

## **Campus Security Policy**

The Hazelden Graduate School of Addiction Studies, in conjunction with the Hazelden Foundation, is committed to providing an environment that provides security for person and property without unduly burdensome policies and practices. With the cooperation of students, faculty, staff, and visitors, it is possible to provide a level of security that is reasonable and effective.

Under the Campus Security Act of 1990, also known as the Jeanne Clery Act, and the Crime Statistics Act, which was effective October 1, 1998, Hazelden Foundation is responsible for reporting crime statistics and providing safety information to the campus community.

The annual security report for the Hazelden Graduate School includes statistics for the previous three years and includes crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the Hazelden Foundation, and on public property within or immediately adjacent to and accessible from the campus.

In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students engaged at off-campus locations and/or within student organizations that are officially recognized by the Graduate School, are gathered from local police agencies. These agencies include any City, County, State, or Federal agencies that may have relevant information. The statistics are published annually and provided within all incoming student packets. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

It is the policy of the Hazelden Graduate School to immediately notify the campus community of any reported crime(s), emergencies, or dangerous situations that are determined to pose an imminent threat to the health or safety of the campus community. Means of notification may include campus-wide email and/or postings. Reports of a lesser nature (e.g., personal property thefts) may be posted as notices within the campus facility.

The following procedures set forth guidelines for facility security, crime(s), and crime alerts:

### Facility security and management:

- Hazelden Graduate School, in cooperation with the Hazelden Foundation, provides protection of buildings, property, and parking lots. Hazelden investigates crimes, alarms, suspicious incidents, and persons and provides responses to medical and fire incidents on premises.
- Campus facilities and buildings are generally open to the campus community; guests visiting the campus are required to sign in at designated areas and wear a nametag. Students and employees on the Center City campus are required to wear official nametags.
- All prospective patients are screened pre-admission for risk to self or others. Those with current risk factors for violent acting out, inappropriate to a non-hospital setting, are referred to a more intensive level of care. Assessment and reassessment of patients is routinely addressed through the on-campus mental health center to safeguard patient, staff, and student safety.
- Campus shrubbery, trees, and other vegetation are routinely trimmed and artificial lighting maintained with safety issues in mind. The campus community is encouraged to report unsafe condition; safety concerns, exterior lighting issues, or telephone malfunctions to Environment of Care personnel at extension x4670 or x4193.

- Prevention services include education for students during new student orientation three times each year, which includes information concerning personal safety, weather hazards, fire prevention, crime, and reporting processes for criminal acts. Faculty are required to successfully complete training each year that addresses personal safety and emergency procedures involving risk to self or others, fire hazard, and protective procedures.

#### Annual disclosure of campus crime statistics:

- Annual disclosure of campus crime statistics is managed through the Foundation's Human Resource Department.
- A centrally managed phone number, ext. 3600, is a voluntary, confidential reporting system available to report criminal acts, all emergencies, or suspected risk factors. Reports are screened through the Medical Unit and referred to the appropriate resource for immediate intervention and/or referral to the appropriate resource. The phone reports are recorded as part of the Annual Crime Statistics Report through Hazelden's Human Resources.
- The following individuals are informed for the purpose of making timely warnings and the annual statistical disclosure:
  - The Foundation President and CEO
  - The Graduate School Provost
  - The Dean
- The annual disclosure includes a statement disclosing the voluntary confidential reporting system for annual crime statistics

#### Sexual assault:

- Safety and sexual assault prevention are topics addressed during the new student orientation program that takes place three times each year. Crime prevention pamphlets are available in the Admissions Office of the Hazelden Graduate School. The intranet is an additional resource used by the Hazelden Graduate School for the dissemination of crime bulletins, department presentations, crime prevention tips, and newsworthy information.

#### Reporting sexual assaults:

- Every effort is made to ensure that our campus environment promotes and assists in prompt reporting of sexual assaults and provides compassionate support services for survivors. Prompt reporting of sexual assaults is encouraged either by the victim or a third party who can assist them. Sexual assault includes, but is not necessarily limited to, acts or attempted acts or rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, and acquaintance/date rape.
- Sexual assaults may be reported to any of the following agencies, which provide a variety of support options and resources:
  - In the event of an emergency: 911
  - Human Resources x 4205
  - Hazelden's Security Number x3600
  - Academic Adviser or Dean
  - Chisago County Sheriff Office  
313 N Main St. Ste. 100  
Center City, MN 55012
    - First, call Dispatch at (651) 257-4100
    - Second, call Chisago County Sheriff at (651) 213-6301
  - Fairview Lakes Regional Medical Center Emergency Room

5200 Fairview Blvd.  
Wyoming, MN 55092

- School referral to expedite clinic appointment  
(651) 982-7300
- Legal options:  
Any person who has been sexually assaulted has several legal options:
  - Criminal prosecution against the assailant
  - Civil prosecution against the assailant
  - The Graduate School's disciplinary procedure if the assailant is an employee or student.

#### Criminal Report:

- To report an EMERGENCY, DIAL 911 immediately (for a crime in progress, bomb threat, medical emergency, suspicious persons or unusual behavior, etc.) or Hazelden's security number at extension 3600.
- To report a crime that is not an emergency, contact Hazelden's security number at extension 3600 or the Chisago County Sheriff's Office at (651) 257-4100 (Dispatch) or (651) 213-6301.
- The HGSAS encourages prompt reporting of all crimes to the appropriate law enforcement agencies and to the Hazelden extension x3600.
- If you believe you are a victim of a crime, you have the right to report that crime to criminal authorities. For the majority of crimes, you should report the crime by calling 911 or by contacting a police agency where the crime occurred. For other crimes, you may report the crime to federal authorities or the Federal Bureau of Investigations. When you report a crime, they may have a police or investigative officer take your statement and collect information relevant to their investigation. The criminal authorities have the ability to arrest individuals, and, when appropriate, forward the case to prosecutors for criminal prosecution. If you are a victim of a sexual assault and are concerned about protecting the confidentiality of any information, please make the officer aware of that and they will do their best to maintain confidences. Prosecutors, not police, make the final decision on whether or not to prosecute a case criminally.
- Short-term counseling and mental health services are available through the Graduate School's Student Assistance Program. Mental health professionals see students for emotional support and professional counseling as well as assessment and referral to longer term care as required.

#### Civil prosecution:

- Victims can consult a private attorney about initiating a suit in civil court for damages against the assailant. The purpose of a civil suit is to compensate the victim in money damages for the wrong done to them. A civil action can be brought against the assailant regardless of the decision to criminally prosecute.

#### Graduate School disciplinary procedure:

- If the crime occurred on campus, at a school event or on school owned property, and the assailant is a student, employee or faculty member, besides criminal and civil action, campus administrative action may be initiated through the Faculty and Student Affairs Committee. The Hazelden Graduate School may sanction a student found to have committed sexual assault with probation, counseling, suspension, or expulsion. The Hazelden Graduate School may sanction an employee or faculty member found to have committed sexual assault with probation, counseling, and other disciplinary action up to and including termination.

- If the assailant is a faculty or staff member, report suspected employee misconduct to the Graduate School Human Resources liaison at x4205. As discussed above, the individual may be subject to disciplinary action.
- The Hazelden Graduate School is committed to providing proceedings that are supportive, sensitive, expedient, and respectful to each individual's rights. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both must be informed of the outcome of an institutional disciplinary proceeding brought alleging a sex offense.

#### Crime and emergency alert notices:

- The Hazelden Graduate School is committed to maintaining a safe campus and believes that a well-informed community is an integral component in achieving this goal. It is the policy of the Foundation to immediately issue alerts for the campus community when a crime of a serious nature, significant emergency, or dangerous situation that is considered to represent a threat to students or employees occurs. Alerts shall include, but are not limited to, those crimes that are listed in the Clery Act.
- The following individuals are informed of crime(s), significant emergencies, and dangerous situations for the purpose of making timely warnings:
  - The Foundation President and CEO
  - The Graduate School Provost
  - The Dean
- Upon notice, this group of individuals will, without delay, and taking into account the safety of the community, determine the content of the crime and emergency notification and initiate a notification, 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.
- Notices are made to the entire campus community that is comprised of students, faculty, and School staff.
- Crime alerts shall be made electronically via email to the campus community.
- Severe weather, fire, or other facility-based emergency alerts are made via the Hazelden Foundation's automated auditory and visual alarm system. In the event of a sustained emergency situation, email alerts will be issued to the entire campus community.

#### Alcohol and Drug Policy

It is the policy of Hazelden that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited in any Hazelden facility, office, or vehicle, or on any Hazelden property. These include all mood-altering substances, whether legal or illegal, such as stimulants, depressants (including alcohol), cannabis, narcotics, and hallucinogens. Alcoholic beverages, controlled substances, or (abuse of) prescription medication cannot be consumed anytime during the workday, including rest breaks, lunches, or other meals if the student is to return to work thereafter.

Prescription drugs are allowed if prescribed by a physician for medical purposes and used *only* as prescribed.

The use of alcohol or drugs is not permitted during working hours. The use of alcohol is discouraged where specific Hazelden business is being conducted.

Alcohol and drug-dependent students whose primary function involves direct therapeutic work with Hazelden patients are required to be alcohol and drug free for a minimum of two years prior to clinical process courses. Maintaining freedom from alcohol and/or drug use is required throughout their tenure as a student.

Students, subcontractors, and volunteers who are directly responsible for patients or clients of recovery services programs are prohibited from abusing prescription medication or being under the influence of a controlled substance or alcohol in any manner that impairs or could impair their ability to provide care or services.

An individual judged to be in violation of this policy will be immediately removed from patient or client care responsibilities and be subject to disciplinary action in accordance with the Hazelden Foundation and the Hazelden Graduate School of Addiction Studies disciplinary policies.

Disciplinary action may include expulsion or termination from academic programs. In addition, violation may result in local, state, and/or federal criminal charges. Legal sanctions under local, state, and federal laws may include and are not limited to:

- Suspension, revocation, or denial of a driver's license
- Loss of eligibility for federal financial aid or other federal benefits
- Property seizure
- Mandated community service
- Felony conviction that may result in imprisonment
- Monetary fines

A conviction for any offense during a period of enrollment during which a student received federal aid will result in the loss of aid eligibility.

Students must notify the Dean, in writing, within five days of being convicted under a criminal drug or alcohol statute. Disciplinary action will occur within 30 days of receipt of the written notification and may result in termination from enrollment at the school.

A student in need of assistance to overcome an alcohol and/or drug problem must contact the Dean immediately. The student will be encouraged to seek assessment, information, and referral through the Graduate School Student Assistance Program. The Student Assistance Program (SAP) is designed to help students experiencing alcohol or drug related difficulties assess the extent and severity of the problem and identify appropriate services. Referrals may include but are not limited to outpatient counseling, outpatient or residential treatment for alcohol and drug dependence, and post-treatment continuing care. The cost of treatment and rehabilitation is the responsibility of the student.

Parents of children under the age of 21 will be notified of any alcohol and drug use.