed and implemented for all employees and students who are pursuing a degree or taking courses through the Postsecondary Enrollment Options Act.

New Student Orientation (primary prevention and awareness/new students)

All students participate in orientation sessions including "Staying Safe @ BLC" which addresses the risk factors inherent in the college experience, smart decision making, and available supportive resources.

Specific information includes:

1. Resources in personal safety including campus security, counseling, etc.
2. References to the Student Guidebook and where information can be found on sexual misconduct policy, sexual misconduct reporting, and bystander information
3. Information about making wise choices in a new environment
4. Risk factors related to sexual assault, including alcohol, drugs, and new environment
5. Resources available to students for reporting and support

Printed Poster Campaign (primary and ongoing prevention and awareness; students and employees)

Printed posters stating that Bethany Lutheran College does not tolerate sexual misconduct, relationship violence, or stalking, are placed in public restrooms (Fine Arts Center, Honsey Hall, Memorial Library, Meyer Hall, Old Main, Sports and Fitness Center, Trinity Chapel, Tweit Hall) and in prominent student areas such as bathrooms and residence halls. Additional information includes what to do, reporting options, and resources.

Online (primary and ongoing prevention; students and employees)

The complete sexual misconduct policy, resources, and bystander intervention information can be found at <http://blc.edu/student-guide/sexual-misconduct> (students) or <https://secure.blc.edu:8888/human-resources/employee-handbook> (Appendix R; employees).

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The College implemented online training that covers bystander intervention, intimate partner violence (VAWA), and SaVE Act (Fall 2016) and definitions compliant with MN 135A.15.

Course Embedded (primary prevention/new students; ongoing prevention in that it supports earlier training)

Freshman Seminar (FRSM101) includes one entire class session dedicated to sexual misconduct awareness and education. The class period occurs around the fourth week of classes enhances what was presented in the “Staying Safe @ BLC” discussion during new student orientation. This time period was selected because it is still early in the new student experience and research suggests that this is a time when new students are statistically more vulnerable (first 8–9 weeks).

Topics covered include bystander intervention; defining sexual misconduct, relationship violence, and stalking; and information about resources available to students for reporting and support. An assessment instrument is used at the end of the class to collect data on value and effectiveness, and to enhance future presentations.

Residential Life Staff

Training is embedded into the annual Resident Assistant training and covers the sexual misconduct policy, bystander intervention, and procedures to follow should RAs encounter students who may be the object of sexual misconduct.

Fall Workshop (ongoing prevention; employees)

Each August during the Fall Workshop, the College reviews the sexual misconduct policy, bystander intervention, and procedures to follow should someone encounter students or employees who may be the object of sexual misconduct.

Assessment for Value, Effectiveness and Outcome (yet to be developed)

A brief survey will be electronically administered to all participants following training sessions asking for appropriate and actionable feedback on each training session to help guide future educational outreach to increase value and effectiveness.

TRAINING

The College also undertakes the following annual training:

1. Title IX coordinator training (offered by Gray Plant Mooty who collaborates with the MN BCA)
2. Investigation protocol (Title IX investigation team; off-site training; review training manual) (offered by Gray Plant Mooty who collaborates with the MN BCA)
3. Adjudication protocol (dean of students, vice president of academic affairs; off-site training; review training manual) (offered by Gray Plant Mooty who collaborates with the MN BCA)
4. Reporting protocol (*confidential resources, responsible employees*, and Campus Security)

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Authorities; review training manual)

5. Campus security personnel (comprehensive training on preventing and responding to sexual assault; same as first responders)
6. Sexual Assault Protocol Team (review training materials with law enforcement authorities; obtain recommendations)
7. Tabletop exercises of the College's emergency response protocol (administration; review/revise protocol)

TITLE IX DIRECTORY

Title IX Coordinator

Dr. Ted Manthe
236 Old Main
titleix@blc.edu; Ted.Manthe@blc.edu
Office: 507-344-7745
Emergencies: 507-344-7888 (ask Security to contact Dr. Manthe)

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