The Hazelden Betty Ford Graduate School of Addiction Studies, in conjunction with the Hazelden Betty Ford 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 Betty Ford Foundation is responsible for reporting crime statistics and providing safety information to the campus community.

The annual security report for the Hazelden Betty Ford 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 Betty Ford 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 to be 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 Betty Ford 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 Betty Ford Graduate School, in cooperation with the Hazelden Betty Ford Foundation, provides protection of buildings, property, and parking lots. Hazelden Betty Ford Foundation 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 name tags.
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 conditions, safety concerns, exterior lighting issues, or telephone malfunctions to Environment of Care personnel at extension x4834 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 Betty Ford Foundation’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.

Publically-available crime statistics exclude identifying information about the victim to the extent permissible by law.

Sexual assault, domestic violence, dating violence, and stalking:

The HGSAS prohibits offenses of sexual assault, domestic violence, dating violence, and stalking.

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 Graduate School. The intranet is an additional resource used by the Graduate School for the dissemination of crime bulletins, department presentations, crime prevention tips, and newsworthy information.
Reporting sexual assaults, domestic violence, dating violence, and/or stalking:

Every effort is made to ensure that our campus environment promotes and assists in prompt reporting of sexual assaults, domestic violence, dating violence, or stalking and provides compassionate support services for survivors. Prompt reporting of sexual assaults, domestic violence, dating violence, and stalking are encouraged either by the victim or a third party who can assist him or her. 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.

Victims are encouraged to preserve evidence necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking.

Sexual assaults, domestic violence, dating violence, and stalking 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 x4900
-- Hazelden Betty Ford’s Center City security number x3600
-- Academic Advisor or Dean
-- Chisago County Sheriff Office
  313 N Main St., Ste. 100
  Center City, MN 55012
  o First, call Dispatch at (651) 257-4100
  o 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 at
  (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

• Victims are provided with assistance in changing academic situations if requested and if options are reasonably available, regardless of whether the victim reports the crime to local law enforcement. Assistance may include, among other options, moving a student into a different section of a course.
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 Betty Ford’s security number at extension x3600.

To report a crime that is not an emergency, contact Hazelden Betty Ford’s security number at extension x3600 or call the Chisago County Sheriff’s Office at (651) 257-4100 (Dispatch) or (651) 213-6301.

The Graduate School encourages prompt reporting of all crimes to the appropriate law enforcement agencies and to the Hazelden Betty Ford security at 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 Betty Ford Graduate School is committed to providing proceedings that are supportive, sensitive, expedient, and respectful to each individual’s rights. Prompt, fair, and impartial investigations will be completed. Should a disciplinary proceeding occur, both the accuser and the accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both the accuser and the accused shall be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceeding that arises from an allegation, the procedures for the accused and the accuser to appeal the results, any
change to the results that occur prior to the time such results become final, and when such results become final.

The Hazelden Betty Ford Graduate School may sanction a student found to have committed sexual assault with probation, counseling, suspension, or expulsion. The Hazelden Betty Ford 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 consultant at extension x4529. As discussed above, the individual may be subject to disciplinary action.

**Crime and emergency alert notices:**

The Hazelden Betty Ford 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 Betty Ford 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.

**National Registry of Sex Offenders**

Information about registered sex offenders may be obtained at the National Sex Offender Public Website (NSOPW) at [www.nsopw.gov](http://www.nsopw.gov). The NSOPW is a public safety resource that provides the public with access to sex offender data nationwide.