

Carleton College

ANNUAL SECURITY AND FIRE SAFETY REPORT

PUBLISHED SEPTEMBER 30, 2019 – COVERING CALENDAR YEAR 2018

IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND
CAMPUS CRIME STATISTICS ACT

Emergency Contact Information

	Campus Phone	Cell Phone
Carleton College Security Services	ext. 4444	507-222-4444
Carleton College On-Campus Safe Escort	ext. 4444	507-222-4444
Northfield Police, Fire, EMS	9-911	911
Hope Center Safe Line	9-1-800-607-2330	800-607-2330
Carleton Student Health and Counseling (SHAC)	ext. 4080	507-222-4080
Northfield Hospital	9-507-646-1000	507-646-1000



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Purpose

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, certain crime statistics and policies are mandated to be published. Carleton College supports this initiative and makes every effort to make this information available. An informed community is a safer community.

Carleton College is committed to maintaining a safe campus. Included in this document is information about the College's safety and security policies, crime statistics, emergency procedures, fire safety policies and statistics, and several other resources available through Security Services.

Security Services personnel are responsive, well-trained and caring professionals. In addition to Security Services, the responsibility for crime prevention is shared by you and other members of the College community. Your involvement is the most important factor in crime prevention. The success of crime prevention depends mostly on following sound security practices and recognizing and immediately reporting suspicious or criminal activity.



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Security Services Overview

The department of Security Services is responsible for maintaining security and providing emergency response at Carleton College. Security Services collects crime reports from campus security authorities and local law enforcement for inclusion in the Annual Report. The Security Services office is located in Hoppin House, 420 1st Street East. Security Services personnel can be contacted 24 hours a day at on-campus extension 4444, or by dialing 507-222-4444.

Security Services personnel provide patrol protection of the campus seven days a week, 24 hours a day, 365 days a year by a staff comprised of professional security personnel. The Security staff is responsible for a full range of public safety services including crime prevention, crime reports, investigations, medical emergencies, fire emergencies, and responding to all other incidents requiring emergency assistance.

Security Services personnel are not sworn police officers but are empowered to make arrests pursuant to Minnesota Statutes covering citizen arrests. Each officer fulfills the Minnesota Statute requiring a criminal history check through the Federal Bureau of Investigation and Minnesota Bureau of Criminal Apprehension.

Security Services maintains open lines of communication and a close working relationship with the Northfield Police Department, as well as appropriate elements of the criminal justice system. Regular meetings are held both on a formal and informal basis. Although Carleton College has no student organizations residing in off-campus property, crime related reports and statistics are routinely exchanged.

Reporting Procedures

All members of the campus community are encouraged to promptly and accurately report criminal or suspicious activity to Security Services either in person or by dialing x4444 from a campus telephone or 507-222-4444 from a cell phone or outside line. Campus telephones are located in the public areas of all campus buildings. In addition, outdoor emergency telephones are provided in various locations on campus:

<https://apps.carleton.edu/emergency/phones/>

The responding officer will investigate the complaint or concern and complete an incident report when appropriate. Security Services personnel will assist those wishing to report the incident to the Northfield Police Department. Individuals may also report crimes directly to the Northfield Police by dialing 9-911 from a campus telephone or 911 from a cell phone or outside line. In addition to Security Services and the Northfield Police, students, faculty and staff may report crimes to individuals designated as a Campus Security Authority. The Clery Act requires all institutions to



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collect crime reports from a variety of individuals and organizations that Clery considers to be Campus Security Authorities.

In addition to Security Services staff, the Act defines Campus Security Authorities as officials of an institution who have significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings. Pastoral and professional counselors are exempted from disclosing information.

Examples of Campus Security Authorities

- Examples of individuals whose positions probably meet the criteria for being Campus Security Authorities include:
 - Professional staff in the Dean of Students office, to include Residential Life staff
 - Professional staff in the Student Activities office
 - Faculty or staff advisers to student organizations
 - Resident Assistants/advisers
 - Athletic Directors and coaches (including Assistant Athletic Directors and Assistant Coaches)
 - Contract Security Officers
- Examples of individuals who probably would not meet the criteria for being Campus Security Authorities include:
 - College Chaplain or other pastoral counselor
 - Professional counselors
 - A faculty member WITHOUT responsibility for student and campus activity beyond the classroom
 - Clerical staff
 - Facilities/maintenance staff
 - Dining Services staff



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Confidential Reporting

If you are the victim of a crime and do not want your name released to the public or pursue action within the College system or criminal justice system, you may still file a confidential report. Upon your request, Security Services personnel can file a report on details of the incident without publicly revealing your identity. You may also report a crime via a Community Concern Form:

https://carleton-advocate.symplicity.com/public_report/index.php/pid408341?

The purpose of the confidential report is to comply with your wish to keep your name confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

Other Resources for Confidential Reporting

Other resources for confidential reporting include the College Chaplains and the Psychologists, Nurses and Director of the Student Health and Wellness Center. In most circumstances these individuals have a professional and legal obligation not to reveal information shared in the course and scope of performing their duties.

However, confidential support personnel do have a duty to report when they have reasonable cause to believe that the person sharing information with them is dangerous to themselves or others. Student Health and Counseling counselors will review their confidentiality obligations with you when you meet with them. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Support Services for victims of violent crime are available from the Carleton College Student Health and Wellness Center and the Hope Center Help Line.

Daily Crime and Fire Log

The purpose of the Daily Crime and Fire Log is to record criminal incidents and alleged criminal incidents reported to have occurred within the patrol jurisdiction of Security Services. Also included is the report of any fire that occurs in an on-campus student housing facility.

The Daily Crime and Fire Log will include the Security Services case file number, the nature/classification of the crime or fire, the location of the occurrence, the date and time the occurrence is reported to Security Services, the date and time of the occurrence, and the disposition of the complaint if known.

In accordance with Federal Law, Security Services may temporarily withhold information if there is clear and convincing evidence that the release of information would jeopardize an ongoing



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investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

The Daily Crime and Fire Log is updated within two business days of an occurrence and is available upon request at the Security Services office (Hoppin House, 402 1st Street East) during normal business hours.

Annual Report and Public Safety Alerts

ANNUAL REPORT

A comprehensive annual report of crime-related, statistical information is compiled, published, and distributed with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

PUBLIC SAFETY ALERTS

If circumstances warrant, public safety alerts are prepared and distributed through the Security department website, text messaging, electronic mail, and/or posted in selected locations throughout campus.

Timely Warning Procedures

Upon confirmation of a significant threat, emergency, or dangerous situation on campus, the College without delay and taking into account the safety of the community, will initiate the campus emergency notification system. The Dean of Students, Director of Security or their designee reviews information that is reported to Security Services by members of the community, by Campus Security Authorities and by the Northfield Police to determine if a reported crime poses a serious on-going threat to members of the Carleton Community and if the distribution of a Timely Warning Notice is warranted.

Timely Warning Notices are usually distributed for Clery Act crimes and may also be posted for other crime classifications depending on the facts of the case and the information known by Security Services.

Emergency Alert

Carleton College utilizes the Omnilert Mass Notification System (branded as CarlAlert) to notify students, faculty, and staff with time sensitive information involving an immediate threat to their health and safety. The offices of Security Services, External Relations, Dean of Students, and the President are authorized to determine the content and issue emergency notifications. CarlAlert uses e-mail, text messaging, social media and campus message boards to broadcast pertinent information, and when appropriate provides directions to those in affected areas. Carleton's



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CarlAlert Emergency Notification service is an "opt-out" benefit. The CarlAlert system is tested three (3) times during each academic year. Students, faculty and staff can sign up for CarlAlert at:

<https://apps.carleton.edu/emergency/service/notify/>

Emergency Evacuation Procedures and Policies

Carleton College has an Emergency Operations Plan that is evaluated and updated on no less than an annual basis. Various campus departments and outside agencies work together with Security Services to ensure the College can prepare for, prevent, respond to, and recover from emergency situations. Evacuation exercises in each of the residence halls are conducted once per academic term. Evacuation exercises in campus houses utilized for student housing are conducted once per year. Evacuation exercises are conducted in each of the campus academic and administrative buildings on an annual basis.

Carleton College conducted a test of the College's Emergency Operations Plan on December 14th, 2018. This tabletop tested the communication procedures on campus as well as the activation of the Team Leaders that are identified in the Emergency Operations Plan.

Upon confirmation of a significant threat, emergency, or dangerous situation on campus, the College without delay and taking into account the safety of the community, will initiate the campus notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Director of Security in consultation with the President of the College, Dean of the College, Dean of Students, and/or the Vice President and Treasurer are responsible for declaring a state of emergency on campus. These individuals along with the office of College Relations will determine who to notify as well as the methods and content of the notification.

Notifications and follow-up information will be issued by one or more of the following methods: CarlAlert, electronic mail, College website, campus mail, building posting, social media, and/or word of mouth. Emergency notifications may be issued by one or more of the following offices: Security Services, Dean of Students, College Relations, and the Office of the President.

Northfield Police Department

Security Services maintains a close working relationship with the Northfield Police. Security Services also works with The Rice and Dakota County Sheriff Departments. Meetings are held between the leaders of these agencies on both a formal, informal and as-needed basis. Crime related reports and statistics are routinely exchanged. The officers of each department communicate regularly on the scene of incidents that occur in and around the campus area.



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Carleton College has no student organizations residing in off-campus property. However, many students live in the neighborhood adjacent to campus. The Northfield Police routinely communicate with Security Services as well as the Dean of Students Office regarding crime related information and reports.

The Northfield Police provides the College with a Citation Report on a weekly basis. The Citation Report identifies the time, date, location, type of crime, and names of individuals cited for violations on Minnesota State Statutes during the previous week.

A Memorandum of Understanding (MOU) exists in accordance with [MN State Statute 135A.15 subd. 4](#) between Carleton College and the City of Northfield, MN. There is no written MOU between Security Services and the MN State Patrol, Rice or Dakota County Sheriff Departments.

Access to Campus Facilities

College facilities are well-maintained and their security given constant attention in the interest of students, staff, and faculty. Many cultural and athletic events held in College facilities are open to the public.

The Carleton College campus is open to the public. Academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most buildings have individual hours and the hours may vary at different times of the year. Access to campus buildings is generally limited to students, employees, and visitors for the purpose of study, work, teaching, and conducting other College business. Only those with a demonstrated need are issued keys/electronic access to a building, classroom, lab, office, etc.

Access to student residences is restricted to students, their approved guests, and other approved members of the College community. Outside doors to residence halls, selected College owned campus houses, and selected academic/administrative buildings are equipped with an electronic locking/unlocking system. College owned campus houses that are used as student residences and are not included on the electronic access control system are equipped with locking mechanisms that are not able to be left in an unlocked state by residents. Individual room doors to student residences are equipped with either a manual or electronic locking mechanism.

Residence halls and college owned campus houses used as student residences are supervised by non-student Area Directors who live in the residence halls. In addition, each student residence is staffed by trained student Resident Assistants or House Managers. The Office of Residential Life provides appropriate training.



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Maintenance of Campus Facilities

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Education Programs

Security Services personnel may conduct crime prevention and general safety and security awareness presentations to students, faculty, and staff upon request.

Carleton College's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of crime prevention programs used by the College:

Crime Prevention Programs

SAFETY ESCORT - Provide a 24/7/365 on campus escort service.

EMERGENCY TELEPHONES - Both interior and exterior telephones are linked directly to Security Services and are located throughout campus.



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CRIME PREVENTION PRESENTATIONS - Crime prevention presentations are offered for the residence halls and other campus groups and organizations. Such presentations occur during New Student Week, Residential Life annual staff training, annual New Employee Orientation, as well as faculty and staff training sessions throughout the year as requested/necessary.

BICYCLE LOCK PURCHASE - High quality bicycle locks can be purchased at the Carleton Bookstore.

WHISTLE-ALERT PROGRAM - Plastic whistles, which can be attached to a key chain, are offered free to students, faculty, and staff. Individuals are encouraged to use the whistle when they are being followed, harassed, attacked, or witness a crime in progress.

WEB CAM COVER PROGRAM – Security services provides free web cam covers as a security measure against cybercrime.

PRINTED CRIME PREVENTION MATERIALS - Crime prevention brochures, posters, addressing personal and property safety and security are available at the Security office and are posted on campus.

Missing Students

Anyone who believes that a student who resides in on-campus housing is missing should immediately notify Security Services at 507-222-4444. Security Services will generate a missing person report and initiate an investigation.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Carleton College in the event the student is determined to be missing more than 24 hours.

If a student has identified such an individual, Carleton College will notify that individual no later than 24 hours after the student is determined to be missing. A student's contact information is confidential and that information is accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

After investigating the missing person report, should Security Services determine that the student is missing and has been missing more than 24 hours; Security Services will notify the Northfield Police Department and the student's emergency contact.

If the missing student is under the age of 18 and is not an emancipated individual, Carleton College will notify the student's parent or legal guardian in addition to notifying any additional contact person designated by the student immediately after Security Services has determined that the student has been missing more than 24 hours.



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Carleton College will notify the Northfield Police Department within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Sexual Misconduct and Violence Against Women Act (VAWA)

Carleton College is committed to maintaining high standards of respect and civility. This commitment extends to creating and maintaining a learning, living, and working environment free from all forms of sexual misconduct as defined by Carleton College's Policies Against Sexual Misconduct. The Title IX Lead Team coordinates the College's sexual misconduct prevention, training, response, and compliance with Title IX.

A comprehensive Sexual Misconduct Prevention & Response website with information about the College's response procedures and support resources can be accessed at:

https://apps.carleton.edu/dos/sexual_misconduct/

Statement of Philosophy

Carleton College is committed to:

- fostering a safe environment, free of sexual misconduct in any form. We expect community members to engage in relationships and sexual interactions that are characterized by consent. Individuals who engage in behaviors that violate Carleton's Policy Against Sexual Misconduct are held responsible for their actions.
- responding to reports of sexual misconduct through established procedures that are comprehensive in scope, supportive in approach, and fair in execution. Support will be provided before, during, and after any adjudication, recognizing that for all parties affected by an instance of sexual misconduct—alleged or proven—the experience is emotionally, socially, and intellectually demanding. Retaliation against any person participating in the investigation or adjudication of a report of sexual misconduct is strictly prohibited.
- taking seriously the fact that the best process to address sexual misconduct should begin before any sexual misconduct has occurred, with prevention through education, and should conclude with intentional measures to work towards healing individuals and community.

General Provisions and Application

Carleton College prohibits all forms of sexual misconduct, including sexual assault, sexual harassment, sexual exploitation, stalking, intimate partner violence, and other sexually inappropriate conduct.



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Sexual misconduct can be committed by a person of any gender against a person of any gender. Sexual misconduct can be committed by friends, current or former intimate partners, acquaintances, or non-acquaintances.

The Policy Against Sexual Misconduct applies to all Carleton faculty, staff, students, and visitors. The Policy applies in connection with any College program, whether on or off campus, including academic, educational, extra-curricular, athletic, residential, employment (including work-study), and other College activities and programs.

Carleton College is committed to creating a community free of sexual misconduct, to providing avenues for those affected by sexual misconduct to obtain assistance, and to providing clear and fair complaint and investigation procedures.

Carleton College encourages individuals who have experienced any form of sexual misconduct to make a prompt report to the College. Carleton College also encourages individuals who have experienced sexual assault to pursue criminal charges. The College will provide information about available options, including information about filing an internal complaint or pursuing criminal charges. A criminal charge and an internal complaint can be pursued at the same time. Detailed information about complaint and investigation procedures to implement this Policy can be found [here](#).

The College will provide support to all individuals in the Carleton Community involved in reports of sexual misconduct, including the internal College complaint process and/or the criminal charge process. The College also recognizes that pursuing a complaint procedure or criminal charges may not be steps that every person who makes a report wants to take; the College recognizes an individual's right to decline to pursue formal action.

Carleton College has also adopted a Statement on Consensual Relations that applies to faculty and staff. Students, faculty members, and staff members should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may also violate this Policy. Anyone who engages in a sexual relationship with a person over whom they have any degree of power or authority must understand that the validity of the consent involved can and may be questioned. The College particularly recognizes the abuse potentially inherent in sexual relationships between faculty members and students and between staff supervisors and their student employees. (See Statement on Consensual Relations, Carleton College Faculty Handbook and Staff Handbook.)



Prohibited Conduct

This section defines conduct prohibited by the Sexual Misconduct Policy.

Sexual Assault

Sexual assault is intentional sexual contact with another person without that person's consent.

Sexual contact includes, but is not limited to, intentional touching of the genitals, buttocks, or breasts; coercion to force someone else to touch one's genitals, buttocks, or breasts; penetration of an orifice (anal, oral or vaginal) with the penis, finger, or other object in a sexual manner; or sexual inter-course. Sexual contact can occur over clothing.

Consent means the mutual understanding of words or actions freely and actively given by two informed people that a reasonable person would interpret as a willingness to participate in mutually agreed upon sexual activity.

- Consent is not effective when force, threat, or coercion is used
- Consent is not effective if the recipient party is incapacitated, asleep, or unconscious
- Silence or non-communication should never be interpreted as effective consent
- Consent to one type of sexual activity does not imply consent to other types of sexual activity
- Past consent is not future consent
- Consent can be withdrawn at any time

Incapacitation is the physical and/or mental inability to make informed, rational judgments. A person is incapacitated if they lack the necessary judgment to give consent to sexual activity. For example, a person may be incapacitated when asleep or under the influence of alcohol or drugs to an extent that the person is not capable of making a knowing decision. Knowledge of incapacity is evaluated based on a reasonable person standard. Accordingly, if a person has sexual contact with someone whom that person knows to be, or whom a reasonable person would know to be, incapable of making a rational, reasonable decision, that contact violates this policy.

Being intoxicated or under the influence of any substance at the time of sexual contact is never an excuse for violating this Policy.

Sexual Harassment

Sexual harassment is unwelcome verbal, non-verbal, or physical conduct of a sexual nature or based on someone's gender or gender expression that is:

1. severe or pervasive, and



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2. objectively offensive, and
3. creates a hostile educational or work environment.

The conduct must be unwelcome to the recipient, and a reasonable person in the recipient's position must also perceive the conduct as constituting sexual harassment.

Sexual harassment includes "quid pro quo" harassment, which occurs when submission to conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an employment or educational benefit, or is a factor in decisions affecting an individual's employment or education.

A hostile educational or work environment occurs when conduct or communication has the effect of substantially interfering with an individual's employment or education. Even a single, severe incident can create a hostile educational or work environment. To determine whether a hostile environment has been created, a variety of factors related to the severity, persistence, or pervasiveness of the conduct will be considered.

Unwelcome conduct is conduct that the recipient did not request or invite and considers to be undesirable or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating.

- Participation in the conduct or failure to complain does not always mean that the conduct was welcome
- The fact that some conduct was welcome does not necessarily mean other conduct was welcome
- The fact that conduct was requested or invited on one occasion does not mean that the conduct is welcome on a subsequent occasion

The essential importance of academic freedom is recognized in applying this policy. But a claim of academic freedom is not a defense to actions intended to harass or actions that would be understood to be harassing by a reasonable person. Carleton College believes that ideas, creativity, and free expression thrive—and indeed can only exist for students, faculty members, and staff members—in an atmosphere free of sexual harassment or coercion.



Stalking

Stalking is a form of sexual misconduct when it is gender based or is related to an intimate partner relationship. Stalking means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

Stalking may include persistent unwanted attempts to contact the person by phone, electronic communication, or regular mail; vandalizing the person's property or leaving unwanted items for the person; and/or repeatedly appearing at the person's classroom, residence, or workplace without permission.

Sexual Exploitation

Sexual exploitation occurs when a person abuses or exploits another person's sexuality, without that person's consent.

Sexual exploitation includes, but is not limited to, recording images or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted did not consent to and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.

Intimate Partner Violence

Intimate partner violence is the use of physical violence, coercion, threats, intimidation, isolation, humiliation, or other forms of emotional, psychological, sexual, or economic abuse used to control a partner in an intimate relationship.

Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy.

Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate Partner Violence is sometimes referred to as Domestic Violence or Dating Violence.

Sexually Inappropriate Conduct

Sexually inappropriate conduct includes unwelcome sexual conduct that may not rise to the level of sexual harassment. Conduct that may be considered sexually inappropriate may be isolated behavior not sufficiently serious to be sexual harassment under this policy.

Sexually inappropriate conduct may include, but is not limited to, crude, obscene, or sexually offensive gestures or behavior, or unwelcome sexual comments or communication. For purposes of this definition, communication may be oral, written, or electronically transmitted.



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Retaliation

Retaliation includes, but is not limited to, abusive, coercive, violent, threatening, intimidating, discriminating or similar actions taken against an individual because of that individual's participation in the sexual misconduct process. Retaliation, by anyone, against a person involved in a sexual misconduct process under this Policy—including the complainant, the respondent, witnesses, advisers, investigators, panel members, or anyone else participating in the process—or against anyone who pursues legal action alleging sexual misconduct—is prohibited and will not be tolerated.

Reporting Procedures

FACULTY AND STAFF – All faculty and staff (other than Confidential Campus Resources) who learn of possible violations of this policy are required to report that information either directly or through a Community Concern Form to the Title IX Coordinator or the Title IX Deputy for Faculty and Staff:

https://apps.carleton.edu/dos/sexual_misconduct/get_help/reporting/

While reporting is an obligation for all faculty and staff other than confidential resources, in responding to a report, the College will be guided by the goal of empowering the individual who has been subject to the misconduct and allowing that individual to retain as much control over the process as possible. However, no employee (other than Confidential Campus Resources) can or should promise absolute confidentiality.

Confidential Campus Resources

Carleton's counselors and health service providers at the Student Health and Counseling Center and clergy who serve as College Chaplains are the college's Confidential Campus Resources. Individuals involved in sexual misconduct matters may seek confidential support from these resources, who will maintain complete confidentiality of all information shared with them. Confidential Campus Resources have a responsibility to report non-personally identifiable information about sexual misconduct for the purpose of statistical reporting, as required by federal law.

Students

Resident assistants are required to report incidents of possible sexual misconduct through a Community Concern Form when relevant information comes to their attention through their work as resident assistants. Resident assistants are required to include the names of involved students.

Student staff members in the Division of Student Life, other than resident assistants, are required to report incidents of possible sexual misconduct through a Community Concern Form, but may choose to omit the names of involved students. These student staff members may choose to share more information, including names, to ensure that affected students receive appropriate support and attention.



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Other students do not have an obligation to report sexual misconduct, but are encouraged to consider sharing information about sexual misconduct with the Title IX Coordinator to ensure that affected students receive appropriate support and attention.

Related Information

Privacy and Confidentiality

Carleton College will maintain the privacy of all parties involved with a sexual misconduct allegation to the fullest extent possible. Maintaining privacy means that only individuals who need to know information about a case will have access to it and that all information will be handled with sensitivity. Publicly available records will not identify the parties in a formal or informal complaint process.

Record Retention

Records related to sexual misconduct allegations and investigations will be retained by the College for seven years.

Limited Immunity for Alcohol and Drug Violations

The College seeks to remove barriers to reporting incidents of sexual misconduct. An individual who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to make a report or participate in an investigation because of potential consequences for their own conduct. No student who, in good faith, reports an incident of sexual misconduct or participates in an investigation of sexual misconduct will be subject to disciplinary action for their own personal consumption and possession of alcohol or other drugs related to that incident. The College may recommend educational intervention, assessment, or counseling for alcohol or other drug use when appropriate.

Prevention Education

In an effort to prevent and eliminate sexual misconduct, the College will maintain an informative Web site about the sexual misconduct policy, procedures, prevention, and response, and will distribute information about the sexual misconduct policy and procedures to students, staff members, and faculty members annually. Peer leaders and professional staff members in advisory roles will receive additional training in preventing and responding to incidents of sexual misconduct. This training will include information to empower bystander intervention, including safe and positive options to prevent harm or intervene in risky situations. Individuals designated as part of the Sexual Misconduct Support and Response Team will receive extensive and ongoing training, as will those involved in administration and adjudication of the sexual misconduct complaint process.

In addition to these trainings, the College community is informed about issues surrounding sexual misconduct through proactive and prevention education efforts.



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Sexual Misconduct Involving Minors

Additional requirements may apply when an incident of sexual misconduct involves a minor. A separate College policy applies to minors on campus. See the Minors on Campus Policy (under development).

Related Legal Definitions

When sexual misconduct as defined in this Policy occurs at Carleton, the standards of the community are violated. Depending on the type of misconduct, state and federal law may also be violated by conduct that violates College policy. State law definitions of consent, sexual assault, domestic violence, dating violence, and stalking can be found on the Minnesota Coalition Against Sexual Assault Web site.

INFORMATION AND EDUCATION – In an effort to prevent and eliminate sexual misconduct, the College will maintain an informative website about the sexual misconduct policy, procedures, prevention, and response, and will distribute information about the sexual misconduct policy and procedures to students, staff members, and faculty members annually:

https://apps.carleton.edu/dos/sexual_misconduct

The Gender and Sexuality Center offers resources and support on issues related to diversity in gender and sexuality and coordinates campus initiatives to prevent sexual violence and create healthy communities and relationships. Peer education workshops cover basics for supporting survivors of sexual violence such as active listening and suggestions for supportive language. It also provides an overview of local and on campus resources for survivors and those learning how to support survivors.

The Gender and Sexuality Center also offers year-round programming that encourages healthy relationships, supports and affirms people of all gender and sexual identities, and prevents sexual violence. Peer leaders at the GSC offer interactive workshops on these topics for residence halls and student groups.

In addition to these trainings, the College community is informed about issues surrounding sexual misconduct through proactive and preventative education efforts. The Gender and Sexuality Center is primarily responsible for this education; appropriate resources and administrative support are provided for that purpose.

Stalking, intimate partner violence and sexual assault are never the fault of the victim/survivor. One of the best ways to reduce the risk of sexual violence at Carleton is to recognize the warning signs of abusive behavior, hold others accountable for such behavior, and get help for yourself or others who may be at risk of harm.

TRAINING – Peer leaders and professional staff members in advisory roles will receive additional training in preventing and responding to incidents of sexual misconduct. This training will include



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information to empower bystander intervention, including safe and positive options to prevent harm or intervene in risky situations. Individuals designated as part of the Sexual Misconduct Support and Response Team will receive extensive and ongoing training, as will those involved in administration and adjudication of the sexual misconduct complaint process.

All new students are required to complete Haven (an online sexual violence prevention program) before arriving on campus and to participate in #CarlTalk (a peer-led performance) during New Student Week. These programs give new members of the Carleton community the opportunity to learn campus policies and values around consent, healthy relationships, and preventing sexual misconduct. All new Carleton employees are required to attend mandatory in-person training on sexual misconduct prevention and response and to complete the online Haven for Faculty and Staff program.

Green Dot is a nationally recognized bystander intervention program that focuses on building the skills needed for individuals to take action when they see instances of power-based personal violence (stalking, intimate partner violence, and sexual assault). "Green Dots" are small choices that each of us make with our words or actions which help prevent harm from occurring in our community. The Green Dot motto is, "No one has to do everything, but everyone has to do something."

The core of Green Dot is a six-hour interactive training for students designed to equip participants with the necessary connections, knowledge and skills to increase their proactive and reactive bystander behaviors. The training focuses on defining the role of the bystander, recognizing behavior that leads to harm, and understanding personal obstacles to action. Shorter overviews of Green Dot (from 15 to 90 minutes in length) are available for students, faculty and staff who want to learn the basic principles of Green Dot.

In 2018-2019, Student 6-hour Bystander participants: 211; Student Overview participants: 10; Faculty and Staff Overview participants: 7; Committee Members (trained facilitators): 25; Offices represented on the Green Dot Leadership Team: Admissions, Dean of Students Office, Health Promotion, Digital Archives; Offices represented on the Green Dot Team: Physical Education and Recreation, Disability Services, Admissions, Dean of Students Office, Health Promotion, Digital Archives, Residential Life, Gender and Sexuality Center, Student Health and Counseling, Title IX, Office of Intercultural and International Life, and Community Standards. With the creation of a second full-time staff position in the Title IX Office, the Green Dot program is now being overseen by the Sexual Violence Prevention Coordinator.

COLLEGE AUTHORITY ROLES AND RESPONSIBILITIES – The Sexual Misconduct Prevention/Campus Investigator and Consultant and Title IX Coordinator maintain oversight responsibility for sexual harassment and sexual violence educational and training programs that are developed by the college for faculty, staff and students.



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Peer leaders and professional staff members in advisory roles will receive additional training in responding to incidents of sexual misconduct and directing those affected by sexual misconduct to resources and support people. Individuals designated as part of the Sexual Misconduct Support Team will receive extensive and ongoing training, as will those involved in administration and adjudication of the student sexual misconduct complaint process.

Carleton College provides confidential counseling services which may be used by individuals who feel they have been sexually assaulted. Students may seek confidential counseling from the Student Health and Counseling staff or the Office of the Chaplain. The Rice County Hope Center may also provide confidential services.

A Title IX Resource Card is a form of written notification that can be presented to students, faculty and staff members who have experienced an incident(s) of sexual misconduct or have had an incident of sexual misconduct is reported to them. The Title IX Resource Card includes information on the procedures to follow as well as contact information for on-campus resources, Northfield Police, Northfield Hospital, and victim advocacy groups.

Victims of sexual misconduct may choose to go to the hospital where they will receive a medical examination to treat injuries and address concerns about sexually transmitted diseases and pregnancy. In addition, evidence can be collected that can be critical in locating and prosecuting the assailant. In order to preserve physical evidence, the victim of sexual misconduct should not wash, douche, change or throw away clothes, or alter the place where the sexual misconduct occurred. The best evidence is collected within twelve (12) hours of the assault, but may be collected as many as 120 hours after an assault. The Northfield Hospital Sexual Assault Forensic Examiner (SAFE) Nurse will conduct the exam. If a report is made to the police, Rice County will pay the cost of the victim's medical exam. The Northfield Hospital does not notify the College or the victim's parents of the assault unless the victim requests them to do so.

College authorities will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Minnesota State Crime Victims Reparations Board and the Minnesota State Office of the Crime Victim Ombudsman.

College authorities responding to complaints of sexual misconduct will inform victims, at a minimum, of the options of criminal prosecution, medical assistance, the internal complaint process, confidential counseling, and academic assistance alternatives.

The Student Health and Counseling staff and College Chaplain serve as confidential resources on matters relating to students who are potential or actual victims of sexual misconduct. They are available to alleged student victims, and all members of the college community, for consultation and direct support on sexual harassment and/or assault issues related to students, and will facilitate access to the formal complaint process when appropriate.



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COMPLAINT PROCESS – All parties involved in a sexual misconduct complaint process have the right to a prompt, fair, and impartial investigation and resolution of the complaint. A preponderance of the evidence standard applies in all sexual misconduct complaint process hearings. Policy violation hearings are conducted by officials who are trained to conduct hearings in sexual misconduct cases. Both parties have the right to have an adviser present during a hearing.

Every complaint where sexual misconduct has been committed by a student, faculty member or staff member against any student, faculty member or staff member will be investigated by the appropriate College authority. When the appropriate adjudication body indicates that the Policies against Sexual Misconduct have been violated, the appropriate College authorities will take prompt and responsive action. Adjudication of student-to-student complaints of sexual 15 misconduct is heard by the Community Board on Sexual Misconduct (CBSM).

A panel from the CBSM, comprised of: one voting faculty member, one voting staff member, and one voting student, plus the Chair will convene to hold a resolution meeting and make a determination regarding a complaint of sexual misconduct. Each party will be advised of the identity of the CBSM panel members in advance of the resolution meeting and given an opportunity to provide written objection if the party believes that there is a conflict with one of the panel members serving. The Chair shall also advise the members of the panel in advance of the identity of the parties and ask if they have any relationship with the parties that would affect their ability to adjudicate. The Chair determines whether a different person should serve as a member of the CBSM. The three voting members of the Panel must represent gender diversity.

When a complaint of Sexual Misconduct is made by or against a faculty member, the Dean of the College, or the Dean's designee, will be the adjudicator. When a complaint of Sexual Misconduct is made by or against a staff member, the Vice President and Treasurer, or the Vice President and Treasurer's designee, will be the adjudicator. When a complaint of sexual misconduct is made by a faculty member against a staff member or vice versa, the Dean of the College and the Vice President and Treasurer will mutually determine who should be the adjudicator. If a complaint is made by or against a party who would otherwise adjudicate, a neutral third party designated by the President acts as adjudicator.

The College's policies and procedures apply regardless of whether the sexual misconduct occurred on campus or off campus, if the conduct impacts the individual on campus.

Anyone who has experienced a sexual assault has the right to report that assault to college authorities, off-campus law enforcement authorities, or both. They also have the right to decline to report a sexual assault to college authorities or off-campus law enforcement authorities. If an individual wishes to report the incident to off-campus law enforcement, College authorities will assist them in that process.



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Carleton is committed to remediating the impact that sexual misconduct has on a student's educational experience and strives to prevent its recurrence. Regardless if the victim chooses to report the crime to Security Services or the Northfield Police, The Title IX Coordinator will work with a student to provide/request accommodations to reduce the impact of the experience.

Some accommodations can be put in place long term while others are used temporarily while a student is seeking longer term resolution. Examples of campus accommodations for students may include:

- Changes in academic/class assignments or schedules
- Changes in living arrangements (including requests to move within on-campus housing as well as requests to provide temporary or long term on-campus housing to students who reside off-campus)
- Changes to work or research schedules or assignments
- Assistance in requesting academic allowances
- Issuance of a formal request that a student cease current behaviors
- Issuance of a "Limited Contact Agreement" or a "Limited Contact Order", a formal request that the Carleton community members involved in an incident have no contact with one another.

An individual who has experienced domestic violence, dating violence, stalking, or sexual assault may also be able to obtain an order for protection, restraining order, or no contact order from a court. Information about how to obtain an order for protection or similar order is available from www.womenslaw.org.

Under the Policy against Sexual Misconduct, Carleton community members and others are protected against false complaints of sexual misconduct. Disciplinary action will be taken against any person knowingly and deliberately making a false complaint.

Hearings are private and are not open to members of the Carleton community or to the public. A complainant and a respondent may each have an adviser of their choice to support them through the complaint resolution process. The adviser may be present during their advisee's interviews and any adjudication meetings. If they wish, students have the option to select an adviser from the list of trained Sexual Misconduct Support Advisers. If they wish, faculty and staff have the option to select an adviser from the list of trained Sexual Misconduct Support Advisers, or from the roster of faculty and staff who currently serve on the Community Board on Sexual Misconduct. In the hearing, both the complainant(s) and respondent(s) will have the opportunity to present their statements, comment on points of agreement or disagreement with the investigative summary or with other parts of the documentary record, and to respond to questions posed by the CBSM



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panel. Either the complainant and/or respondent may request that the hearing be conducted such that the two parties are not in the hearing room at the same time. A preponderance of the evidence standard applies in all sexual misconduct complaint process hearings.

In all cases where an investigation or hearing indicates that a violation of the Policies against Sexual Misconduct has occurred, the College will take appropriate disciplinary action.

Sanctions will be tailored to the severity of the policy violation. In a case of a staff or faculty member, sanctions may include verbal or written reprimands, training, and counseling or other behavioral intervention, and may range up to suspension or termination of employment.

In the case of a student, appropriate disciplinary action may include, but is not limited to Dismissal from the College; Suspension (for one or more terms, with or without conditions for return); Disciplinary Probation; No Contact/Limited Contact Agreement; Chemical Health Assessment; Restricted Campus Access; Restricted Course Enrollment; Change of Housing; Warning; Required Education and/or Training. Sanctions may be combined. A majority vote of the CBSM panel is required for all sanctions.

After a determination of responsibility has been made, each party will receive simultaneous notice of the outcome.

Either party has the right to appeal the decision of the CBSM Panel. The purpose of an appeal is to review the adjudication process. Appeals are accepted on the basis of one or more of the following criteria:

- 1) Procedural errors that may have substantially impacted the final decision;
- 2) Relevant new information that was not available at the time of the hearing, and would have substantially affected the Panel's decision;
- 3) Sanctions that are substantially inconsistent with past institutional responses.

The right of appeal is contingent upon participation in the investigative and hearing process. An appeal must be made in writing to the Complaint Coordinator within five business days of the date that the party receives written notification of the Panel's decision and imposed sanctions

Sex Offender Registry

The federal Campus Crime Prevention Act, enacted on October 28, 2000, went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State Law, of each 17 institution



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of higher education in that State at which a person is employed, carries on a vocation, volunteer's services or is a student.

The Federal Campus Sex Crimes Prevention Act provides for the tracking of convicted, registered sex offenders who are enrolled as students, employed or volunteering on college campuses. Information regarding registered Level 3 sex offenders who may be on campus may be accessed from the Minnesota Dept. of Corrections website:

<https://coms.doc.state.mn.us/PublicRegistrantSearch/>

Alcohol and Drug Policies

Carleton College is committed to maintain a campus and work place environment where members may live, learn, and work free of the debilitating effects of drug and alcohol abuse. In order to respect the preferences and rights of all community members, Carleton College regulates the use of alcohol in accordance with its Alcohol and Other Drugs Policy which can be accessed at:

http://apps.carleton.edu/handbook/healthsafety/?a=student&policy_id=21793

The Alcohol and Other Drugs Policy is designed to comply with the Federal Drug Free Schools and Communities Act Amendments of 1989 as well as applicable federal, state, and local laws.

The unlawful possession, use or distribution of illicit drugs and alcohol by faculty, staff or students on College property or as part of any of its activities is absolutely prohibited. Persons 21 years of age or older may drink alcoholic beverages only in their private rooms and/or at registered events held in public spaces.

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The College affirms the right to take action whenever it has reason to believe that the unlawful use, possession, sale, manufacture, or distribution, of alcohol and/or other drugs has occurred. Any faculty, staff or student found in violation of applicable laws and/or College policy will be subject to



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disciplinary actions by the College up to and including expulsion from the College, termination of employment, and/or referral to civil authorities for criminal prosecution. The College may also require participation in an appropriate drug or alcohol assistance or rehabilitation program.

Members of the Carleton Community are encouraged to become familiar with the potentially harmful physiological and psychological effects of the use and abuse of alcohol and other drugs. In addition, individuals are expected to understand their legal obligations and responsibilities

Carleton's health education efforts are strategically coordinated by the Office of Health Promotion (OHP). Under the direction of 2 full-time professional staff as well as a team of student peer educators (called Student Wellness Advocates), the OHP takes a public health approach to health promotion and drug prevention, utilizing individual and environmental strategies to encourage responsible decision-making regarding alcohol and other drugs. The OHP also addresses key student well-being topics within mental, emotional, and physical health. The OHP is a resource hub and refers students to the appropriate campus resources, like Student Health & Counselling (SHAC). Additional sources for resource referrals include numerous offices in the Division of Student Life, as well as over 200 student Peer Leaders that are employed and trained in those offices.

Crime Statistics

Carleton College uses the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Guidelines for classifying and reporting crime statistics. The following definitions are used to report crimes listed in accordance with the FBI Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapons law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook. The definitions of domestic violence, dating violence and stalking are in accordance with section 40002(a) of the Violence Against Women Act of 1994.

MURDER – The willful (non-negligent) killing of one human being by another.

MANSLAUGHTER BY NEGLIGENCE – The killing of another person through gross negligence

SEXUAL ASSAULT – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

RAPE – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.



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FONDLING – The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

INCEST – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

STATUTORY RAPE – Sexual intercourse with a person who is under the statutory age of consent

ROBBERY – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

AGGRAVATED ASSAULT – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (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).

BURGLARY – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

MOTOR VEHICLE THEFT – The theft or attempted theft of a motor vehicle. Includes cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (e.g. joyriding).

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. (Driving under the influence is not included in this definition). The 2016 Handbook for Campus Safety and Security reporting clarified that drunkenness (unless state law classifies drunkenness as internal possession and a violation of possession laws), should not be counted as a liquor law violation. MN does not have an internal possession law, thus underage consumption is not counted in 2017 statistics.

DRUG LAW VIOLATIONS – The violation 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 nonnarcotic drugs (barbiturates, Benzedrine).



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WEAPONS LAW ARRESTS – The violation of laws or ordinances dealing with weapon 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. **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.

DOMESTIC VIOLENCE – A felony or misdemeanor crime of violence committed by:

1. A current or former spouse or intimate partner of the victim;
2. A person with whom the victim shares a child in common;
3. A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

DATING VIOLENCE – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of domestic violence.

STALKING – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress.

For the purposes of this definition:

1. A course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.



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2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.



Crime Statistic Tables

Offense	Year	On-Campus	Non-Campus	Public Property	Total	Residential Facility	Unfounded Crimes
Murder/Non-Negligent Manslaughter	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Rape	2018	8	0	0	8	7	0
	2017	12	0	0	12	12	0
	2016	7	0	0	7	7	0
Fondling	2018	14	0	0	14	10	0
	2017	3	0	0	3	3	0
	2016	0	0	0	0	0	0
Incest	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Statutory Rape	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Aggravated Assault	2018	0	0	0	0	0	0
	2017	1	0	0	1	1	0
	2016	0	0	1	1	0	0
Burglary	2018	3	0	0	3	3	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Motor Vehicle Theft	2018	1	0	0	1	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Liquor Law Arrests	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	4	0	0	4	0	0
Drug Law Arrests	2018	2	0	1	2	0	0
	2017	12	0	0	12	2	0
	2016	6	0	0	6	0	0
Weapons Law Arrests	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0



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Offense	Year	On-Campus	Non-Campus	Public Property	Total	Residential Facility	Unfounded Crimes
Liquor Law Violations Referred for Disciplinary Action	2018	27	0	0	27	24	0
	2017	37	0	0	37	31	0
	2016	47	0	0	47	30	0
Drug Law Violations Referred for Disciplinary Action	2018	24	0	0	24	6	0
	2017	61	0	0	61	34	0
	2016	76	0	0	76	35	0
Weapons Law Violations Referred for Disciplinary Action	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arson	2018	1	0	0	1	0	0
	2017	2	0	0	2	1	0
	2016	1	0	0	1	1	0
Domestic Violence	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Dating Violence	2018	6	0	0	6	3	0
	2017	2	0	0	2	2	0
	2016	2	0	0	2	2	0
Stalking	2018	5	0	0	5	2	0
	2017	5	0	0	5	4	0
	2016	0	0	0	0	0	0

Hate Crime Reporting

In addition to the crimes listed above, any occurrence of the crimes of larceny/theft, simple assault, intimidation, or criminal damage to property, where there is evidence that the victim was intentionally selected because of the perpetrator's bias against race, sexual orientation, religion, ethnicity, national origin or gender identity must be reported in hate crime statistics.

In 2018, there were no incidents based on the perpetrator's bias. In 2017 there was one (1) on-campus incident in a residence hall based on the perpetrator's bias against race. In 2016 there was one (1) on campus incident in a residence hall based the perpetrator's bias against sexual orientation.



Annual Fire Safety Report

The Higher Educational Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

Fire Reporting Procedure

When a fire or heavy smoke is discovered, the fire alarm system should be activated and the building evacuated. The Northfield fire Department (9-911) and/or security services (ext. 4444) should be notified of any fire or smoke-related incident. Security Services shall be responsible for notifying the Vice President and Treasurer, Dean of Students, Facilities, and the Office of Residential Life.

Description of On-Campus Student Housing Fire Safety Systems

Fire alarm systems are monitored 24 hours a day; seven days a week by an off-site UL approved central monitoring station.

Fire alarm and sprinkler systems are physically tested annually to ensure proper operation.

Residents with disabilities are accommodated according to their needs.

The following residence halls and student houses have full sprinkler and fire alarm systems: Benton House, Brooks House, Burton Hall, Cassatt Hall, Chaney House, Collier House, Colwell House, Davis Hall, Dixon House, Dow House, Eugster House, Evans Hall, Faculty Club, Geffert House, Goodhue Hall, Hall House, Hunt House, James Hall, Jewett House, Meyers Hall, Musser Hall, Nasson House, Nourse Hall, Owens House, Page House East, Page House West, Parish House, Severance Hall, Scott House, Wade House and Watson Hall.

The following student residences are equipped with a full sprinkler system and manual pull stations. Some detectors in sleeping rooms and common areas will sound a local alarm but are not hard-wired into the building fire alarm system: Allen House, Berg House, Clader House, Douglas House, Farm House, Henrickson House, Hunt Cottage, Huntington House, Parr House, Prentice House, Rice House, Stimson House, Williams House, and Wilson House.

Number of Regular Mandatory Supervised Fire Drills

The Department of Residential Life together with Security Services conducts fire evacuation drills in all on-campus student residences three (3) times each academic year.



Policies on Portable Electrical Appliances, Smoking, and Open Flames

Safety considerations prohibit the possession of flame or spark producing items including candles, incense burners, oil burning lamps, halogen lamps, and lanterns, lighter fluid, etc. in residential facilities.

Ceilings, walls, and floors must be kept free of any fire or safety hazards. Decorations used for seasonal and/or special events must be of fire retardant materials. Heat producing electrical devices may only be used in designated areas. Appliances such as hot plates, coffee makers, irons, and space heaters are not acceptable for use in student rooms by order of the State Fire Marshall. These types of appliances may be used in kitchens or laundry rooms only.

Each room has an electrical load capacity of approximately 10-15 amps. The electrical capacity within student rooms does not permit the use of any appliance rated over six amps (700 watts). For example, stereos, TV's, and small refrigerators each draw two to three amps. Refrigerators larger than 3.6 cubic feet and air conditioners are not permitted in residential facilities. With the exception of the micro-fridge rental units, the use of microwaves in student rooms is discouraged. Microwaves are available in public kitchens.

Smoking is prohibited in all residential facilities including student rooms, restrooms, lounges, hallways, and stairwells. Any smoking must be at least 50 feet from a building entrance to prevent them from becoming smoke filled. This policy is concurrent with Minnesota law.

Procedures for Student Housing Evacuation

An Emergency Escape Plan and Fire Safety Instructions are posted in each residence hall room and floor lounge.

If you discover a fire or heavy smoke is present, sound the building fire alarm. Always evacuate the building immediately when a fire alarm is sounding. Keep low to the floor if smoke is present. Before opening the door, feel the door knob. If it is hot, do not open the door. If the knob is not hot, brace yourself against the door and open it slightly (fire can create pressure enough to push open a door if it is not held firmly). If heat or heavy smoke is present in the corridor, close the door and stay in the room.

If you cannot leave the room:

- 1) Open the windows. If your windows are the type that can be raised or lowered, open the top to let out heat and smoke; open the bottom to let in fresh air.
- 2) Seal cracks around the door with clothing or material to keep out smoke.
- 3) If smoke seeps into your room, put a wet cloth over your nose and mouth to act as a filter.



If you can leave the room:

- 1) Close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.
- 2) Go to the nearest exit or stairway. Do not use an elevator!
- 3) If the nearest exit is blocked by smoke, heat, or fire, go to an alternate exit.
- 4) If all exits are blocked, go back to your room and close the door.
- 5) After leaving the building stand clear at a distance of at least 500 feet.

Fire Safety Education and Training Programs for Students, Faculty and Staff

The Offices of Residential Life and Environmental Health and Safety provide training to housing staff and the Facilities department. The training includes information on fire protection features of facilities, fire prevention, emergency procedures, and conducting fire safety education sessions for residents.

Environmental Health and Safety 2018 Safety Training and updates:

- Facilities Department Training Day – On August 8th, 100 facility employees completed fire safety training that consisted of fire extinguisher inspection review and safe fire extinguisher use.
- Residential Life Resident Assistant (RA) Fire Safety Training – On September 4th, 75 RA's completed fire safety training that consisted of a fire prevention and awareness presentation followed by a Bullex Fire Extinguisher exercise.
- New Student Week Safety Training – On September 8th, the graduating class of 2022 (600 new students and student leaders) completed Automated External Defibrillator (AED) and hands only CPR training per Carleton College's written AED Program.
- Fire Safety Training for the Sciences – The Chemical Hygiene/Radiation Safety Officer conducted training for all research labs consisting of fire safety and emergency procedure review.

Plans for Future Improvements in Fire Safety

Carleton College continually evaluates the fire protection systems in residential facilities. A systematic process of annually planning and budgeting for fire protection system upgrades is currently in place. Such upgrades occur through replacements or building renovations. Current plans include: Replacing stand-alone battery operated residential smoke detectors with smoke detectors that are hard-wired into the building fire alarm system.



Fire Statistic Tables

Statistics and Related Information in Student Housing for 2018

Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Burton Hall, 117 College St. N	0	0	N/A	0	0	N/A
Cassatt Hall, 139 N. Maple St.	0	0	N/A	0	0	N/A
Davis Hall, 104 Union St. N.	0	0	N/A	0	0	N/A
Evans Hall, 715 Evans Dr.	0	0	N/A	0	0	N/A
Goodhue Hall, 401 Three Oaks Dr.	0	0	N/A	0	0	N/A
James Hall, 140 N. Nevada St.	0	0	N/A	0	0	N/A
Musser Hall, 103 Union St. N.	1	1	Unintentional/Cooking	0	0	\$0-\$99
Myers Hall, 200 Maple St. N.	0	0	N/A	0	0	N/A
Nourse Hall, 110 Nourse Ln.	0	0	N/A	0	0	N/A
Severance Hall, 205 College St. N.	0	0	N/A	0	0	N/A
Watson Hall, 103 Maple St. S.	0	0	N/A	0	0	N/A
Allen House, 111 N. Division St.	0	0	N/A	0	0	N/A
Benton House, 118 Winona St. S.	0	0	N/A	0	0	N/A
Berg House, 112 Union St.	0	0	N/A	0	0	N/A
Brooks House, 101 S. Division St.	0	0	N/A	0	0	N/A
Chaney House, 115 Maple St. S.	0	0	N/A	0	0	N/A
Collier House, 105 S. Division St.	0	0	N/A	0	0	N/A
Colwell House, 111 S. Division St.	0	0	N/A	0	0	N/A
Dixon House, 107 S. Division St.	0	0	N/A	0	0	N/A
Douglas House, 401 E. 3 rd St.	0	0	N/A	0	0	N/A
Dow House, 109 S. Division St.	0	0	N/A	0	0	N/A
Eugster House, 110 N. Division St.	0	0	N/A	0	0	N/A
Faculty Club, 717-721 E. 2 nd St.	0	0	N/A	0	0	N/A
Farm House, 612 Three Oaks Dr.	0	0	N/A	0	0	N/A
Geffert House, 112 N. Division St.	0	0	N/A	0	0	N/A
Hall House, 210-212 E. 1 st St.	0	0	N/A	0	0	N/A
Henrickson House, 205 E. 2 nd St.	0	0	N/A	0	0	N/A
Hunt Cottage, 106 Union St.	0	0	N/A	0	0	N/A
Hunt House, 201 2 nd St.	0	0	N/A	0	0	N/A
Huntington House, 119 College St.	0	0	N/A	0	0	N/A
Jewett House, 216 Union St.	0	0	N/A	0	0	N/A
Nason House, 209 1 st St.	0	0	N/A	0	0	N/A
Owens House, 103 S. Division St.	0	0	N/A	0	0	N/A
Page House East, 218 College St.	0	0	N/A	0	0	N/A
Page House West, 218 College St.	0	0	N/A	0	0	N/A
Parish House, 419 E. 3 rd St.	0	0	N/A	0	0	N/A
Parr House, 700 Three Oaks Dr.	0	0	N/A	0	0	N/A
Prentice House, 107 N. Division St.	0	0	N/A	0	0	N/A
Rice House, 208 College St.	0	0	N/A	0	0	N/A
Scott House, 106 N. Division St.	0	0	N/A	0	0	N/A
Stimson House, 300 E. 1 st St.	0	0	N/A	0	0	N/A
Wade House, 205 College St.	0	0	N/A	0	0	N/A
Williams House, 109 Union St.	0	0	N/A	0	0	N/A
Wilson House, 115 N. Division St.	0	0	N/A	0	0	N/A



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Statistics and Related Information in Student Housing for 2017

Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Burton Hall, 117 College St. N	0	0	N/A	0	0	N/A
Cassatt Hall, 139 N. Maple St.	0	0	N/A	0	0	N/A
Davis Hall, 104 Union St. N.	0	0	N/A	0	0	N/A
Evans Hall, 715 Evans Dr.	0	0	N/A	0	0	N/A
Goodhue Hall, 401 Three Oaks Dr.	0	0	N/A	0	0	N/A
James Hall, 140 N. Nevada St.	0	0	N/A	0	0	N/A
Musser Hall, 103 Union St. N.	1	1	Unintentional/ Cooking	0	0	\$0-\$99
Myers Hall, 200 Maple St. N.	0	0	N/A	0	0	N/A
Nourse Hall, 110 Nourse Ln.	0	0	N/A	0	0	N/A
Severance Hall, 205 College St. N.	0	0	N/A	0	0	N/A
Watson Hall, 103 Maple St. S.	1	1	Unintentional/ Cooking	0	0	\$0-\$99
Allen House, 111 N. Division St.	0	0	N/A	0	0	N/A
Benton House, 118 Winona St. S.	0	0	N/A	0	0	N/A
Berg House, 112 Union St.	0	0	N/A	0	0	N/A
Brooks House, 101 S. Division St.	0	0	N/A	0	0	N/A
Chaney House, 115 Maple St. S.	0	0	N/A	0	0	N/A
Collier House, 105 S. Division St.	0	0	N/A	0	0	N/A
Colwell House, 111 S. Division St.	0	0	N/A	0	0	N/A
Dixon House, 107 S. Division St.	0	0	N/A	0	0	N/A
Douglas House, 401 E. 3 rd St.	0	0	N/A	0	0	N/A
Dow House, 109 S. Division St.	0	0	N/A	0	0	N/A
Eugster House, 110 N. Division St.	0	0	N/A	0	0	N/A
Faculty Club, 717-721 E. 2 nd St.	0	0	N/A	0	0	N/A
Farm House, 612 Three Oaks Dr.	0	0	N/A	0	0	N/A
Geffert House, 112 N. Division St.	0	0	N/A	0	0	N/A
Hall House, 210-212 E. 1 st St.	0	0	N/A	0	0	N/A
Henrickson House, 205 E. 2 nd St.	0	0	N/A	0	0	N/A
Hunt Cottage, 106 Union St.	0	0	N/A	0	0	N/A
Hunt House, 201 2 nd St.	0	0	N/A	0	0	N/A
Huntington House, 119 College St.	0	0	N/A	0	0	N/A
Jewett House, 216 Union St.	0	0	N/A	0	0	N/A
Nason House, 209 1 st St.	0	0	N/A	0	0	N/A
Owens House, 103 S. Division St.	0	0	N/A	0	0	N/A
Page House East, 218 College St.	0	0	N/A	0	0	N/A
Page House West, 218 College St.	0	0	N/A	0	0	N/A
Parish House, 419 E. 3 rd St.	1	1	Undetermined	0	0	\$0-\$99
Parr House, 700 Three Oaks Dr.	0	0	N/A	0	0	N/A
Prentice House, 107 N. Division St.	0	0	N/A	0	0	N/A
Rice House, 208 College St.	0	0	N/A	0	0	N/A
Scott House, 106 N. Division St.	0	0	N/A	0	0	N/A
Stimson House, 300 E. 1 st St.	0	0	N/A	0	0	N/A
Wade House, 205 College St.	0	0	N/A	0	0	N/A
Williams House, 109 Union St.	0	0	N/A	0	0	N/A
Wilson House, 115 N. Division St.	0	0	N/A	0	0	N/A



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Statistics and Related Information in Student Housing for 2016

Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Burton Hall, 117 College St. N	0	0	N/A	0	0	N/A
Cassatt Hall, 139 N. Maple St.	0	0	N/A	0	0	N/A
Davis Hall, 104 Union St. N.	0	0	N/A	0	0	N/A
Evans Hall, 715 Evans Dr.	1	1	Intentional	0	0	\$0-\$99
Goodhue Hall, 401 Three Oaks Dr.	0	0	N/A	0	0	N/A
James Hall, 140 N. Nevada St.	0	0	N/A	0	0	N/A
Musser Hall, 103 Union St. N.	0	0	N/A	0	0	N/A
Myers Hall, 200 Maple St. N.	0	0	N/A	0	0	N/A
Nourse Hall, 110 Nourse Ln.	0	0	N/A	0	0	N/A
Severance Hall, 205 College St. N.	0	0	N/A	0	0	N/A
Watson Hall, 103 Maple St. S.	0	0	N/A	0	0	N/A
Allen House, 111 N. Division St.	0	0	N/A	0	0	N/A
Benton House, 118 Winona St. S.	0	0	N/A	0	0	N/A
Berg House, 112 Union St.	0	0	N/A	0	0	N/A
Brooks House, 101 S. Division St.	0	0	N/A	0	0	N/A
Chaney House, 115 Maple St. S.	0	0	N/A	0	0	N/A
Collier House, 105 S. Division St.	0	0	N/A	0	0	N/A
Colwell House, 111 S. Division St.	0	0	N/A	0	0	N/A
Dixon House, 107 S. Division St.	0	0	N/A	0	0	N/A
Douglas House, 401 E. 3 rd St.	0	0	N/A	0	0	N/A
Dow House, 109 S. Division St.	0	0	N/A	0	0	N/A
Eugster House, 110 N. Division St.	0	0	N/A	0	0	N/A
Faculty Club, 717-721 E. 2 nd St.	0	0	N/A	0	0	N/A
Farm House, 612 Three Oaks Dr.	0	0	N/A	0	0	N/A
Geffert House, 112 N. Division St.	0	0	N/A	0	0	N/A
Hall House, 210-212 E. 1 st St.	0	0	N/A	0	0	N/A
Henrickson House, 205 E. 2 nd St.	0	0	N/A	0	0	N/A
Hunt Cottage, 106 Union St.	0	0	N/A	0	0	N/A
Hunt House, 201 2 nd St.	0	0	N/A	0	0	N/A
Huntington House, 119 College St.	0	0	N/A	0	0	N/A
Jewett House, 216 Union St.	0	0	N/A	0	0	N/A
Nason House, 209 1 st St.	0	0	N/A	0	0	N/A
Owens House, 103 S. Division St.	0	0	N/A	0	0	N/A
Page House East, 218 College St.	0	0	N/A	0	0	N/A
Page House West, 218 College St.	0	0	N/A	0	0	N/A
Parish House, 419 E. 3 rd St.	0	0	N/A	0	0	N/A
Parr House, 700 Three Oaks Dr.	0	0	N/A	0	0	N/A
Prentice House, 107 N. Division St.	0	0	N/A	0	0	N/A
Rice House, 208 College St.	0	0	N/A	0	0	N/A
Scott House, 106 N. Division St.	0	0	N/A	0	0	N/A
Stimson House, 300 E. 1 st St.	0	0	N/A	0	0	N/A
Wade House, 205 College St.	0	0	N/A	0	0	N/A
Williams House, 109 Union St.	0	0	N/A	0	0	N/A
Wilson House, 115 N. Division St.	0	0	N/A	0	0	N/A



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Fire Safety Systems in Carleton College Student Housing in 2018

Facility	Offsite UL Approved Monitoring	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	No. of Evacuation (Fire) Drills Each Calendar Year
Burton Hall, 117 College St. N	Yes	Yes	Yes	Yes	Yes	3
Cassatt Hall, 139 N. Maple St.	Yes	Yes	Yes	Yes	Yes	3
Davis Hall, 104 Union St. N.	Yes	Yes	Yes	Yes	Yes	3
Evans Hall, 715 Evans Dr.	Yes	Yes	Yes	Yes	Yes	3
Goodhue Hall, 401 Three Oaks Dr.	Yes	Yes	Yes	Yes	Yes	3
James Hall, 140 N. Nevada St.	Yes	Yes	Yes	Yes	Yes	3
Musser Hall, 103 Union St. N.	Yes	Yes	Yes	Yes	Yes	3
Myers Hall, 200 Maple St. N.	Yes	Yes	Yes	Yes	Yes	3
Nourse Hall, 110 Nourse Ln.	Yes	Yes	Yes	Yes	Yes	3
Severance Hall, 205 College St. N.	Yes	Yes	Yes	Yes	Yes	3
Watson Hall, 103 Maple St. S.	Yes	Yes	Yes	Yes	Yes	3
Allen House, 111 N. Division St.	Yes	Yes	Yes	Yes	Yes	3
Benton House, 118 Winona St. S.	Yes	Yes	Yes	Yes	Yes	3
Berg House, 112 Union St.	Yes	Yes	Yes	Yes	Yes	3
Brooks House, 101 S. Division St.	Yes	Yes	Yes	Yes	Yes	3
Chaney House, 115 Maple St. S.	Yes	Yes	Yes	Yes	Yes	3
Collier House, 105 S. Division St.	Yes	Yes	Yes	Yes	Yes	3
Colwell House, 111 S. Division St.	Yes	Yes	Yes	Yes	Yes	3
Dixon House, 107 S. Division St.	Yes	Yes	Yes	Yes	Yes	3
Douglas House, 401 E. 3 rd St.	Yes	Yes	Yes	Yes	Yes	3
Dow House, 109 S. Division St.	Yes	Yes	Yes	Yes	Yes	3
Eugster House, 110 N. Division St.	Yes	Yes	Yes	Yes	Yes	3
Faculty Club, 717-721 E. 2 nd St.	Yes	Yes	Yes	Yes	Yes	3
Farm House, 612 Three Oaks Dr.	Yes	Yes	Yes	Yes	Yes	3
Geffert House, 112 N. Division St.	Yes	Yes	Yes	Yes	Yes	3
Hall House, 210-212 E. 1 st St.	Yes	Yes	Yes	Yes	Yes	3
Henrickson House, 205 E. 2 nd St.	Yes	Yes	Yes	Yes	Yes	3
Hunt Cottage, 106 Union St.	Yes	Yes	Yes	Yes	Yes	3
Hunt House, 201 2 nd St.	Yes	Yes	Yes	Yes	Yes	3
Huntington House, 119 College St.	Yes	Yes	Yes	Yes	Yes	3
Jewett House, 216 Union St.	Yes	Yes	Yes	Yes	Yes	3
Nason House, 209 1 st St.	Yes	Yes	Yes	Yes	Yes	3
Owens House, 103 S. Division St.	Yes	Yes	Yes	Yes	Yes	3
Page House East, 218 College St.	Yes	Yes	Yes	Yes	Yes	3
Page House West, 218 College St.	Yes	Yes	Yes	Yes	Yes	3
Parish House, 419 E. 3 rd St.	Yes	Yes	Yes	Yes	Yes	3
Parr House, 700 Three Oaks Dr.	Yes	Yes	Yes	Yes	Yes	3
Prentice House, 107 N. Division St.	Yes	Yes	Yes	Yes	Yes	3
Rice House, 208 College St.	Yes	Yes	Yes	Yes	Yes	3
Scott House, 106 N. Division St.	Yes	Yes	Yes	Yes	Yes	3
Stimson House, 300 E. 1 st St.	Yes	Yes	Yes	Yes	Yes	3
Wade House, 205 College St.	Yes	Yes	Yes	Yes	Yes	3
Williams House, 109 Union St.	Yes	Yes	Yes	Yes	Yes	3
Wilson House, 115 N. Division St.	Yes	Yes	Yes	Yes	Yes	3



Carleton College Annual Security and Fire Safety Report

For Further Information

Contact Carleton College Security Services

By phone at 507-222-4444

By email at security@carleton.edu

On the web at <https://apps.carleton.edu/campus/security/>